



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 26, 2013
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) February 12, 2013 Regular Meeting (See Page 10)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
 - a) Pat McDonald, Director, Cuyahoga County Board of Elections
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - a) M2013-0008: A Motion confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Public Library Board of Trustees, and declaring the necessity that this Motion become immediately effective: (See Page 25)
 - 1) Patricia Shlonsky
 - 2) Edward Blakemore

Sponsor: Council President Connally

- b) M2013-0009: A Motion confirming the County Executive's appointment of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 38)

Sponsor: Council President Connally

- c) M2013-0010: A Motion confirming the County Executive's appointment of Mark A. Parks, Jr. upon his taking the oath of office as the Treasurer of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 44)

Sponsor: Council President Connally

- d) M2013-0011: A Motion confirming the County Executive's appointment of Andrea F. Rocco, Esq. upon her taking the oath of office as the Clerk of Courts of Cuyahoga County, and declaring the necessity that this Motion become immediately effective. (See Page 48)

Sponsor: Council President Connally

10. COMMITTEE REPORT AND CONSIDERATION OF A MOTION OF COUNCIL FOR SECOND READING

- a) M2013-0006: A Motion confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities, and declaring the necessity that this Motion become immediately effective: (See Page 55)

- 1) Tania J. Younkin
- 2) Steven M. Licciardi

Sponsor: Council President Connally

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

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

- a) R2012-0241: A Resolution requesting the Ohio General Assembly to make physical assault on public transit workers a felony under Ohio law, and declaring the necessity that this Resolution become immediately effective. (See Page 57)

Sponsor: Councilmember Conwell

12. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- a) O2013-0001: An Ordinance establishing general provisions for the Cuyahoga County Code and authorizing the Clerk of Council to officially publish the Cuyahoga County Code as approved by the County's Director of Law; and declaring the necessity that this Ordinance become immediately effective. (See Page 59)

Sponsors: Council President Connally/Clerk of Council and Director of Law

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

- a) R2013-0033: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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. (See Page 63)

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

- b) R2013-0034: A Resolution amending Resolution No. R2012-0174 dated 10/9/2012, which authorized an Economic Development Loan in the amount not-to-exceed \$566,312.00 for purchase of test equipment for a facility located at 4535 Renaissance Parkway, Warrensville Heights, to change the name of the borrower from NSL Analytical Services, Inc. to 4535, LLC; and declaring the necessity that this Resolution become immediately effective. (See Page 82)

Sponsor: County Executive FitzGerald/Department of Development

14. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES / EXECUTIVE SESSION

- a) R2013-0035: A Resolution approving an amendment to a collective bargaining agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 4 employees in the classification of Technician in the Department of Public

Works for the period 11/1/2010 - 10/31/2013; directing that funds necessary to implement the collective bargaining agreement be budgeted and appropriated; 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. (See Page 86)

Sponsor: County Executive FitzGerald/Departments of Law and Public Works

- b) Pending or imminent litigation.
- c) Matters required to be kept confidential under federal or state law.

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

- a) R2013-0036: A Resolution declaring that public convenience and welfare requires replacement of Boston Road Culvert 07.74 in the City of Broadview Heights; total estimated construction cost \$780,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 89)

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

- b) R2013-0037: A Resolution making an award on RQ25797 to Karvo Paving, Co. in the amount not-to-exceed \$1,345,636.15 for resurfacing Columbus Road from Center Street to West 25th Street in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,076,508.92 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 94)

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

- c) R2013-0038: A Resolution authorizing an agreement with Cuyahoga County Board of Developmental Disabilities for participation in the Cuyahoga County Benefits Regionalization Program for the period

1/1/2013 - 12/31/2015; 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. (See Page 100)

Sponsor: County Executive FitzGerald/Department of Human Resources

- d) R2013-0039: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 by providing for budget realignments within Human Service operating budgets and the Health and Human Services Levy Fund and other funding sources in order to meet the requirements set forth in Section 4 of Resolution No. R2012-0232, and declaring the necessity that this Resolution become immediately effective. (See Page 103)

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

- e) R2013-0040: A Resolution making an award on RQ25951 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for middle distillates for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; 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. (See Page 115)

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

- f) R2013-0041: A Resolution making an award on RQ25945 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for gasoline for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; 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. (See Page 123)

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

- g) R2013-0042: A Resolution making an award on RQ26030 to YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$750,000.00 for transitional housing and case management services for the Open Door Housing Program for the period 3/1/2013 - 2/29/2016; 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. (See Page 131)

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

- h) R2013-0043: A Resolution authorizing agreements with various providers in the total amount not-to-exceed \$6,867,149.90 for child support services for the period 1/1/2013 - 12/31/2013; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 138)
- 1) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$2,038,053.87.
 - 2) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$2,463,045.02.
 - 3) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$2,366,051.01.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services

- i) R2013-0044: A Resolution authorizing an agreement with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$42,289.14 for child support services for the period 1/1/2013 - 12/31/2013; 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. (See Page 150)

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services

16. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- a) R2013-0027: A Resolution authorizing an amendment to Contract No. CE1200357-01 with Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$8,694,139.68; 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. (See Page 157)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

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

- a) R2013-0026: A Resolution making an award on RQ25869 to Perk Company, Inc. in the amount not-to-exceed \$4,049,718.40 for resurfacing Ontario Street from Lakeside Avenue to approximately 900' north of Carnegie Avenue and East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$4,049,718.40 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 159)

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

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

- b) R2013-0028: A Resolution authorizing an amendment to Contract No. CE1200104-01 with Sun Life Assurance Company of Canada for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$2,483,239.92; 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. (See Page 161)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- c) R2013-0032: A Resolution supporting the submission of applications on behalf of Cuyahoga County for fifth-round funding under the Local Government Innovation Fund available through the State of Ohio, Development Services Agency; 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. (See Page 163)

Sponsor: County Executive FitzGerald/Department of Regional Collaboration

Committee Assignment and Chair: Council Operations & Intergovernmental Relations – Greenspan

18. CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- a) R2013-0015: A Resolution making an award on RQ24707 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$12,300,000.00 for dental group healthcare benefits for County employees and their dependents for the period 1/1/2013 - 12/31/2015; 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. (See Page 166)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- a) O2013-0008: 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. (See Page 168)

Sponsor: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission

- b) O2013-0009: An Ordinance establishing the Cuyahoga Countywide Preventive Maintenance Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 221)

Sponsor: County Executive FitzGerald/Department of Public Works

20. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- a) O2013-0007: An Ordinance establishing the Cuyahoga Countywide Inspection Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 224)

Sponsor: County Executive FitzGerald/Department of Public Works

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

21. MISCELLANEOUS COMMITTEE REPORTS

22. MISCELLANEOUS BUSINESS

23. PUBLIC COMMENT UNRELATED TO AGENDA

24. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, MARCH 12, 2013
5:00 PM / COUNCIL CHAMBERS

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



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 12, 2013
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 5:00 p.m.

2. ROLL CALL

Council President Connally asked Clerk Schmotzer to call the roll. Councilmembers Schron, Conwell, Rogers, Greenspan, Miller, Brady, Germana, Gallagher and Connally were in attendance and a quorum was determined. Councilmember Simon was absent from the meeting. Councilmember Jones entered the meeting shortly after the roll call was taken.

A motion was then made by Ms. Connally, seconded by Mr. Schron and approved by unanimous vote to excuse Ms. Simon from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation in commemoration of President Abraham Lincoln's birthday and Presidents' Day.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

6. APPROVAL OF MINUTES

- a) January 22, 2013 Regular Meeting

A motion was made by Mr. Schron, seconded by Mr. Brady and approved by unanimous vote to approve the minutes of the January 22, 2013 regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally reported the following:

- a) **Announced that Item No. 14, consideration of Resolutions for first reading adoption under suspension of rules/executive session, would be taken out of order and considered after Item No. 21 on the agenda; and**
- b) **Congratulated Laura Johnston of the Plain Dealer on the birth of her daughter.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald reported that the State of the County Address will be held on Tuesday, February 19th and invited Council to attend.

9. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) M2013-0003: A Motion confirming the County Executive's appointment of individuals to serve on the Tax Incentive Review Councils, and declaring the necessity that this Motion become immediately effective:
- 1) Mark A. Parks, Jr.
 - 2) Janise Bayne
 - 3) Maggie Keenan
 - 4) Joe Micciulla

Sponsor: Council President Connally

Council President Connally referred Motion No. M2013-0003 to the Human Resources, Appointments & Equity Committee.

- b) M2013-0004: A Motion confirming the County Executive's appointment of James R. Wooley to serve on the Cuyahoga County Public Defender Commission, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

Council President Connally referred Motion No. M2013-0004 to the Human Resources, Appointments & Equity Committee.

- c) M2013-0005: A Motion confirming the County Executive's reappointment of various Mayors to serve on the Cuyahoga County Planning Commission, and declaring the necessity that this Motion become immediately effective:
- 1) The Honorable Michael P. Byrne for the Southcentral Region
 - 2) The Honorable Robert Blomquist for the Southwest Region

Sponsor: Council President Connally

Council President Connally referred Motion No. M2013-0005 to the Human Resources, Appointments & Equity Committee.

- d) M2013-0006: A Motion confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities, and declaring the necessity that this Motion become immediately effective:
- 1) Tania J. Younkin
 - 2) Steven M. Licciardi
 - 3) Susan D. Groszek

Sponsor: Council President Connally

Clerk Schmotzer stated that the nomination of Susan D. Groszek has been withdrawn at the request of the Administration and that Motion No. M2013-0006 should be amended in Committee to reflect the withdrawal.

Council President Connally then referred Motion No. M2013-0006 to the Human Resources, Appointments & Equity Committee.

- e) M2013-0007: A Motion appointing Tracy A. Jemison II to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Councilmember Conwell

Council President Connally referred Motion No. M2013-0007 to the Human Resources, Appointments & Equity Committee.

10. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- a) R2012-0241: A Resolution requesting the Ohio General Assembly to make physical assault on public transit workers a felony under Ohio law, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

Committee Assignment and Chair: Public Safety nka Public Safety & Justice Affairs – Gallagher

Clerk Schmotzer read Resolution No. R2012-0241 into the record.

This item will move to the February 26, 2013 Council meeting agenda for consideration for third reading adoption.

11. CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2013-0005: An Ordinance establishing a Reserve Policy for the Loan Forgiveness Portion of Loans supported by the Economic Development Fund, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

Council President Connally referred Ordinance No. O2013-0005 to the Finance & Budgeting Committee and to the Economic Development & Planning Committee.

- b) O2013-0006: An Ordinance establishing a Reserve Policy for Doubtful Debt for Loans supported by the Economic Development Fund, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

Council President Connally referred Ordinance No. O2013-0006 to the Finance & Budgeting Committee and to the Economic Development & Planning Committee.

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

- a) O2013-0001: An Ordinance establishing general provisions for the Cuyahoga County Code and authorizing the Clerk of Council to officially publish the Cuyahoga County Code as approved by the County's Director

of Law; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Council President Connally/Clerk of Council and Director of Law

Committee Assignment and Chair: Council Operations & Intergovernmental Relations – Greenspan

Clerk Schmotzer read Ordinance No. O2013-0001 into the record.

This item will move to the February 26, 2013 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2013-0021 and R2013-0022.

- a) R2013-0021: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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.

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

A motion was made by Mr. Miller, seconded by Mr. Greenspan and approved by unanimous vote to amend Resolution No. R2013-0021 by deleting item “L” regarding a \$5,000,000.00 fiscal appropriation to the Western Reserve Fund. Council President Connally then referred deleted item “L” to the Finance & Budgeting Committee and to the Economic Development & Planning Committee for discussion.

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2013-0021 was considered and adopted by unanimous vote, as amended.

- b) R2013-0022: A Resolution amending Resolution No. R2012-0222 dated 10/23/2012, which made awards on RQ24301 to various providers for the Emergency Solutions Grant Program for the period 10/1/2012 - 12/31/2013, to change the total amount not-to-exceed from \$2,401,782.00 to \$2,581,259.00 and to change the award amount to Emerald Development & Economic Network, Inc. from \$869,832.00 to

\$1,049,309.00; 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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0022 was considered and adopted by unanimous vote.

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

[Note: Item No. 14 was taken out of order and considered after Item No. 21 on the agenda.]

A motion was made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing matters concerning collective bargaining and imminent and pending litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 5:40 p.m. The following members were present: Councilmembers Schron, Conwell, Jones, Rogers, Greenspan, Miller, Brady, Germana, Gallagher and Connally. The following additional attendees were also present: Law Director Majeed Makhoulf, Deputy Law Director Nora Hurley, Assistant Prosecuting Attorneys Charles Hannan and Sara DeCaro, Chief of the Civil Division Dave Lambert and Clerk of Council Jeanne Schmotzer. The following additional attendees representing Juvenile Court were present during discussions regarding Item No. 14 a) only: Deputy Director of Grants Management Karen Lippmann, Personnel Officer 3 Kristin Ziemnik and Deputy Director of Human Resources Sandra Spilker. The following additional attendees representing the Cuyahoga County Board of Developmental Disabilities were present during discussions regarding Item No. 14 b) only: Director of Human Resources John McLaughlin, Superintendent and CEO Kelly Petty and Interim Labor Relations Manager Christina Brown. Labor Relations Administrator Ed Morales was present during discussions regarding Item 14 c) only and Interim Sheriff Frank Bova was present during discussions regarding Item 14 d) only. After notating all participants, Clerk Schmotzer exited the Executive Session. At 7:00 p.m., Executive Session was adjourned, without objection, and Council President Connally then reconvened the regular meeting.

- a) R2013-0023: A Resolution approving a Memorandum of Understanding between Cuyahoga County Common Pleas Court, Juvenile Court Division and Service Employees International Union (SEIU), District 1199, The Health Care and Social Services Union, in connection with a collective bargaining agreement representing approximately 121 employees in 7 classifications in Detention Services for the period 1/1/2010 - 12/31/2012; directing that funds necessary to implement the

Memorandum of Understanding be budgeted and appropriated; authorizing the County Executive to execute the Memorandum of Understanding and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Connally on behalf of Juvenile Court

Clerk Schmotzer read Resolution No. R2013-0023 into the record. No legislative action was taken by Council.

- b) R2013-0024: A Resolution approving a collective bargaining agreement between Cuyahoga County Board of Developmental Disabilities and Service Employees International Union (SEIU), District 1199, The Health Care and Social Services Union representing approximately 425 employees in 13 classifications in Adult Services for the period 1/1/2013 - 12/31/2015; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Connally on behalf of Cuyahoga County Board of Developmental Disabilities

Clerk Schmotzer read Resolution No. R2013-0024 into the record. No legislative action was taken by Council.

A motion was then made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2013-0025.

- c) R2013-0025: A Resolution approving a collective bargaining agreement between Cuyahoga County and Teamsters Local 407 representing approximately 18 employees in the classifications of Investigator and Investigation Assistant in the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2012 - 6/30/2015; directing that funds necessary to implement the collective bargaining agreement be budgeted and appropriated; 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 Law and Department of Health and Human Services/Cuyahoga Job and Family Services

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2013-0025 was considered and adopted by unanimous vote.

- d) Imminent and pending litigation.

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

- a) R2013-0026: A Resolution making an award on RQ25869 to Perk Company, Inc. in the amount not-to-exceed \$4,049,718.40 for resurfacing Ontario Street from Lakeside Avenue to approximately 900' north of Carnegie Avenue and East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$4,049,718.40 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2013-0026 to the Public Works, Procurement & Contracting Committee.

- b) R2013-0027: A Resolution authorizing an amendment to Contract No. CE1200357-01 with Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$8,694,139.68; 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 Human Resources

Council President Connally referred Resolution No. R2013-0027 to the Human Resources, Appointments & Equity Committee.

- c) R2013-0028: A Resolution authorizing an amendment to Contract No. CE1200104-01 with Sun Life Assurance Company of Canada for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$2,483,239.92; 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 Human Resources

Council President Connally referred Resolution No. R2013-0028 to the Human Resources, Appointments & Equity Committee.

- d) R2013-0029: A Resolution making an award on RQ25888 to Sadler-NeCamp Financial Services, Inc. dba PROWARE in the amount of \$1,027,068.00 for maintenance and support services for the Court Case Management System for Probate Court for the period 1/1/2013 - 1/31/2018; 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 on behalf of Probate Court

Council President Connally referred Resolution No. R2013-0029 to the Public Safety & Justice Affairs Committee.

- e) R2013-0030: A Resolution making an award on RQ25340 to Sadler-NeCamp Financial Services, Inc. dba PROWARE in the amount of \$1,866,080.00 for maintenance and support services for the Court Case Management System for Domestic Relations Court for the period 1/1/2013 - 1/31/2018; 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 on behalf of Domestic Relations Court

Council President Connally referred Resolution No. R2013-0030 to the Public Safety & Justice Affairs Committee.

- f) R2013-0031: A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,000,000.00 for various jail medical services at the Cuyahoga County Correction Center for the period 3/16/2013 - 12/31/2013; 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/County Sheriff

Council President Connally referred Resolution No. R2013-0031 to the Public Safety & Justice Affairs Committee.

- g) R2013-0032: A Resolution supporting the submission of applications on behalf of Cuyahoga County for fifth-round funding under the Local Government Innovation Fund available through the State of Ohio, Development Services Agency; 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/Department of Regional Collaboration

Council President Connally referred Resolution No. R2013-0032 to the Council Operations & Intergovernmental Relations Committee.

16. COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- a) R2013-0015: A Resolution making an award on RQ24707 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$12,300,000.00 for dental group healthcare benefits for County employees and their dependents for the period 1/1/2013 - 12/31/2015; 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 Human Resources

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

Clerk Schmotzer read Resolution No. R2013-0015 into the record.

This item will move to the February 26, 2013 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos.

R2012-0250, R2013-0014, R2013-0016, R2013-0017, R2013-0018, R2013-0019 and R2013-0020.

- a) R2012-0250: A Resolution authorizing an amendment to Contract No. CE1200241-02 with Caremark PCS Health, L.L.C. for group healthcare benefits for County employees and their eligible dependents, including pharmacy benefit management services, for the period 1/1/2012 - 12/31/2014 for additional funds in the amount of \$3,500,000.00; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.

Sponsor: County Executive FitzGerald/Department of Human Resources

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

On a motion by Mr. Rogers with a second by Ms. Conwell, Resolution No. R2012-0250 was considered and adopted by unanimous vote.

- b) R2013-0014: A Resolution making an award on RQ25617 to Karvo Paving, Co. in the amount not-to-exceed \$1,547,652.00 for resurfacing Taylor Road from Euclid Avenue to East Cleveland South Corporation Line in the City of East Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,238,121.60 to fund said contract.

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

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

On a motion by Mr. Schron with a second by Mr. Rogers, Resolution No. R2013-0014 was considered and adopted by unanimous vote.

- c) R2013-0016: 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 and for appropriation transfers between budget accounts, in order to meet the budgetary needs of various County departments, offices and agencies related to year-end close-out activities, in accordance with Resolution No. R2012-0228.

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

Committee Assignment and Chair: Finance & Budgeting – Miller

Mr. Miller introduced several technical amendments on the floor. Discussion ensued. A motion was then made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to accept the technical amendments to Resolution No. R2013-0016.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2013-0016 was considered and adopted by unanimous vote, as amended.

- d) R2013-0017: A Resolution approving the appropriation of funds for Year 2013 based on the Statement of Appropriation Status dated 12/31/2012:
- 1) free balances for grants and capital projects;
 - 2) encumbrances for grants and capital projects; and
 - 3) encumbrances for all other funds.

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

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2013-0017 was considered and adopted by unanimous vote.

- e) R2013-0018: A Resolution making an award on RQ22383 to MHS, Inc. in the amount not-to-exceed \$1,148,293.00 for emergency shelter services for homeless women and families, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2013 - 12/31/2013; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2013-0018 was considered and adopted by unanimous vote.

- f) R2013-0019: A Resolution making an award on RQ22383 to Lutheran Metropolitan Ministry in the amount of \$1,654,920.00 for emergency shelter services for homeless men, located at 2100 Lakeside Avenue, Cleveland, for the period 1/1/2013 - 12/31/2013; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2013-0019 was considered and adopted by unanimous vote.

- g) R2013-0020: A Resolution making awards on RQ25318 to various providers in the total amount not-to-exceed \$2,400,000.00 for child and family-focused services for the period 2/1/2013 - 1/31/2015, and authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution:

- 1) Applewood Centers, Inc. in the amount not-to-exceed \$240,000.00.
- 2) The Bair Foundation in the amount not-to-exceed \$150,000.00.
- 3) Beech Brook in the amount not-to-exceed \$278,570.00.
- 4) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$278,570.00.
- 5) Catholic Charities Corporation fka Catholic Charities Services Corporation in the amount not-to-exceed \$278,570.00.
- 6) Centers for Families and Children in the amount not-to-exceed \$278,570.00.
- 7) The Cleveland Christian Home, Incorporated in the amount not-to-exceed \$278,570.00.
- 8) Guidestone in the amount not-to-exceed \$278,570.00.
- 9) Mental Health Services for Homeless Persons, Inc. in the amount not-to-exceed \$188,580.00.
- 10) Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$150,000.00.

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2013-0020 was considered and adopted by unanimous vote.

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

- a) O2013-0007: An Ordinance establishing the Cuyahoga Countywide Inspection Program; authorizing the County Executive to execute agreements with participating municipalities; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Council President Connally referred Ordinance No. O2013-0007 to the Public Works, Procurement & Contracting Committee.

19. MISCELLANEOUS COMMITTEE REPORTS

Mr. Greenspan reported that the Council Operations & Intergovernmental Relations Committee will meet on Tuesday, February 19th at 3:00 p.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Tuesday, February 19th at 3:15 p.m., if a joint meeting can be arranged with Mr. Schron, Chair of the Economic Development & Planning Committee.

Mr. Germana reported that he and Councilmember Rogers recently attended a NOACA Board meeting and retreat, where long-range planning for the NOACA Board was discussed.

Mr. Gallagher reported that the meeting day and time for the Public Safety & Justice Affairs Committee has been changed to Tuesdays at 1:00 p.m. The next meeting will be held on Tuesday, February 26th.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, February 19th at 9:00 a.m.

Mr. Jones reported that the Public Works, Contracting & Procurement Committee will meet on Wednesday, February 13th and Wednesday, February 20th at 11:00 a.m.

20. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

21. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

[Note: Item No. 14 was taken out of order and considered after Item No. 21 on the agenda.]

22. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 7:05 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0008

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Public Library Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cuyahoga County Public Library Board of Trustees was created pursuant to the provisions of Ohio Revised Code Section 3375.22; and,

WHEREAS, the Cuyahoga County Public Library Board of Trustees is a separate political subdivision authorized by the State of Ohio to establish policies and develop an annual budget while Board members represent the citizen's interest, promoting the highest level of library service appropriate to the community, in accordance with state law.

WHEREAS, the Cuyahoga County Public Library Board of Trustees has seven members. Four Board members are appointed by Cuyahoga County and three are appointed by the Cuyahoga County Court of Common Pleas; and,

WHEREAS, members of the Cuyahoga County Public Library Board of Trustees shall be appointed to serve a seven year term; 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 for appointment to the Cuyahoga County Public Library Board of Trustees:

- 1) Patricia Shlonsky
- 2) Edward Blakemore; and,

WHEREAS, 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 Patricia Shlonsky, to serve on the Cuyahoga County Public Library Board of Trustees for a term of seven years, commencing February 1, 2013 and expiring January 31, 2020, and Edward Blakemore to serve on the Cuyahoga County Public Library Board of Trustees for a term of seven years, commencing January 1, 2013 and expiring December 31, 2019.

SECTION 2. 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.

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

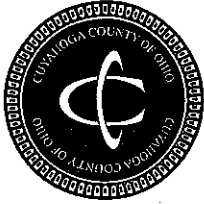
Date

Clerk of Council

Date

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

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 15, 2013

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

Re: Cuyahoga County Public Library Board of Trustees

Dear President Connally:

Pursuant to Ohio Revised Code Section 3375.22, I am pleased to nominate the following individuals to serve on the Cuyahoga County Public Library Board of Trustees:

- **Patricia Shlonsky**
- **Edward Blakemore**

The seven members of the Board serve 7-year terms. Four of the Board members are appointed by Cuyahoga County and three are appointed by the Cuyahoga County Court of Common Pleas. The Board has the responsibility to establish and maintain the branches of the library system and to provide for the proper operation of the free public library facilities our citizens have come to expect. The Cuyahoga County Public Library System routinely earns high marks for the manner in which its services are provided to Cuyahoga County residents.

I have attached biographical information about each nominee for your review. Both of these individuals are committed to the mission of both the County Library System and the new County government.

I ask that these appointments 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: Sari Feldman

James Boyle - Boards and Commissions Form - Office of Boards and Commissions

From: <donotreply@cuyahogacounty.us>
To: <Jboyle@cuyahogacounty.us>
Date: 12/13/2012 6:16 PM
Subject: Boards and Commissions Form - Office of Boards and Commissions

A Web site user submitted the Boards and Commissions Form with the following information:

Last Name : Shlonsky

First Name : Patricia

City : Shaker Heights

State : Ohio

Zip : 44122

Phone Number : 216-509-8260

Email Address : pshlonsky@ulmer.com

Please select the boards/commissions/councils you would like to be considered for. : Cuyahoga County Public Library Board -

Why are you interested in serving on this board/commission/council? : I currently serve on the Board of the Cuyahoga County Public Library Foundation and have since May of 2008. I am well acquainted with the system and many of its operations. I am passionate about reading and the important role that libraries play in the lives of individuals and appreciate the importance of libraries to the economic and social well being of our communities. I believe I could add value as a Board member to an institution that is a jewel of Cuyahoga County.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have served on numerous Boards and understand the importance of knowing when to listen and when to speak. I have good knowledge of financial matters and work regularly with financial projections and financial statements. I am patient and accessible and do a great deal of public speaking, so I am accustomed to being placed in public situations.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I am an attorney, chair of my firm's tax department, a member of my firm's management committee and a member of my firm's compensation committee. These responsibilities put me in a position where I am managing people, analyzing economics, engaging in strategic planning, dealing with diverse and sometimes challenging personalities and issues and functioning in a leadership role. A big part of my job is providing counsel to avoid problems but also to figure out solutions to

complex issues. I believe all of these qualities would translate well in this Board position

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : Not that I am aware of



Overview

At a Glance

Chair of the Employee Benefits Group and of the Tax Practice Group, Patty has more than 25 years of experience assisting clients in the establishment, qualification and maintenance of all types of employee benefit plans. She advises clients regarding employee benefit compliance issues, benefits issues which arise in mergers and acquisitions, privacy and data security issues under HIPAA, and represents clients involved in governmental and private dispute resolution. Patty also handles all types of ERISA litigation. She is ranked as one of Ohio's leading Employee Benefits and Executive Compensation lawyers by *Chambers USA* and is included in *The Best Lawyers in America®*, Employee Benefits Law.

Education

Miami University(B.A., 1981)The Ohio State University Moritz College of Law(J.D., *with honors*, 1984)

Practices/Industries

BusinessEmployment & LaborExecutive & Incentive CompensationNonprofitSarbanes-Oxley**Health**
CareNonprofitLitigationERISA LitigationTaxEmployee Benefits/ERISATEchnologyExecutive & Incentive Compensation

Areas of Concentration

- Employee Benefits
- Executive Compensation
- Estate Planning

Representative Experience

- Represents clients in connection with establishment, qualification and consultation regarding all types of employee benefit plans, including 401(k), employee stock ownership plans, defined benefit plans, and nonqualified deferred compensation.
- Represents clients in connection with all types of employee benefit compliance issues and governmental and private dispute resolution.
- Represents clients in all types of ERISA litigation.
- Represents clients in connection with establishment, consultation and termination of executive compensation.
- Represents clients in connection with legal issues affecting medical and other welfare benefits.
- Counsels clients regarding benefits issues in mergers and acquisitions.
- Counsels fiduciaries in connection with ERISA obligations.
- Represents clients in connection with HIPAA privacy and data security compliance.
- Provides counsel to clients with regard to distribution planning in connection with individual retirement accounts and qualified plan assets.
- Experience in handling government audits.
- Has 25 years experience in employee benefits.

- Represents businesses of all sizes, fiduciaries, insurers and financial providers in connection with all types of ERISA issues on a regular basis.
- Represents clients in connection with litigation brought by governmental entities and employers and fiduciaries in connection with all types of ERISA litigation, including routine claims for benefits, breach of fiduciary duty claims, wrongful termination of employment for purposes of denying employee benefits (510 claims), COBRA disputes and defending employers against multiemployer benefit plan claims.
- Extensive experience regarding virtually all aspects of employee benefits and ERISA, including counseling clients with respect to the design and establishment, maintenance, modification, merger, spin-off and termination of all types of employee pension and welfare benefit plans, including profit-sharing, 401(k) and pension plans, employee stock ownership plans (ESOPs), 403(b) annuities, cafeteria plans, self-insured medical plans and medical reimbursement programs, disability plans and voluntary employee beneficiary associations (VEBAs); drafting of governing and support documents and administrative forms; preparation of appropriate filings with governmental agencies, including the Internal Revenue Service, U. S. Department of Labor and Pension Benefit Guaranty Corporation, relating to such matters as plan qualification, tax-exempt status, plan mergers and plan termination; advising with respect to operational and administrative issues relating to such matters as nondiscrimination testing, anti-cutback issues, plan distributions, participant loans, investment direction, qualified domestic relations orders, prohibited transactions, fiduciary responsibility, and COBRA and HIPAA compliance; analysis of controlled group and affiliated service group status; and representing clients in audit controversies with the Internal Revenue Service and U. S. Department of Labor.
- Assist clients in obtaining Employee Plan Compliance Resolution System (EPCRS) Compliance Statements and in seeking private letter rulings, advisory opinions, and prohibited transaction exemptions with respect to proposed transactions.
- Past client representations include: assisting state-wide nursing home organization in obtaining retroactive tax exemption for health plan VEBA; assisting Fortune 500 company with HIPAA compliance; assisting publicly-traded entity with all retirement plan issues, including employer stock held in 401(k) plan; assisting insurers and self-insured employees in connection with health and welfare disability claims, defending service providers in breach of fiduciary duty claims, defending insurers and self-insured employers in welfare benefit claims, defending administrators in COBRA disputes and defending employers in ERISA 510 claims.

Honors/Distinctions

AV Rated - Martindale-Hubbell

Named to *The Best Lawyers in America*®, Employee Benefits Law, Woodward/White (2003-2013)

Ranked as one of Ohio's leading Employee Benefits and Executive Compensation lawyers by *Chambers USA: America's Leading Lawyers for Business* (2007-2012)

Named a "Top 50 Female Super Lawyer" by *Law & Politics* magazine

Named to the Ohio *Super Lawyers* list (2004-2009, 2011-2013)

Named a "Top Lawyer" by *Northern Ohio Live* magazine (August 2003)

Publications/Presentations

Plan Design & Compliance

"The Mandate Decision & You," Britton Gallagher Benefits (July 2012)

"Health Benefit Considerations for Labor and Employment Lawyers," 48th Annual Midwest Labor and Employment Law Seminar (October 2011)

"Tax Issues in Settlement and Separation Agreements," 47th Annual Midwest Labor and Employment Law Seminar (October 2010)

"Contingent Workers and Employee Benefits - Should We Worry?" American Conference Institute (May 2010)

"Employment Contracts: Drafting Critical Provisions, Including Executive Compensation, Noncompete and Proprietary Information Provisions," 45th Annual Midwest Labor and Employment Law Seminar, (October 2008)

"Fee Disclosure and PPA Update," 2008 Annual Plan Sponsor Seminar (October 2008)

"Defined Contribution Plan Changes – Fiduciary Liability Issues," Pension Protection Act of 2006 Seminar (December 2006)

"Defined Contribution Plan Changes– ERISA and the Pension Protection Act," Teleconference sponsored by the Global Knowledge Congress (November 2006)

"409A," Accountant's Training Session (November 2006)

"Benefits Issues," Rockwell Automation (August 2006)

"COBRA Notice Issues," Ulmer & Berne Employment & Labor Law Seminar (May 2006)

"ERISA Considerations for Financial Service Providers," Hot Topics: Financial Services Update 2006 (May 2006)

"Employee Benefits and ERISA and Retirement Plan Administration: EGTRR Benefit Changes - Part ,," Cleveland Tax Institute, Cleveland Bar Association (October 2001)

"ASPA Benefits Council of Cleveland," presentation with IRS Specialists from Chicago regarding Employee Plans Compliance Resolution System (June 2001)

"Understanding HIPAA as It Applies to Health Care Provider's Use of Health Information," Aultman Health System Medical Staff (September 2000)

"Legal Considerations in Maintaining the Privacy of Medical Records," The Benefits Forum, Manufacturers Alliance (June 2000)

"Employee Benefits Considerations in Mergers and Acquisitions," Cleveland Tax Institute, Cleveland Bar Association (November 1999)

"Administering Employee Benefits to Ensure Compliance With a Litany of Complex and Conflicting Federal Laws," Personnel Law Update 1998, Council on Education and Management (June 1998)

"Cutting Edge Issues in Employee Benefits," Cleveland Tax Institute, Cleveland Bar Association (October 1997)

ERISA Litigation

"ERISA Litigation Update," 46th Annual Midwest Labor and Employment Law Seminar (October 2009)

"Winning ERISA Litigation," PriceWaterhouseCoopers General Counsel Forum (August 2008)

"ERISA Update for Financial Services Providers," Hot Topics: Financial Services Update 2007 (November 2007)

"What's New in Employee Benefits," Midwest Labor & Employment Law Seminar, Ohio State Bar Association Labor and Employment Law Section (October 2003)

"Employee Benefits "Promises to Keep," Midwest Labor & Employment Law Seminar, Ohio State Bar Association Labor and Employment Law Section (November 2002)

"Benefits Issues in Downsizing the Executive," Midwest Labor & Employment Law Seminar, Ohio State Bar Association Labor and Employment Law Section (October 2001)

"Preemption Under ERISA," Midwest Labor & Employment Law Conference, Ohio State Bar Association Labor and Employment Law Section (October 1999)

"ERISA Developments Affecting the Employment Relationship," Midwest Labor & Employment Law Conference, Ohio State Bar Association Labor and Employment Law Section (October 1997)

Executive Compensation

"Executive Compensation and Employee Benefits Issues in Financially Troubled Times," 52nd Annual Cleveland Tax Institute (November 2009)

"Executive Compensation and the New 409A Regulations," Tax Seminar (May 2007)

"409A," Accountant's Training Session (November 2006)

"409A," Ohio Society of CPAs (December 2005)

"Nonqualified Plans: Their Place in Retirement Planning," Ohio Society of CPAs (January 2000)

Individual Retirement Accounts

"The New Retirement Plan Fee Disclosure Rules: What's Next for Plan Sponsors?," The Cleveland Chapter of WEB (September 2012)

"Distribution Planning For Retirement Benefits – The 2001 Proposed Regulations," Luncheon Meeting, Cleveland Bar Association Trust and Estates Group (May 2001)

"Individual Retirement Accounts", Cleveland Tax Institute, Cleveland Bar Association (November 1998)

"Individual Retirement Accounts and Other Retirement Developments," 26th Charitable Tax Seminar, Jewish Community Federation of Cleveland (June 1998)

"Distribution Planning and Charitable Giving for Retirement Benefits," Hot Topics in Estate Planning, The Cleveland Foundation (August 1997)

Professional Affiliations

American Bar Association

Ohio State Bar Association

Cleveland Metropolitan Bar Association

WEB (Working in Employee Benefits)

American Society of Pension Actuaries Benefits Council of Cleveland (*Former Vice President and Trustee*)

Community Involvement

Cuyahoga County Public Library Foundation (*Board Member*)

The Center for Community Solutions (*Board of Directors*)

Leadership Cleveland (*Member, Class of 2012*)

College Now (*Board Member*)

Dress for Success Cleveland (*Honorary Board Member; Board Member 2003-2011; Past Board Chair 2005-2008*)

Admissions

State of Ohio

U.S. Supreme Court

U.S. Tax Court

U.S. Court of Appeals, Sixth Circuit

U.S. Court of Appeals, Seventh Circuit

U.S. District Court, Northern District of Ohio

U.S. District Court, Southern District of Ohio

U.S. District Court, Eastern District of Michigan

James Boyle - Boards and Commissions Form - Office of Boards and Commissions

From: <donotreply@cuyahogacounty.us>
To: <Jboyle@cuyahogacounty.us>
Date: 11/15/2012 5:34 PM
Subject: Boards and Commissions Form - Office of Boards and Commissions

A Web site user submitted the Boards and Commissions Form with the following information:

Last Name : Blakemore

First Name : Edward

City : Orange Village

State : Ohio

Zip : 44022

Phone Number : 216-523-4447

Email Address : edwardhblakemore@eaton.com

Please select the boards/commissions/councils you would like to be considered for. : Cuyahoga County Public Library Board -

Why are you interested in serving on this board/commission/council? : I have served on the Cuyahoga County Public Library (CCPL) board for the past year and a half. During that time, I have regularly attended the monthly board meetings and committee meetings, participated in strategic planning discussions, and other initiatives. This year, I was named the secretary of the board and am one of the signatories to all of CCPL's contracts. Lastly, while I was a high school student, I worked as a page at the Orange Branch of CCPL and gained an appreciation for the important public service provided by public libraries. My current appointment expires at the end of this year and I respectfully request that the appointment be renewed.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I possess superior time management and executive leadership skills as well as the vision necessary to see a complex project to its conclusion. In my position at Eaton, I have to repeatedly listen to different points of view and respectfully collaborate with several individuals to move them toward a common goal. I currently use those same skills when interacting with the public and my fellow board members. I believe those skills and others make me a good candidate to continue my work on this board of trustees.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I am a corporate lawyer for Eaton Corporation and have previously served

on the board of the Cleveland Metropolitan Bar Association and was the chair of its Certified Grievance Committee. I have also served on other local boards. During my tenure on the CCPL board, I have developed an excellent understanding of the fiscal and strategic considerations necessary to guide CCPL on its future decisions.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : No.

Edward H. Blakemore is a Senior Attorney with Eaton Corporation where he manages litigation filed against the Fortune 500 company.

Before joining Eaton, Blakemore's diverse legal practice included the defense of small to medium-sized businesses, corporations, insurers and individuals in all of the following areas of litigation: product liability, transportation litigation, catastrophic injury litigation, general liability, appellate litigation, and professional liability. Mr. Blakemore has tried numerous cases to juries and the bench in several different Ohio jurisdictions.

He is a member of the Cleveland Metropolitan Bar Association's Board of Trustees and is the Chair of its Certified Grievance Committee. Additionally, he is a member of the Cuyahoga County Public Library Board of Trustees, the Cleveland Marshall College of Law Visiting Committee, and a member of the Board of Trustees for the Stephanie Tubbs Jones' Summer Legal Academy. Mr. Blakemore earned his bachelor's degree from Morehouse College in Atlanta, Georgia and subsequently obtained his law degree from the University of Dayton School of Law in Dayton, Ohio.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0009

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.08 of the Charter provides for the office of the Sheriff of Cuyahoga County; and

WHEREAS, the County Executive has nominated Francis X. Bova for the appointment to the position of Sheriff of Cuyahoga County; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Francis X. Bova to the position of Sheriff; and

WHEREAS, 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 County government.

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

SECTION 1. That the appointment by the County Executive of Francis X. Bova upon his taking the oath of office as the Sheriff of Cuyahoga County is hereby confirmed by Council.

SECTION 2. 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 County government.

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 _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Sheriff

Dear President Connally:

Pursuant to Article V, Section 5.08 of the Cuyahoga County Charter, I am pleased to nominate **Francis X. Bova** to serve as the Cuyahoga County Sheriff. A copy of his resume is attached hereto which details his relevant work history and background. As you can read, Sheriff Bova has several decades of relevant work experience that address the qualifications mandated in our Charter. Of note, he provided needed stability to the Cuyahoga County Sheriff's Office in 2009 when he was called upon to lead the office after the resignation of the previous County Sheriff.

Sheriff Bova has served in law enforcement for almost thirty years, starting as a zone car officer with the Cleveland Police Department and rising through the ranks to serve as the Chief of Police for the City of Warrensville Heights. As Chief of Police, he managed a budget of greater than \$5.6 million and introduced numerous innovations such as instituting a neighborhood watch program, creating a Midnight Basketball League for local youths, and actively seeking cost savings through cooperative efforts with surrounding communities.

I am honored to nominate Sheriff Bova for this position. He has been a great influence on the Sheriff's Office and his background and demeanor are well suited to this office. I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. 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

Francis X. Bova

Summary of Experience

A decorated police professional with a proven experience working with law enforcement organizations across federal, state, county and city levels with a strong emphasis on community support. In addition to solid leadership, organizational and performance skills, has a proven ability to motivate and reward safety force personnel for getting the job done. A person of high integrity and compassion capable of working with citizens and leaders to accomplish tangible results.

**2010 to
Present**

Cuyahoga County Sheriff's Office- Captain

- 3rd in command; responsible for Detective Bureau
- Officer in charge of the S.W.A.T. Team and Sex Crimes Division
- Officer in charge of County wide Impact unit
- Assist in monitoring security of 40 buildings

**2000 to
2010**

Warrensville Heights- Chief of Police

- Responsible for the day to day operations of the division of police while maintaining a budget of 5.6 million dollars in the City of 15,000 residents
- Developed a senior police academy for the residents to interact with their police department over 100 hundred graduates who still to this day assist the City and the police department
- Started a program for our youth the midnight basketball league run by the police department on outdoor basketball courts in the City over 150 youth participated every Tuesday and Thursday in the summer months
- Maintained a solid relationship with the mayor's office and city council to ensure our residents concerns and safety were first and foremost
- Assisted in starting the City wide neighborhood watch program throughout the City
- Sought and received several federal and local grants to insure the stability of the division of police
- Partnered with local businesses and citizens in the formation of the Warrensville emergency preparedness plan
- Developed and maintained a close professional relationship with surrounding communities
- Partnered a relationship for regional cooperation in the sharing of SWAT and other essential police related functions, fifteen contiguous cities were part of the Valley enforcement group

**March 2009 to
May 2009**

Cuyahoga County Sheriff's Office- Interim Sheriff

- Was called upon to stabilize the sheriff's office in a difficult time in Cuyahoga County
- Immediately implemented a plan to calm, refocus and stabilize the office which was under intense scrutiny
- Set out to improve morale by developing a forum in which employees could communicate their ideas and concerns
- Established clear and precise rules that left no room for misunderstanding
- Oversaw 1,200 employees and a 50 million dollar budget
- Oversaw the jail facility of over 2,000 inmates
- Partnered with Federal and local law enforcement to assist with more visible law enforcement in Cuyahoga County
- Assisted in the smooth transition to a new elected Sheriff

**1995 to
2000**

City of Cleveland Police Department- Sergeant

- Officer in Charge (OIC) of platoon 32 officers
- OIC sixth district vice unit and strike force (17) officers and the community empowered police team (6) officers
- Vice and Strike Force team led city in search warrants, arrests, and drug house board ups (over 100) total
- Responsible for inspecting liquor licenses and enforcing Liquor Laws of the state of Ohio. Five liquor stores and one adult bookstore were permanently closed as a result of the Vice Unit enforcement
- Address weekly Community and Street Club groups in order to keep and enhance open rapport between community and the Police Department

**1992 to
1995**

City of Cleveland Police Department- Vice Unit

- Major focus on narcotics, prostitution, gambling and liquor violations throughout the eastside of Cleveland

**1990 to
1992**

City of Cleveland Police Department- Strike Force

- Went undercover for three months to infiltrate and break up a major auto theft ring; resulted in excess of 15 felony arrests
- Spyglass operation
- City wide narcotics unit
- Six months of training in detective bureau for investigations
- Graduate of FBI fingerprint school

1985 to
1990

City of Cleveland Police Department- Zone car Officer

- Field training officer; responsible for complete training of new Police Officers

Leadership Positions/Continuing education

- Graduated Police Executive Leadership College (2002)
- Director of Northeast Ohio Fusion Center
- Cuyahoga County Chiefs Association Governor/Chaplain 2002 to 2010
- 2nd vice president of Fraternal Order of Police (2 terms)
- Athletic Director Catholic Youth Organization 5 years
- Athletic director Incarnate Word academy 1996 until 2009
- FBI fingerprint school (1992)

Awards and Recognition

- Two Distinguished Service medals
- Special commendation from Cleveland Police Chief
- Supervisor of the year 5 years 6th district presented by community relations board 1995 to 1999
- Incarnate Word Academy named basketball court after my family in honor of our dedicated service

References

Marcia L. Fudge, Congresswoman (216) 522-4900
Peter J. Elliott, United States Marshall (216)522-4482
Others available upon request

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0010

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Mark A. Parks, Jr. upon his taking the oath of office as the Treasurer of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.07 of the Charter provides for the powers, duties and qualifications of the County Treasurer; and

WHEREAS, the County Executive has nominated Mark A. Parks, Jr. for the appointment to the position of County Treasurer; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Mark A. Parks, Jr. to the position of County Treasurer.

WHEREAS, 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 County government.

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 Mark A. Parks, Jr. to serve as the County Treasurer upon his taking the oath of office.

SECTION 2. 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 County government.

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 _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Treasurer

Dear President Connally:

Pursuant to Article V, Section 5.07 of the Cuyahoga County Charter, I am pleased to nominate **Mark A. Parks, Jr.** to serve as the Cuyahoga County Treasurer. A copy of his resume is attached hereto which details his relevant work history and background. As you can read, Mr. Parks more than meets the requirements outlined in our Charter and, while not mandated by our Charter, Mr. Parks is a Certified Public Accountant, licensed by the State of Ohio.

Mr. Parks has a wealth of civic and business experience that is detailed in his resume. Of note, he has served as the Executive Board Treasurer for the National Black MBA Association and is a member of the Government Finance Officers Association. He is active in civic life in his home community of Orange Village where he resides with his wife and two sons. He currently serves as the President of the Orange Village City Council. Mr. Parks has been a great asset to this County and well suited to serve us as our County Treasurer.

I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. 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

Mark A Parks Jr.

Mark A. Parks, Jr. was sworn into office January 1, 2008. Mark had previously served on Council in 2005 after being selected by unanimous decision to fill a council vacancy:

A Certified Public Accountant, Parks is a Budget & Management Analysts for the Cuyahoga County Board of County Commissioners. He also serves as the strategic director for the MAP Group, a tax, consulting, and financial education firm.

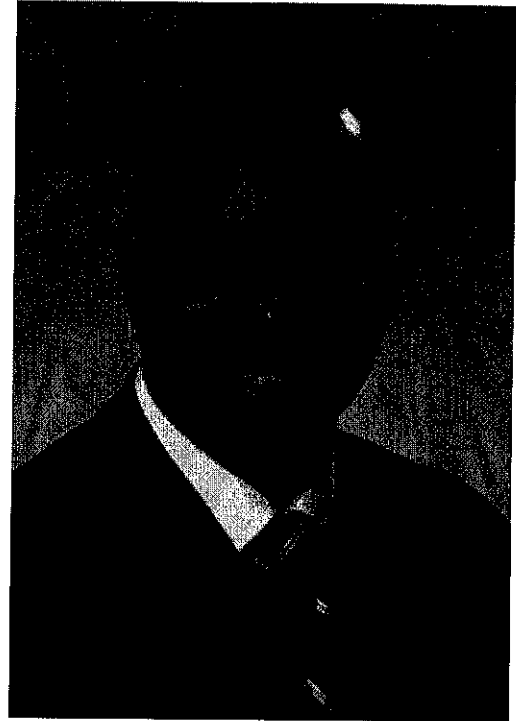
Councilman Parks serves as the chairman of the finance committee. He wants to ensure that Orange Village's superior services continue, while the community is experiencing growth and change. "As the community develops and improves, we to make sure that we continue to offer the same quality of services that were in place when Orange Village was a smaller more intimate community." "Housing has increased and more families are moving into the area." "It's important that we adapt to the positive changes that are taking place, yet maintain the same level of commitment to our residents."

Councilman Parks is the Board Treasurer for Continue Life Inc., a homeless Shelter and transitional housing facility for pregnant and/or parenting teenage girls. Parks is the Executive Board Treasurer for the National Black MBA Association, and he is on the Audit Committee for Community United Headstart. He also serves on the Ambassador's Council for the Club at Key Center and he is a member of Omega Psi Phi Fraternity. He is also a member of the Government Finance Officers Association.

His background in financial and cash management, general accounting, taxation, and governmental accounting gives him the expertise needed to chair the Finance Committee. He has served as a Regional Vice President for a Fortune 500 company and as the Chief Financial Officer for midsize governmental and non-profit organizations.

Councilman Parks received a bachelor's degree from Baldwin-Wallace College majoring in Business Administration and Political Science. He also has a Master's of Business Administration in e-Business.

He and his wife Connie and two sons, Mark III and Charles have lived in Orange Village since 1997.



COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0011

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Andrea F. Rocco, Esq. upon her taking the oath of office as the Clerk of Courts of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

WHEREAS, Article V, Section 5.04 of the Charter provides for the office of the Clerk of the Court for the Court of Common Pleas; and

WHEREAS, the County Executive has nominated Andrea F. Rocco, Esq. for the appointment to the position of Clerk of Courts for the Cuyahoga County Court of Common Pleas; and

WHEREAS, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2013; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Andrea F. Rocco, Esq. as the Clerk of Courts; and

WHEREAS, 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 County government.

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

SECTION 1. That the appointment by the County Executive of Andrea F. Rocco, Esq. upon her taking the oath of office as the Cuyahoga County Clerk of Courts is hereby confirmed by Council.

SECTION 2. 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 County government.

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

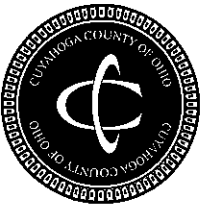
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

February 21, 2013

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

Re: Cuyahoga County Clerk of Courts

Dear President Connally:

Pursuant to Article V, Section 5.04 of the Cuyahoga County Charter, I am pleased to nominate **Andrea F. Rocco, Esq.** to serve as the Cuyahoga County Clerk of Courts. A copy of her resume is attached hereto which details her relevant work history and background. As you can read, Ms. Rocco has served as Special Counsel to the County Executive. In this position, she was involved in numerous important initiatives, including the Justice System Reform Committee, the Sex Crimes Task Force and played an integral role in the discussions concerning the possible construction and staffing of a state-of-the-art Crime Lab. Ms. Rocco has been a practicing attorney since 1993 and is well versed in the operations of the Clerk's Office.

In the brief period of time that Ms. Rocco has served as the Interim Clerk of Courts, she has already instituted significant improvements. She is making the collection of unpaid court costs a priority, she is working to implement the objectives called for in the recently approved JSR platform, and she is improving customer service measures for the office. She has made great strides in the time that she has served. Ms. Rocco resides in Westlake with her husband and two children.

I note that the next scheduled meeting of the County Council will occur on February 26, 2013 and I ask that this nomination be deemed submitted as of that date. 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

ANDREA F. ROCCO

3110 Dover Center Road
Westlake, Ohio 44145
(440) 899-8115 palmroc@wowway.com

EXPERIENCE

10/11 to present

SPECIAL COUNSEL TO THE EXECUTIVE, CUYAHOGA COUNTY

- In cooperation with the Cleveland Rape Crisis Center and the Cuyahoga County Chiefs' Association, responsible for the successful planning, budgeting, drafting and implementation of the County Sexual Assault Guidelines which included coordinating 80 plus police departments, community groups and social service representatives.
- Managed the successful transition of Crime Stoppers, Inc. which required the drafting of all legal agreements, coordination of individuals in the private and public sector, compliance with state statutes and county mandates, and participation in the hiring of the administrator.
- Manage several projects for the Executive including the governing board, crime lab and heroin initiative requiring a legal background in employment, criminal and civil law and law enforcement knowledge.
- Serve as the Executive's designee on several committees requiring the formation and maintenance of collaborative relationships across all sectors, public and private.
- In coordination with County Council, planned the first ever collection of delinquent county court costs requiring the coordination of computer services, the law department, the procurement office as well as vendors in the public and private sector. Responsible for the drafting and oversight of legal agreements, legislation and all documents related to the procurement process. Continue to assure the successful transfer of clerk files and collection of costs.

2/08 to 10/11

DEPUTY- EXECUTIVE ASSISTANT TO LAKEWOOD MAYOR ED FITZGERALD, MAYOR MIKE SUMMERS, Lakewood, Ohio

- Ensure efficiency of citywide programs by overseeing and coordinating various initiatives with the police department, law department and the Mayor's office.
- Worked closely with local and county organizations on issues of housing and criminal nuisance matters.
- Manage high priority city projects.
- Responsible for formulating policy initiatives regarding criminal nuisance laws, animal legislation and decriminalization of parking.
- Attend and provide support at public meetings and events for the Mayor
- Prepare written reports, briefings and memoranda for the Mayor and other senior officials.
- Complete special projects and assignments consistent with the mission of the City and Mayor.
- Design and implement short and long term programs and strategies to enhance public safety and building issues involving law enforcement, fire, law, building and planning.
- Develop collaborative relationships with community organizations, the business sector and non-profit institutions on behalf of the Mayor.

- Represent the City in various legal matters including employment and liquor control matters.
- Serve as the hearing officer for parking violations and animal breed determinations.

4/02 to Present **PROSECUTOR/ASSISTANT DIRECTOR, CITY OF WESTLAKE LAW DEPARTMENT, Westlake, Ohio**

- Municipal Prosecutor: Prosecute criminal misdemeanor cases in municipal court from arraignment through trial. Represent the city in the appellate and state supreme courts. Responsible for determining if criminal charges should be pursued. Assist and advise police officers with investigations and legal questions. Assist the law director in various civil litigation matters.
- Handle a variety of employment and labor matters: litigate grievance arbitrations and EEOC/Civil Rights allegations; draft city policies, manuals and job descriptions; oversee the development and implementation of supervisor and employee training; work closely with various Department Directors and staff in developing and implementing City procedures; ensure the City's compliance with various state and federal laws (HIPAA, OSHA, Labor/Employment).

10/95 to 2/02 **ASSISTANT ATTORNEY GENERAL, OHIO ATTORNEY GENERAL'S OFFICE, Cleveland, Ohio.**

- 10/00 to 2/02. Legal counsel in the workers' compensation section defending the Bureau of Workers' Compensation and Industrial Commission in cases involving injured workers. Responsibilities included overseeing a docket of over 150 cases, participating in mediations, conducting discovery, initiating settlement discussions and litigating jury trials.
- 10/98 to 10/00. Legal counsel in the corrections litigation section defending state employees and officials in lawsuits filed by inmates. Represented the Department of Rehabilitation and Correction and the Adult Parole Authority at all stages of state and federal litigation.
- 10/95 to 10/98. Legal counsel in the labor relations section. Represented the State Employment Relations Board and the Ohio Bureau of Employment Wage & Hour. Responsible for the prosecution of SERB complaints at the administrative level, conducted discovery, interviewed witnesses and negotiated with public employers and public employee organizations. Drafted post-administrative appeals and argued the cases orally if required. Prevailed in appeals to the Ohio Court of Appeals and Ohio Supreme Court. Wage and hour representation included reviewing files and determining if lawsuit should be initiated. Attended all pretrials, conducted discovery and litigated.

2/94 to 10/95 **ASSISTANT PROSECUTOR, LAKE COUNTY PROSECUTOR'S OFFICE, Painesville, Ohio.**

- Prosecuted felony and misdemeanor cases. Represented the County Department of Human Services in abuse, neglect and dependency adjudications.

6/93 to 11/95

LAW CLERK, MCGINTY, GIBBONS, HILOW & SPELLACY, Cleveland, Ohio.

- Performed legal research, drafted appellate briefs and post-conviction motions for criminal defense clients.
- Assisted with civil cases including personal injury and wrongful death claims. Responsible for research and drafting of dispositive motions.

5/91 to 6/93

LAW CLERK, CUYAHOGA COUNTY PROSECUTOR'S OFFICE, Cleveland, Ohio.

- Actively assisted major trial prosecutors, participated in pre-trial preparation and hearings of rape and homicide cases.
- Drafted motions and briefs on death penalty cases at trial and appellate levels including the United States and Ohio Supreme Courts. Prevailed in appeals to the Ohio Eighth District Court of Appeals, Ohio Supreme Court.
- Reviewed records of appealed cases, researched and drafted appellate briefs, writs of mandamus, habeas corpus actions, post-conviction motions, findings of fact and conclusions of law, and memorandums in support/opposition of jurisdiction.

5/91 to 4/92

LAW CLERK, LAKEWOOD LAW DEPARTMENT, Lakewood, Ohio.

- Represented the City at criminal arraignments.
- Drafted ordinances, city policy manuals and pre-trial motions.

6/90 to 5/91

LAW CLERK, PAYNTER & KOHLER, Cleveland, Ohio.

- Engaged in written and oral discovery for civil lawsuits. Drafted complaints and dispositive motions.

6/88 to 10/89

PUBLIC RELATIONS DIRECTOR, MASSACHUSETTS ASSC. OF UNDERWRITERS, Boston, MA.

- Wrote, edited and designed lay-out of monthly statewide publication. Responsible for media relations including the writing and distribution of press releases and the coordination of appearances by association members.

7/87 to 5/88

CENTENNIAL COORDINATOR, WHELOCK COLLEGE, Boston, MA.

- Wrote alumni profiles and special events articles for the alumni quarterly newspaper and monthly in-house newsletter. Coordinated centennial events, receptions, and donor screenings.

EDUCATION

1990 to 1993

CLEVELAND MARSHALL COLLEGE OF LAW, Cleveland, Ohio.

Juris Doctor Degree, May 1993. Admitted to practice, November 1993.
Honors: Editor, *The Gavel* Law School Newsmagazine (1991-1993), Staff (1990-1991), Selected as a peer advisor (1991-1992), Student Sales Representative for Ohio Bar Review.

1984 to 1987

OHIO UNIVERSITY, Athens, Ohio.

B.S. Communication, 1987, Major: Organizational Communication: emphasis in public relations and business.

Honors: Outstanding Senior Leader Award (1 of 5 selected from 15,000 graduates), Scholar-Leader Award, Mortar Board Senior Honorary Vice

President, Student Alumni Board Executive Committee, Student Ambassador of
the Office of the President, Outstanding Greek Woman of the Year Nominee.

References Available Upon Request.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0006

Sponsored by: Council President Connally

A Motion confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities, and declaring the necessity that this Motion become immediately effective.

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

WHEREAS, in accordance to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities “shall consist of seven members. The board of county commissioners of the county shall appoint five members and the senior probate judge of the county shall appoint two members;” and,

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

- 1) Tania J. Younkin, MBA; and
- 2) Steven M. Licciardi.

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 Cuyahoga County Board of Developmental Disabilities for a term of four years, commencing February 1, 2013 and expiring January 31, 2016:

- 1) Tania J. Younkin, MBA; and
- 2) Steven M. Licciardi.

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 (8) 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: February 12, 2013

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

Committee Report/Second Reading: February 26, 2013

Journal _____
_____, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0241

Sponsored by: Councilmember Conwell	A Resolution requesting the Ohio General Assembly to make physical assault on public transit workers a felony under Ohio law, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, physical attacks on Greater Cleveland Regional Transit Authority bus drivers have increased over the past year, and in recent weeks, such attacks have received increased public attention; and

WHEREAS, bus drivers and all transit workers are at great risk of assault and verbal abuse because of the nature of their work with the general public, and

WHEREAS, other states have laws that provide specific penalties for harming public transportation workers; and

WHEREAS, the State of Ohio already protects several categories of public workers, including school bus drivers, by providing specific felony penalties for assaults on such workers; and

WHEREAS, to better protect public transportation workers while on duty, the State of Ohio should adopt a law making assault on a public transportation worker a felony.

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

SECTION 1. Cuyahoga County urges the Ohio General Assembly to enact legislation making assault on public transit workers a felony under Ohio law.

SECTION 2. Cuyahoga County Council authorizes the Clerk of Council to transmit a copy of this resolution to members of the Ohio General Assembly who represent any area of Cuyahoga County.

SECTION 3. It is necessary that this Resolution become immediately effective in order to timely express Council's concerns to the Ohio General Assembly. 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: November 27, 2012

Committee(s) Assigned: Public Safety

Committee Report/Second Reading: February 12, 2013

Journal CC009

February 26, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0001

Sponsored by: Council President Connally/Clerk of Council and Director of Law	An Ordinance establishing general provisions for the Cuyahoga County Code and authorizing the Clerk of Council to officially publish the Cuyahoga County Code as approved by the County's Director of Law; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Clerk of Council and Department of Law have been working on codification of the Cuyahoga County Ordinances to officially launch the Cuyahoga County Code;

WHEREAS, the Clerk of Council and Law Department have determined that it is necessary to include a General Provisions Title of the Cuyahoga County Code that is applicable to all legislation adopted by the Cuyahoga County Council; 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 entity.

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

SECTION 1. That Cuyahoga County Council hereby adopts Chapters 101, 102, 103, and 104 of the Cuyahoga County Code as follows:

Chapter 101: Definitions

In the construction of this Code of the County of Cuyahoga, the following definitions shall be observed unless an alternative definition is otherwise provided in the Code:

“Agreement” shall mean the writing or instrument, which evidences the understanding and intention between two or more parties with respect to their rights, duties, obligations, or performances. It shall be given its broadest definition as the term is customarily used, and it shall include, without limitation, contracts, sales and purchase agreements, lease agreements, agreements with other governmental entities or political subdivisions, or any other agreements. For purposes of this Code, “Agreement” shall be synonymous with the term “Contract,” but it shall not apply to

settlement agreements, which are specifically addressed in Ordinance No. O2011-0033.

“Charter” shall mean the County of Cuyahoga Charter also known as the Charter of Cuyahoga County, effective on January 1, 2010, and shall include any amendments to such Charter.

“Code” shall mean the Cuyahoga County Code, unless the context otherwise requires.

“Contract” shall be given the same meaning and definition as “Agreement”.

“County” shall mean the County of Cuyahoga, Ohio created by the Cuyahoga County Charter. As used in the Code, the term “County” shall include all County contracting authorities.

“County Council” or **“Council”** shall mean the County Council of the County of Cuyahoga, Ohio.

“C.C.C.” or **“CCC”** shall mean the Cuyahoga County Code.

“County Executive” shall mean the County Executive of the County of Cuyahoga, Ohio.

“Day” shall mean a calendar day, unless otherwise expressly stated.

“Month” shall mean a calendar month, unless otherwise expressly stated.

“Oath” includes affirmation and “swear” includes affirm.

“Ohio R.C.”, **“ORC”**, **“Revised Code”**, **“R.C.”**, or **“RC”** refer to the Ohio Revised Code.

“Person” includes an individual, corporation, business trust, estate, trust, partnership, and association.

“Premises,” as applied to property, shall include land and buildings.

“Property” shall mean real and personal property.

“The State” or **“this State”** shall mean the State of Ohio.

“Year” shall mean a calendar year unless otherwise expressly stated.

Chapter 102: Home Rule Powers

It is the intent of the Cuyahoga County Council in enacting this Code to exercise the County's Home Rule powers to the fullest extent possible.

If any conflict arises between any provision, term, procedure, or other requirement of the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation, and this Code, the provision, term, procedure, or other requirement of this Code shall prevail.

Chapter 103: Severability

If any provision or a section in this Code or the application thereof to any person or circumstance is held invalid, the invalidity does not affect the other provisions or applications of the section or related sections which can be given effect without the invalid provision or application, and to this end the provisions are severable.

Chapter 104: Interpretation and Construction

Unless the Code expressly states otherwise with regard to a specific provision, all provisions in this Code shall be interpreted in a manner that preserves the County's intent to exercise its home rule powers to the fullest extent.

SECTION 2. With the incorporation of the foregoing provisions, the Clerk of Council is hereby authorized to officially publish the Cuyahoga County Code as approved by the County's Director of Law. The Clerk of Council shall continually update the Code in an expeditious manner and as approved by the County's Director of Law.

SECTION 3. 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 entity. 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 4. 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: January 22, 2013

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Committee Report/Second Reading: February 12, 2013

Journal CC009

February 26, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0033

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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.
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WHEREAS, on December 11, 2012, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program Update for 2013 (Resolution No. R2012-0232) establishing the 2013 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2013 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.

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 2013 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 40A525 – FEMA – Storm Damage CE763474 – FEMA – Storm Damage Personal Services	BA1301951 \$ 200,000.00

Capital Outlays \$ 3,000,000.00

Funding Source: Funding for this project is 75% from Federal Emergency Management Agency (FEMA), 12.5% from the State of Ohio and 12.5% from the General Fund.

B. 40A069 – Capital Projects Future Debt Issue **BA1301952**
CC768176 – Whiskey Island Fire Suppression / Waterline
Personal Services \$ 20,000.00
Capital Outlays \$ 120,000.00

Funding Source: Funding for this project will come from interest earnings from bond proceeds.

C1. 63A100 – Information Services Center **BA1301946**
IS821009 – Cuyahoga County Information Services Center
Other Expenses \$ (400,000.00)

C2. 01A001 – General Fund **BA1301947**
IT601138 – WAN Services
Other Expenses \$ 400,000.00

Funding Source: General Fund.

D. 01A001 – General Fund **BA1301948**
MI512780 – Information Technology Capital
Capital Outlay \$ 277,000.00

Funding Source: General Fund.

E. 01A001 – General Fund **BA1301949**
CH100958 – Charter Review/Council District Commission
Other Expenses \$ 10,000.00

Funding Source: General Fund.

F. 01A001 - General Fund **BA1300834**
LA000794 – Law Department
Other Expenses \$ 100,000.00

Funding Source: General Fund.

G1. 26A650 – \$5.00 Road Capital Improvements **BA1301953**
CE418053 – County Engineer \$5.00 License Tax Fund
Other Expenses \$ 3,500,000.00
Capital Outlay \$ 3,600,000.00

G2. 26A651 – \$7.50 Road & Bridge Registration Tax **BA1301953**
CE417477 – \$7.50 License Tax Fund Capital Improvements
Capital Outlay \$ 9,000,000.00

Funding Source: Funding is generated from motor vehicle license and gasoline taxes.

H.	21A054 – SHSP-Search/Rescue Build Out 09/12	BA1301955
	JA778696 – SHSP-Search/Rescue Build Out 09/12	
	Other Expenses	\$ 22,000.00

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013. No cash match is required.

I.	21A561 – Citizens Corp Council Grant Program	BA1301956
	JA753814 – Citizen Corps Program-FFY2010-2010/2013	
	Other Expenses	\$ 7,900.00
	Capital Outlays	\$ 8,100.00

Funding Source: Funding is from the Federal Emergency Management Agency (FEMA) passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through May 30, 2013. No cash match is required.

J.	40A069 – Capital Projects – Future Debt Issue	BA1301945
	CC767103 – 1 st & 2 nd Floors of the Jane Edna Hunter Building	
	Personal Services	\$ 0.06

Funding Source: Funding for this project came from the 2009 General Obligation Bond offering.

K1.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725317 – Home Weatherization Assistance Program Department of Energy Administration 2012	
	Other Expenses	\$ 31,733.00

K2.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725325 – Home Weatherization Assistance Program Department of Energy Health & Safety 2012	
	Other Expenses	\$ 24,927.00

K3.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725333 – Home Weatherization Assistance Program Department of Energy Support 2012	
	Personal Services	\$ 15,141.00
	Other Expenses	\$ 126,115.00

K4.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725341 – Home Weatherization Assistance Program Department of Health and Human Services Administration 2012	
	Personal Services	\$ 51,833.00

K5.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725366 – Home Weatherization Assistance Program Department of Health and Human Services Health & Safety 2012	
	Other Expenses	\$ 73,156.00

K6. 22A268 – Home Weatherization Assistance Program 2012 **BA1301958**
 DV725358 – Home Weatherization Assistance Program Department of Health and
 Human Services Support 2012
 Other Expenses \$ 338,089.00

Funding Source: Funding is generated from the 2012 Home Weatherization Assistance Program grant.

L. 20A635 – Title IV-E Juvenile Court **BA1306025**
 JC517318 – Title IV-E Juvenile Court
 Other Expenses \$ 257,000.00

Funding Source: Revenues comes in the form of reimbursements through Title-IV-E of the Social Security Act for County expenses associated with the placement of children who are at risk or victims of abuse or neglect.

M1. 21A421 – Youth Services Subsidy – Federal Delinquent Care **BA1306025**
 and Custody Fund (FDCC)
 JC753533 – Clinical Assessment & SA FY12-2217
 Other Expenses \$ 94,212.54

M2. 21A421 – Youth Services Subsidy – FDCC
 JC753558 – Sex Offender Treatment SFY12-13-2106
 Other Expenses \$ 131,097.60

M3. 21A421 – Youth Services Subsidy – FDCC
 JC753541 – Substance Abuse Treatment FY12-13-2107
 Other Expenses \$ 66,822.76

Funding Source: Ohio Department of Youth Services.

N. 20A334 – Juvenile Court – ADR Alternative Dispute
 Resolution **BA1306025**
 JC510925 – Juvenile Court – Alternative Dispute Resolution
 Other Expenses \$ 26,000.00

Funding Source: Funding for the Alternative Dispute Resolution special revenue fund is supported by revenues from a fee assessed on filings under sections 2303.20.1(E)(1), 1907.26.2, and 1907.24(B)(1) of the Ohio Revised Code.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	01A001 – General Fund	BA1301950
	FS109645 – Fiscal Operations – Records/Licenses/Outreach	
	Other Expenses \$ 5,000.00	
TO:	01A001 – General Fund	

FS109645 – Fiscal Operations – Records/Licenses/Outreach
 Capital Outlay \$ 5,000.00

Funding Source: General Fund.

B. FROM: 21A900 – Regional Collaboration Project **BA1301941**
 JA752675– Regional Collaboration Project 2009/2012
 Personal Services \$ 16,585.00
 Other Expenses \$ 3,415.00

TO: 21A900 – Regional Collaboration Project
 JA752675– Regional Collaboration Project 2009/2012
 Capital Outlays \$ 20,000.00

Funding Source: United States Department of Homeland Security, State Grant Program passed through the Ohio Department of Emergency Management covering the period January 1, 2011 through September 30, 2012.

C. FROM: 21A764 – Interoperable Emergency Communications **BA1301954**
 JA752949– 2010 Interoperable Emergency Communication 10/12
 Personal Services \$ 725.00

TO: 21A764 – Interoperable Emergency Communications
 JA752949– 2010 Interoperable Emergency Communication 10/12
 Other Expenses \$ 725.00

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Department of Emergency Management covering the period August 1, 2010 through March 31, 2013.

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

Fund Nos. /Budget Accounts **Journal Nos.**

A. FROM: 21A762 – Port Security Grant **JT1305140**
 JA767855 – Port Security Grant FFY09-2009/2012
 Transfer Out \$ 32,121.62

TO: 21A308 – EMA FY2009 Port Side WMD Maritime Exercise
 JA769984 – Port Wide WMD Maritime Exercise
 Revenue Transfer \$ 32,121.62

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

B. FROM: 21A837 – State Homeland Security (SHSG) **JT1305141**
 JA763441 – State Homeland Security (SHSG) 2010/2013
 Transfer Out \$ 39,215.88

TO: 21A900 – Regional Collaboration Project
 JA753483 – Regional Collaboration Project 2010/2013
 Revenue Transfer \$ 39,215.88

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

C. FROM: 21A500 – Urban Area Security Initiative (URSI) **JT1305142**
 JA741322 – FY10 Urban Area Security Initiative (UASI)
 Transfer Out \$ 23,622.14

TO: 21A281 – NEORFC-FY09 Urban Area Security Initiative
 JA741447 – NEORFC FY09 Urban Area Security Initiative
 Revenue Transfer \$ 23,622.14

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

D. FROM: 21A762 – Port Security Grant **JT1305143**
 JA767855 – Port Security Grant FFY09-2009/2012
 Transfer Out \$ 359,573.33

TO: 21A065 – Cleveland Safe Port
 SH456079 – Cleveland Safe Port
 Revenue Transfer \$ 359,573.33

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

E. FROM: 21A837 – State Homeland Security (SHSG) **JT1305145**
 JA763441 – State Homeland Security (SHSG) 2010/2013
 Transfer Out \$ 17,632.72

TO: 21A900 – Regional Collaboration Project
 JA753483 – Regional Collaboration Project 2010/2013
 Revenue Transfer \$ 17,632.72

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



February 19, 2012

Clerk of County Council

Dear Ms. Schmotzer:

A brief summary of the fiscal items that will be submitted for consideration for adoption on first reading at the regular County Council meeting scheduled for February 26, 2013, are presented below.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original appropriation level that is required to cover expenditures 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 – An increase in appropriation to the Wide Area Network account with a corresponding decrease in appropriation to the old Information Services Center account.* Funding is from the General Fund.	\$400,000.00
Information Technology Capital – Additional appropriation to cover the purchase of video equipment for multiple agencies.* Funding is from the General Fund. (See OBM Review Document.)	\$277,000.00
Charter Review/Council District Commission – Additional appropriation to cover expenses.* Funding is from the General Fund. (See OBM Review Document.)	\$10,000.00
Law Department – Additional appropriation to cover a contract for outside counsel for Human Resource Commission related matters.* Funding is from the General Fund. (See OBM Review Document.)	\$100,000.00
TOTAL	\$787,000.00

Other Operating Funds	Amount
Information Services Center (ISC) – A decrease in appropriation from the former ISC account with a corresponding increase to the WAN Services account under the General Fund. Funding was from charges to user agencies.	-\$400,000.00
Juvenile Court – Additional appropriation to cover residential care services for contracts. Funding is from reimbursements through the Title IV-E of the Social Security Act.	\$257,000.00
Juvenile Court – Additional appropriation to increase the contract with the Department of Public Safety and Justice Services for mediation services. Funding is from fees assessed on filings.	\$26,000.00
TOTAL	(\$117,000.00)

Grants/Projects	Amount
Public Works/Road & Bridge – To appropriate funding from Federal Emergency Management Agency (FEMA) to cover damage to County property from super-storm Sandy. Funding is 75% FEMA, 12.5% State and 12.5% from the General Fund.	\$3,200,000.00
Capital Projects – To appropriate funds for the Whiskey Island Fire Suppression project. Funding is from interest earnings on 2009 GO bond proceeds.	\$140,000.00
Public Works/Road & Bridge – Additional appropriation to cover various road improvements during 2013. Funding is generated from motor vehicle license and gasoline taxes. (See OBM Review Document.)	\$16,100,000.00

Justice Services – To appropriate additional grant award from the U.S. Department of Homeland Security for the State Homeland Security Program (SHSP) Search and Rescue Training program.	\$22,000.00
Justice Services – To appropriate the Citizens Corps Program grant from the Federal Emergency Management Agency (FEMA).	\$16,000.00
Capital Projects – Additional appropriation to cover a shortage for on an item processed on R2013-0012 for the 1 st & 2 nd Floor Jane Edna Hunter Building project. Funding is from the 2009 General Obligation Bond offering.	\$0.06
Development – To appropriate additional grant funding from the Department of Energy for the 2012 Home Weatherization Assistance Program.	\$660,994.00
Juvenile Court – To appropriate additional grant funding from the Ohio Department of Youth Services for the RECLAIM grant.	\$292,132.90
TOTAL	\$20,431,126.96

Total Additional Appropriations - All Funds	\$21,101,126.96
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The following represents the overall changes made to the 2012-2013 Biennial Appropriation Measure for 2013 since its adoption on December 11, 2012 Resolution R2012-0232. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>2/26/2013 Agenda</u>	<u>Year to Date*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 787,000.00	\$ 361,708,846.00	\$ 362,876,445.00
HHS Levy Impact	\$ 0.00	\$ 222,615,901.00	\$ 222,615,901.00
Other Fund Impact	\$ <u>20,314,126.96</u>	\$ <u>919,467,552.00</u>	\$ <u>953,009,558.87</u>
Total Impact	\$ 21,101,126.96	\$ 1,503,792,299.00	\$ 1,538,501,904.87

* 2013 appropriation levels adopted by resolution R2012-0232 on December 11, 2012.

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
Fiscal Office – Realigning appropriation within Fiscal Operations to cover the purchase of scanner rollers. Funding is from the General Fund.	\$5,000.00
TOTAL	\$5,000.00

Other Operating Funds	Amount
TOTAL	0

Grants/Projects	Amount
Justice Services – Realigning appropriation within the Regional Collaboration Project account to correctly align funds to close-out the grant. Funding is from the U.S. Department of Homeland Security.	\$20,000.00
Justice Services – Realigning appropriation within the Interoperable Emergency Communications to correctly align funds to close out the grant. Funding is from the U.S. Department of Homeland Security.	\$725.00
TOTAL	\$20,725.00

Total Appropriation Transfers - All Funds	\$25,725.00
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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.

Grants/Projects	Amount
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Justice Services/Port Security Grant – A cash transfer from the Port Security Grant account to the EMA Port Wide WMD Maritime Exercise fund to cover reported expenses. Funding is from the U.S. Department of Homeland Security.	\$32,121.62
Justice Services – A cash transfer from the State Homeland Security account to the Regional Collaboration Project to cover reported expenses. Funding is from the U.S. Department of Homeland Security.	\$39,215.88
Justice Services – A cash transfer from the Urban Area Security Initiative to the Northeast Ohio Regional Fusion Center to cover reported expenses. Funding is from the U.S. Department of Homeland Security.	\$23,622.14
Justice Services – A cash transfer from the Port Security Grant to the Cleveland Safe Port account to cover reported expenses. Funding is from the U.S. Department of Homeland Security.	\$359,573.33
Justice Services – A cash transfer from the State Homeland Security to the Regional Collaboration Project to cover reported expenses. Funding is from the U.S. Department of Homeland Security.	\$17,632.72
TOTAL	\$472,165.69

Total Cash Transfers - All Funds	\$472,165.69
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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) 443-8193

Recommendation for Appropriation Request

Request Description	Appropriation Increase
Requesting Agency	Information Technology
Funding Source	General Fund
Total Impact	\$ 277,000.00
Status	Recommended
Agenda Date	2/26/2013

Summary of Request

Request to appropriate \$277,000.00 in capital outlay for IT Capital Reserve to upgrade security network video recording (index code MI512780).

Background Information

The biennial budget resolution (R2011-0291) authorizes \$2.0M each for an enterprise and a capital reserve. Two General Fund operating accounts provide the appropriations in separate accounts from the Department of Information Technology budget.

To date, the capital reserve has been appropriated \$1,075,000 based on the IT Department capital plan for projects that are currently underway (R2012-0179). Additional appropriation requests to use the IT reserves for Enterprise and Capital projects will follow in 2013.

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. This request would provide an additional \$277,000 to obtain security network video recording equipment for countywide use. The investment would replace aged and failing infrastructure to provide a more stable recording system with additional storage capabilities. The upgrades would provide a safe and secure environment for employees and visitors to County facilities.

Recommendation for Appropriation Request

Request Description	Appropriation Increase
Requesting Agency	Executive/Council for the Charter Review Commission budget
Funding Source	General Fund
Total Impact	\$ 10,000.00
Status	Recommended
Agenda Date	2/26/2013

Summary of Request

Request to appropriate \$10,000.00 in other expenses for the Charter Review Commission.

Background Information

The County Charter provides for a Charter Review Commission commencing in September, 2012 to consider changes to the County Charter (County Charter sec. 12.09). The Charter Review Commission shall provide a report to Council including recommendations for changes to the Charter and a summary of the Commission’s activities by July 1 following the formation of the Commission.

To meet the requirements of the Charter Review Commission, the members may need office supplies, meeting space, printing services, and other expenses. An appropriation of \$10,000 is requested to provide funding for such incidental expenses.

OBM Recommendation and Impact Statement

OBM recommends approval of this request because the County Charter (sec. 12.09) establishes the Charter Review Commission and requires the County Executive to provide the Commission the necessary staff services.

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: February 19, 2013

RE: Agenda Items

The Office of Budget & Management is requesting 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 February 26, 2013. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 40A525 – FEMA – Storm Damage **BA1301951**
CE763474 – FEMA – Storm Damage
Personal Services \$ 200,000.00
Capital Outlays \$ 3,000,000.00

Additional appropriation is requested to cover the costs of storm damage from super-storm Sandy. Funding for this project is 75% from Federal Emergency Management Agency (FEMA), 12.5% from the State of Ohio and 12.5% from the General Fund.

B. 40A069 – Capital Projects Future Debt Issue **BA1301952**
CC768176 – Whiskey Island Fire Suppression / Waterline
Personal Services \$ 20,000.00
Capital Outlays \$ 120,000.00

Additional appropriation is requested for the Whiskey Island Fire Suppression/Waterline project. Funding for this project will come from interest earnings from bond proceeds.

C1. 63A100 – Information Services Center **BA1301946**
IS821009 – Cuyahoga County Information Services Center
Other Expenses \$ (400,000.00)

C2. 01A001 – General Fund **BA1301947**
IT601138 – WAN Services
Other Expenses \$ 400,000.00

The Department of Information Technology has new budget account codes beginning in 2013 to consolidate many of the County's IT expenses in the General Fund. This request would decrease carryover appropriation from the former accounts and increase appropriation in the new

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-8193
Ohio Relay Service (TTY) 711

General Fund accounts in the same amount to use for Communication Equipment and Monitoring 2012 expenses. Funds in the former account came from fees to user agencies for data processing, network maintenance, and equipment and service acquisition. The new consolidated Information Technology budget uses General Fund.

D.	01A001 – General Fund MI512780 – Information Technology Capital Capital Outlay	\$ 277,000.00	BA1301948
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This item requests appropriation of the automation reserve account which was established as part of the biennial appropriation resolution (R2011-0291). During 2012, \$ 1,075,000 was appropriated to this account for capital projects, and this request would appropriate an additional amount to purchase video recording equipment for multiple agencies. The automation reserve account receives funding from the General Fund.

E.	01A001 – General Fund CH100958 – Charter Review/Council District Commission Other Expenses	\$ 10,000.00	BA1301949
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An appropriation is requested for expenses that may be incurred incidental to the Charter Review Commission pursuant to County Charter section 12.09. Funding comes from the General Fund.

F.	01A001 - General Fund LA000794 – Law Department Other Expenses	\$ 100,000.00	BA1300834
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Request for additional appropriation to fund a contract for outside counsel for matters related to Human Resource Commission hearings.

G1.	26A650 – \$5.00 Road Capital Improvements CE418053 – County Engineer \$5.00 License Tax Fund Other Expenses Capital Outlay	\$ 3,500,000.00 \$ 3,600,000.00	BA1301953
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G2.	26A651 – \$7.50 Road & Bridge Registration Tax CE417477 – \$7.50 License Tax Fund Capital Improvements Capital Outlay	\$ 9,000,000.00	BA1301953
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Additional appropriation is requested in the \$5.00 Road Capital Improvements and \$7.50 Road & Bridge Registration Tax fund to cover various road improvements during 2013. This includes \$3,800,000.00 in municipal projects that are scheduled for completion. Funding is generated from motor vehicle license and gasoline taxes.

H.	21A054 – SHSP-Search/Rescue Build Out 09/12 JA778696 – SHSP-Search/Rescue Build Out 09/12 Other Expenses	\$ 22,000.00	BA1301955
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Provide an increase in appropriations for the additional award in the FY2010 State Homeland Security Program (SHSP) Search and Rescue Training program. The award was accepted by the Contracts and Purchasing Board on June 11, 2012 (CPB2012-544). Funding is from the United

States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013. No cash match is required.

I.	21A561 – Citizens Corp Council Grant Program	BA1301956
	JA753814 – Citizen Corps Program-FY2010-2010/2013	
	Other Expenses	\$ 7,900.00
	Capital Outlays	\$ 8,100.00

Provide appropriations for the award for the Citizens Corps Program in the amount of \$16,000 of \$12,500 is from the Competitive grant and \$3,500 from the Sustainment grant. Both grants were accepted by the Contracts and Purchasing Board on July 2, 2012 (CPB2012-610 for the \$12,500 and CPB2012-611 for the \$3,500). Funding is from the Federal Emergency Management Agency (FEMA) passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through May 30, 2013. No cash match is required.

J.	40A069 – Capital Projects – Future Debt Issue	BA1301945
	CC767103 – 1 st & 2 nd Floors of the Jane Edna Hunter Building	
	Personal Services	\$ 0.06

Additional appropriation is requested to enable an item on R2013-0012 to post in FAMIS. The original request was short by \$.06. Funding for this project came from the 2009 General Obligation Bond offering. This project will be closed out after the item is approved.

K1.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725317 – Home Weatherization Assistance Program Department of Energy Administration 2012	
	Other Expenses	\$ 31,733.00
K2.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725325 – Home Weatherization Assistance Program Department of Energy Health & Safety 2012	
	Other Expenses	\$ 24,927.00
K3.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725333 – Home Weatherization Assistance Program Department of Energy Support 2012	
	Personal Services	\$ 15,141.00
	Other Expenses	\$ 126,115.00
K4.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725341 – Home Weatherization Assistance Program Department of Health and Human Services Administration 2012	
	Personal Services	\$ 51,833.00
K5.	22A268 – Home Weatherization Assistance Program 2012	BA1301958
	DV725366 – Home Weatherization Assistance Program Department of Health and Human Services Health & Safety 2012	
	Other Expenses	\$ 73,156.00

K6.	22A268 – Home Weatherization Assistance Program 2012 DV725358 – Home Weatherization Assistance Program Department of Health and Human Services Support 2012 Other Expenses	\$ 338,089.00	BA1301958
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Additional appropriation is requested in the Department of Energy 2012 Home Weatherization Assistance Program due to an increase in the grant award. Funding is generated from the 2012 Home Weatherization Assistance Program grant.

L.	20A635 – Title IV-E Juvenile Court JC517318 – Title IV-E Juvenile Court Other Expenses	\$ 257,000.00	BA1306025
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Juvenile Court requests additional appropriation of \$257,000 to use Title IV-E funding for some of its residential care services. Such services also receive funding from Health and Human Services levy funding. Revenues comes in the form of reimbursements through Title-IV-E of the Social Security Act for County expenses associated with the placement of children who are at risk or victims of abuse or neglect.

M1.	21A421 – Youth Services Subsidy – Federal Delinquent Care and Custody Fund (FDCC) JC753533 – Clinical Assessment & SA FY12-2217 Other Expenses	\$ 94,212.54	BA1306025
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M2.	21A421 – Youth Services Subsidy – FDCC JC753558 – Sex Offender Treatment SFY12-13-2106 Other Expenses	\$ 131,097.60	
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M3.	21A421 – Youth Services Subsidy – FDCC JC753541 – Substance Abuse Treatment FY12-13-2107 Other Expenses	\$ 66,822.76	
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Juvenile Court requests appropriation to utilize increased RECLAIM grant funds to expand access to program services. Funding comes from grants from the Ohio Department of Youth Services.

N.	20A334 – Juvenile Court – ADR Alternative Dispute Resolution JC510925 – Juvenile Court – Alternative Dispute Resolution Other Expenses	\$ 26,000.00	BA1306025
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An increase in appropriation is requested to increase the contract with the Department of Public Safety and Justice Services for mediation services. Funding for the Alternative Dispute Resolution special revenue fund is supported by revenues from a fee assessed on filings under sections 2303.20.1(E)(1), 1907.26.2, and 1907.24(B)(1) of the Ohio Revised Code.

Resolution: Appropriation Transfers:

A.	FROM:	01A001 – General Fund		BA1301950
		FS109645 – Fiscal Operations – Records/Licenses/Outreach		
		Other Expenses	\$	5,000.00
	TO:	01A001 – General Fund		
		FS109645 – Fiscal Operations – Records/Licenses/Outreach		
		Capital Outlay	\$	5,000.00

An appropriation transfer would provide sufficient funding within the capital outlay line for purchase of scanner rollers used for the Division’s scanning services. Funding comes from the General Fund.

B.	FROM:	21A900 – Regional Collaboration Project		BA1301941
		JA752675– Regional Collaboration Project 2009/2012		
		Personal Services	\$	16,585.00
		Other Expenses	\$	3,415.00
	TO:	21A900 – Regional Collaboration Project		
		JA752675– Regional Collaboration Project 2009/2012		
		Capital Outlays	\$	20,000.00

Transfer appropriations within the Regional Collaboration Project to correctly align funds in preparation of grant closure. Funding is from the United States Department of Homeland Security, State Grant Program passed through the Ohio Department of Emergency Management covering the period January 1, 2011 through September 30, 2012.

C.	FROM:	21A764 – Interoperable Emergency Communications		BA1301954
		JA752949– 2010 Interoperable Emergency Communication 10/12		
		Personal Services	\$	725.00
	TO:	21A764 – Interoperable Emergency Communications		
		JA752949– 2010 Interoperable Emergency Communication 10/12		
		Other Expenses	\$	725.00

Transfer appropriations within the 2010 Interoperable Emergency Communication 2010/2012 grant to correctly align funds for employee mileage reimbursements and in preparation of grant closure. Funding is from the United States Department of Homeland Security passed through the Ohio Department of Emergency Management covering the period August 1, 2010 through March 31, 2013.

Resolution: Cash Transfers:

A. FROM: 21A762 – Port Security Grant **JT1305140**
JA767855 – Port Security Grant FFY09-2009/2012
Transfer Out \$ 32,121.62

TO: 21A308 – EMA FY2009 Port Side WMD Maritime Exercise
JA769984 – Port Wide WMD Maritime Exercise
Revenue Transfer \$ 32,121.62

To transfer funds from the Port Security Grant to Emergency Management Port Side Maritime Exercise for expenditures reported for August through October 2012. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

B. FROM: 21A837 – State Homeland Security (SHSG) **JT1305141**
JA763441 – State Homeland Security (SHSG) 2010/2013
Transfer Out \$ 39,215.88

TO: 21A900 – Regional Collaboration Project
JA753483 – Regional Collaboration Project 2010/2013
Revenue Transfer \$ 39,215.88

To transfer funds from the State Homeland Security grant to the Regional Collaboration Project for expenditure reported for August through October 2012. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

C. FROM: 21A500 – Urban Area Security Initiative (URSI) **JT1305142**
JA741322 – FY10 Urban Area Security Initiative (UASI)
Transfer Out \$ 23,622.14

TO: 21A281 – NEORFC-FY09 Urban Area Security Initiative
JA741447 – NEORFC FY09 Urban Area Security Initiative
Revenue Transfer \$ 23,622.14

To transfer funds from the Urban Area Security Initiative (URSI) to the Northeast Ohio Regional Fusion Center (NEORFC) FY2009 Urban Area Security Initiative for expenditures reported for August through October 2012. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

D. FROM: 21A762 – Port Security Grant **JT1305143**
JA767855 – Port Security Grant FFY09-2009/2012
Transfer Out \$ 359,573.33

TO: 21A065 – Cleveland Safe Port
SH456079 – Cleveland Safe Port
Revenue Transfer \$ 359,573.33

To transfer funds from the Port Security Grant to the Sheriff's Cleveland Safe Port grant for expenditure reported for September 2012. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

E.	FROM:	21A837 – State Homeland Security (SHSG)	JT1305145
		JA763441 – State Homeland Security (SHSG) 2010/2013	
		Transfer Out	\$ 17,632.72
	TO:	21A900 – Regional Collaboration Project	
		JA753483 – Regional Collaboration Project 2010/2013	
		Revenue Transfer	\$ 17,632.72

To transfer funds from the State Homeland Security grant to the Regional Collaboration Project for expenditures reported for October 2012. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013.

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County Council of Cuyahoga County, Ohio

Resolution No. R2013-0034

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution amending Resolution No. R2012-0174 dated 10/9/2012, which authorized an Economic Development Loan in the amount not-to-exceed \$566,312.00 for purchase of test equipment for a facility located at 4535 Renaissance Parkway, Warrensville Heights, to change the name of the borrower from NSL Analytical Services, Inc. to 4535, LLC; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald/Department of Development has recommended to amend Resolution No. R2012-0174 dated 10/9/2012, which authorized an Economic Development Loan in the amount not-to-exceed \$566,312.00 for purchase of test equipment for a facility located at 4535 Renaissance Parkway, Warrensville Heights, to change name of the borrower from NSL Analytical Services, Inc. to 4535, LLC; and

WHEREAS, the name change does not affect the purpose intended or the terms and conditions of the loan; and

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

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

SECTION 1. That the Cuyahoga County Council hereby approves an amendment to Resolution No. R2012-0174 dated 10/9/2012, which authorized an Economic Development Loan in the amount not-to-exceed \$566,312.00 for purchase of test equipment for a facility located at 4535 Renaissance Parkway, Warrensville Heights, to change the name of the borrower from NSL Analytical Services, Inc. to 4535, LLC.

SECTION 2. That the remainder of Resolution No. R2012-0174 remains in full force and effect.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members

of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

Journal CC009
February 26, 2013



3

Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders
Type of Request:	Other		
Request Prepared by:	Arnold Lockett	Telephone No.	216-443-3159

SUMMARY OF REQUESTED ACTION:

Title: Department of Development/2013/NSL Analytical Services, Inc/Economic Development Loan/4535, LLC. - Amend Reso # R2012-0174

A. Scope of Work Summary

1. Department of Development, submitting an amendment to Resolution No. R2012-0174 changing the name of the borrower's from NSL Analytical, Inc. to 4535, LLC. The name change does not affect the purpose intended or the terms and conditions of the County's commitment. **The Resolution should reflect the new name 4535 LLC as the borrower.**

C. Contractor and Project information:

Corporate Office Address:
 NSL Analytical Services, Inc.
 4550 Cranwood Parkway
 Council District 9 Ellen Connally, Council President

2. Principal owner of 4535 LLC and NSL Analytical Services, Inc.
 Larry A. Somrack is the managing member of 4535, LLC, the limited liability company was created as the holding company.

3. The location of the project is
 4535 Renaissance Parkway
 Warrensville Heights, Ohio 44128

Council District 9, C. Ellen Connally, Council President

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Amendment to Resolution No. R2012-0174 changing the name of the borrower's from NSL Analytical, Inc. to 4535, LLC.

The primary goal of the project is to assist in the purchase of test equipment for the operating company NSL Analytical Services, Inc. The project will create 19 new jobs. The total cost of the project is \$1,573,090.00; the County's participation is an Economic Development Loan for \$566,312.00 with a term of 10 years at an interest rate of 2%.

The loan was reviewed by Cuyahoga County Improvement Corporation, Economic Development Loan Committee on July 1,2012. The Committee recommends approval of loan.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Other	Cuyahoga County Western Reserve Fund

Total Amount Requested:

ATTACHMENTS:

Click to download

- [4535, LLC](#)
- [Loan Write-up for NSL Analytical Service, Inc.](#)

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0035

<p>Sponsored by: County Executive FitzGerald/Departments of Law and Public Works</p>	<p>A Resolution approving an amendment to a collective bargaining agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 4 employees in the classification of Technician in the Department of Public Works for the period 11/1/2010 - 10/31/2013; directing that funds necessary to implement the collective bargaining agreement be budgeted and appropriated; 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.</p>
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WHEREAS, the Cuyahoga County Department of Law, has been engaged in collective bargaining negotiations with International Union of Operating Engineers Local 18-S for an amendment to the collective bargaining agreement (“CBA”) for a re-opener for wages and insurance that includes approximately 4 employees in the classification of Technician in the Department of Public Works for the period 11/1/2010-10/31/2013; and,

WHEREAS, pursuant to these negotiations, the parties have reached a Tentative Agreement setting forth the 2012 and 2013 wage and insurance modifications; and,

WHEREAS, the members of the International Union of Operating Engineers Local 18-S, Technicians unit, have ratified the proposed Tentative Agreements; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved

if the legislative body fails to act within thirty days after the public employer submits the agreement; and,

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed amendment to the collective bargaining agreement; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Department of Public Works.

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

SECTION 1. The Cuyahoga County Council hereby approves the amendment to the collective bargaining agreement between Cuyahoga County and International Union of Operating Engineers Local 18-S representing approximately 4 employees in the classification of Technician following wage and insurance re-opener negotiations in the Department of Public Works for the period 11/1/2010 – 10/31/2013, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the amended collective bargaining agreement between the County of Cuyahoga and International Union of Operating Engineers Local 18-S shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC009
February 26, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0036

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires replacement of Boston Road Culvert 07.74 in the City of Broadview Heights; total estimated construction cost \$780,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
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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 replacement of Boston Road Culvert 07.74 in the City of Broadview Heights; and

WHEREAS, the anticipated construction cost for the replacement is \$780,000.00; 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, the design of this project will be funded 60% with the County's Road and Bridge Fund and 40% from Broadview Heights. The construction of the project will be funded 80% with the County's Road and Bridge Fund and 40% from Broadview Heights; 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 Boston Road Culvert 07.74 in the City of Broadview Heights, Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2014; 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 Cuyahoga County Council hereby declares that public convenience and welfare requires replacement of Boston Road Culvert 07.74 in the City of Broadview Heights.

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

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 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

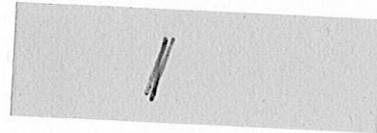
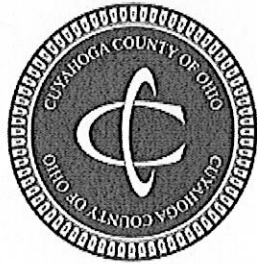
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



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 replacement of Boston Road Culvert 07.74 in the City of 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 costs for this improvement is \$780,000 (\$90,000 for design, \$690,000 for construction). The project is to be funded 60% with County Road and Bridge Fund and 40% from City of Broadview Heights for design and 80% with County Road and Bridge Fund and 20% from City of Broadview Heights for construction. The anticipated start date for construction is 2014.

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 Boston Road Culvert 07.74 in the City of Broadview 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. The project is to be funded 60% with County Road and Bridge Fund and 40% from City of Broadview Heights for design and 80% with County Road and Bridge Fund and 20% from City of Broadview Heights for construction.
- 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:
Other	Road and bridge

Total Amount Requested:
\$

ATTACHMENTS:

Click to download

[Data Sheet](#)

History

Time

Who

Approval

Clerk of the Board



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0037

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ25797 to Karvo Paving, Co. in the amount not-to-exceed \$1,345,636.15 for resurfacing Columbus Road from Center Street to West 25th Street in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,076,508.92 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ25797 to Karvo Paving, Co. in the amount not-to-exceed \$1,345,636.15 for resurfacing Columbus Road from Center Street to West 25th Street in the City of Cleveland; 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 funding for this project is as follows: (a) 80% will be paid from the County's \$7.50 Vehicle License Tax Fund, and (b) 20% will be paid by the City of Cleveland; and

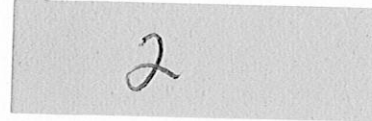
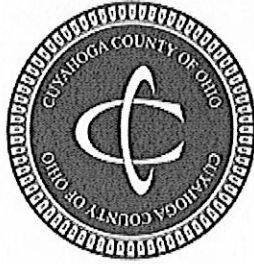
WHEREAS, construction for this project is scheduled to begin in June of 2013 and will be completed in September of 2013; and

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:

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Thomas P. Sotak, P.E.
Type of Request:	Contract/Amendment		
Request Prepared by:	Juliann Conway	Telephone No.	216-348-3838

SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ25797 to Karvo Paving, Co. in the amount not-to-exceed \$1,345,636.15 for the resurfacing of Columbus Road from Center Street to West 25th Street in the City of Cleveland
2. and enter into a contract with Karvo Paving, Co. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the Bid Specifications.
- 3) N/A.

PROCUREMENT

- 1) Competitive Bid process.
- 2) The Office of Procurements & Diversity (OPD) assessed a thirty (30%) percent SBE Goal. Karvo Paving, Co. met this goal and it was approved by OPD.
- 3) The engineer's estimate was \$1,625,800.00. The bids were open on January 23, 2013.

There were sixteen (16) proposals pulled from OPD and eight (8) 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

Karvo Paving, Co. 330-929-9676

4524 Hudson Drive

Stow, Ohio 44224

George Karvounides, Pres.

Council District - N/A

3. Construction is in the City of Cleveland (Council District 7).

D. PROJECT STATUS AND PLANNING

1. As per specifications construction is scheduled to begin in June of 2013 and will be completed in September of 2013.

E. FUNDING

1. 80% Cuyahoga County using funds from the \$7.50 Vehicle License Tax Fund and 20% City of Cleveland.

The contractor has completed ethics training as required

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Principal Owner (s): George Karvounides, President

The work within the limits of this 0.82 mile 2012 Operation Resurfacing Improvement includes the removal or planing of the existing asphalt concrete wearing course, the repair of the deteriorated rigid (granite/concrete/brick/sandstone) base, and the removal and replacement of deteriorated curb and abutting drive aprons; the construction of a uniform three inch (3") asphalt concrete overlay; the installation of ADA compliant curb ramps and other related items as shown on the plans or stipulated in the specifications, plan notes, proposal notes or elsewhere in the bid package.

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:

Other

See Summary of Requested Action.

Total Amount Requested:

\$1,345,636.15

Department of Public Works Bid Results

Thursday, January 24, 2013
10:10:30 AM

Rep. No.: 06-13

RQ No.: 25797

Letting Date 1/23/2013 Cuyahoga County Engineer's Estimate: \$1,625,800.00

Columbus Road; Resurfacing

West 25th Street to Center Street in the City of Cleveland

Low Bidder	Karvo Paving Company	\$1,345,636.15	-17.23%
	Terrace Construction Company, Inc.	\$1,409,850.48	-13.28%
	C.A. Agresta Construction Co.	\$1,464,332.00	-9.93%
	Burton Scot Contractors, LLC	\$1,516,114.39	-6.75%
	Fabrizi Trucking & Paving Co., Inc.	\$1,549,451.00	-4.70%
	Barbicas Construction Company, Inc.	\$1,593,308.25	-2.00%
	The Great Lakes Construction Co.	\$1,614,014.40	-0.72%
	Vandra Brothers Construction Co.	\$1,683,127.80	3.53%
	Perk Company, Inc.	\$1,698,538.85	4.47%

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0038

Sponsored by: County Executive FitzGerald/ Department of Human Resources	A Resolution authorizing an agreement with Cuyahoga County Board of Developmental Disabilities for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2013 - 12/31/2015; 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.
---	---

WHEREAS, the County Executive/Department of Human Resources has submitted an agreement with Cuyahoga County Board of Developmental Disabilities for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2013-12/31/2015; and,

WHEREAS, the County's Benefit Regionalization Program will allow smaller political entities to have access to the County's Benefits program; and,

WHEREAS, the purpose of this project is to provide these entities rate stabilization, potential rate reductions and bargaining leverage for health benefits; and,

WHEREAS, the funding for this project will come from the County's Self-Insurance Fund; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue 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 Cuyahoga County Council authorizes an agreement with Cuyahoga County Board of Developmental Disabilities for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2013-12/31/2015.

SECTION 2. That the County Executive is authorized to execute an agreement and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



4

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:	Agreement/Amendment		
Request Prepared by:	Michael Brown	Telephone No.	216-698-6436
SUMMARY OF REQUESTED ACTION:			
Cuyahoga County, submitting an agreement of cooperation with the Board of Developmental Disabilities for participation in the Cuyahoga County Benefits Regionalization Program.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
The County's Benefits Regionalization Program will allow smaller political entities to have access to the County's Benefits program. The purpose is to provide these entities rate stabilization, potential rate reductions and bargaining leverage for health benefits.			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Other	Self-insurance Fund
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

A3.	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Other Expenses	\$ (3,300,000.00)	BA1301995
A4.	20A303 – Children Services Fund CF134023 – Adoption Services Other Expenses	\$ (1,000,000.00)	
A5.	20A303 – Children Services Fund CF134031 – CFS Foster Care Other Expenses	\$ (500,000.00)	
A6.	29A391 – 4.8 Mill Levy SU514299 – Children & Family Services Subsidy 4.8 Other Expenses	\$ (83,750.00)	BA1301707
A7.	29A390 – 2.9 Mill Levy SU513960 – Children & Family Services Subsidy 2.9 Other Expenses	\$ (83,750.00)	
A8.	29A391 – 4.8 Mill Levy SU514315 – Children Services Fund – Bd & Care Subsidy 4.8 Other Expenses	\$ (1,934,250.00)	
A9.	29A390 – 2.9 Mill Levy SU513978 – Children Services Fund – Bd & Care Subsidy 2.9 Other Expenses	\$ (1,934,250.00)	
A10.	29A391 - 4.8 Mill Levy SU514372 – System of Care HHS Subsidy Other Expenses	\$ (500,000.00)	

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

B1.	24A641 – PA – Homeless Services HS158097 – PA – Homeless Services Other Expenses	\$ (195,000.00)	BA1301996
B2.	29A391- 4.8 Mill Levy SU514281 – Office of Homeless Services Subsidy Other Expenses	\$ (195,000.00)	BA1301712

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

C1.	24A635 – PA – Invest In Children - PA EC451450 – Quality Child Care Other Expenses	\$ (500,000.00)	BA1301997
C2.	29A391- 4.8 Mill Levy SU514398 – Invest in Children Subsidy		BA1301712

Other Expenses	\$	(500,000.00)
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Funding Source: The primary funding source is the Health and Human Services Levy Fund.

- | | | | |
|-----|---|----|------------------|
| D1. | 24A640 – FCFC Public Assistance | | BA1301998 |
| | FC451492 – Family and Children First Council PA | | |
| | Personal Services | \$ | (65,000.00) |
| | Other Expenses | \$ | (225,000.00) |
| D2. | 29A391 - 4.8 Mill Levy | | BA1301711 |
| | SU514349– Family and Children First Subsidy | | |
| | Other Expenses | \$ | (272,450.00) |

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

- | | | | |
|-----|---|----|------------------|
| E1. | 24A601 – Senior and Adult Services | | BA1301991 |
| | SA138321 –Administrative Services - SAS | | |
| | Personal Services | \$ | (34,226.00) |
| | Other Expenses | \$ | (20,000.00) |
| E2. | 24A601 – Senior and Adult Services | | |
| | SA138354 – Management Services | | |
| | Personal Services | \$ | (98,630.00) |
| E3. | 24A601 – Senior and Adult Services | | |
| | SA138420 – Home Support | | |
| | Personal Services | \$ | (89,685.00) |
| | Other Expenses | \$ | (26,400.00) |
| E4. | 24A601 – Senior and Adult Services | | |
| | SA138602 – Home Based Services | | |
| | Personal Services | \$ | (195,676.00) |
| | Other Expenses | \$ | (8,000.00) |
| E5. | 29A390 – Health & Human Services Levy 2.9 | | BA1301709 |
| | SU513994 –Senior & Adult Subsidy 2.9 | | |
| | Other Expenses | \$ | (159,646.50) |
| E6. | 29A391 – Health & Human Services Levy 4.8 | | |
| | SU514414 – Senior & Adult Svcs Subsidy | | |
| | Other Expenses | \$ | (159,646.50) |

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

- | | | | |
|-----|--|----|------------------|
| F1. | 24A430 – Public Assistance Funds | | BA1301968 |
| | HS157289 – Executive Office of H&HS | | |
| | Other Expenses | \$ | (230,000.00) |
| F2. | 29A391 – 4.8 Mill Levy | | BA1301713 |
| | SU514422 – Health & Human Services Subsidy 4.8 | | |
| | Other Expenses | \$ | (230,000.00) |

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

G1.	24A510 – Work & Training Admin WT137315 –Work First Services Other Expenses	\$ (634,178.00)	BA1301992
G2.	29A390 – Health & Human Services Levy 2.9 SU513986 –Employment & Family Services 2.9 Other Expenses	\$ (317,089.00)	BA1301708
G3.	29A391 – Health & Human Services Levy 4.8 SU514430 – Employment & Family Svs Subsidy Other Expenses	\$ (317,089.00)	

Funding Source: The primary funding source is the Health and Human Services Levy Fund.

H1.	01A001 – General Fund CO380410 – Common Pleas-Probation Personal Services Other Expenses Capital Outlays	\$ 46,380.00 \$ 1,568,903.00 \$ 99.00	BA1302002
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Funding Source: Funding for the increase is from the General Fund

H2.	20A891 – Common Pleas HHS Subsidy CO456517 – Common Pleas HHS Subsidy Personal Services Other Expenses Capital Outlays	\$ (46,380.00) \$ (1,568,903.00) \$ (99.00)	BA1302003
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Funding Source: The primary funding source is the Health and Human Services Levy Fund.

H3.	29A391 – Health and Human Services Levy 4.8 SU514539 – Common Pleas HHS Subsidy Other Expenses	\$ (1,310,498.00)	BA1302006
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Funding Source: The primary funding source is the Health and Human Services Levy Fund.

I1.	29A391 – Health and Human Services Levy 4.8 SU514216 – Criminal Justice Intervention Other Expenses	\$ (485,604.00)	BA1302005
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Funding Source: The primary funding source is the Health and Human Services Levy Fund.

I2.	01A001 – General Fund SU514679 – TASC-CO Subsidy Other Expenses	\$ 485,604.00	BA1302008
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Funding Source: Funding for the increase is from the General Fund

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal _____
_____, 2013



MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: February 19, 2013

RE: Health & Human Services Budget Recommendations

The Office of Budget & Management is requesting that the following fiscal items be presented to County Council for consideration at the meeting of February 26, 2013. The requested fiscal items include budget reductions and realignments for Health and Human Service budgets and corresponding HHS Levy Fund subsidy accounts pursuant to Section 4. of R2012-0232.

Resolution: Additional (Reduced) Appropriations

A1.	24A301 – Children and Family Services CF135467 – Administrative Services - CFS Other Expenses	\$ (250,000.00)	BA1301993
A2.	24A435 – Cuyahoga Tapestry System of Care (CTSOC) CF135004 – DCFS-Cuyahoga Tapestry System of Care Other Expenses	\$ (500,000.00)	BA1301994
A3.	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Other Expenses	\$ (3,300,000.00)	BA1301995
A4.	20A303 – Children Services Fund CF134023 – Adoption Services Other Expenses	\$ (1,000,000.00)	
A5.	20A303 – Children Services Fund CF134031 – CFS Foster Care Other Expenses	\$ (500,000.00)	
A6.	29A391 – 4.8 Mill Levy SU514299 – Children & Family Services Subsidy 4.8 Other Expenses	\$ (83,750.00)	BA1301707
A7.	29A390 – 2.9 Mill Levy SU513960 – Children & Family Services Subsidy 2.9 Other Expenses	\$ (83,750.00)	

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-8193
Ohio Relay Service (TTY) 711

A8.	29A391 – 4.8 Mill Levy SU514315 – Children Services Fund – Bd & Care Subsidy 4.8 Other Expenses	\$ (1,934,250.00)
A9.	29A390 – 2.9 Mill Levy SU513978 – Children Services Fund – Bd & Care Subsidy 2.9 Other Expenses	\$ (1,934,250.00)
A10.	29A391 - 4.8 Mill Levy SU514372 – System of Care HHS Subsidy Other Expenses	\$ (500,000.00)

Request to decrease appropriation within the Division of Children and Family Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to reduce the 2013 HHS Levy operating budget. The primary funding source is the Health and Human Services Levy Fund.

B1.	24A641 – PA – Homeless Services HS158097 – PA – Homeless Services Other Expenses	\$ (195,000.00)	BA1301996
B2.	29A391 - 4.8 Mill Levy SU514281 – Office of Homeless Services Subsidy Other Expenses	\$ (195,000.00)	BA1301712

Request to decrease appropriation within the Office Homeless Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to reduce the HHS Levy 2013 operating budget. The primary funding source is the Health and Human Services Levy Fund.

C1.	24A635 – PA – Invest In Children - PA EC451450 – Quality Child Care Other Expenses	\$ (500,000.00)	BA1301997
C2.	29A391 - 4.8 Mill Levy SU514398 –Invest in Children Subsidy Other Expenses	\$ (500,000.00)	BA1301712

Request to decrease appropriation within the Office Homeless Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to reduce the HHS Levy 2013 operating budget. The primary funding source is the Health and Human Services Levy Fund.

D1.	24A640 – FCFC Public Assistance FC451492 – Family and Children First Council PA Personal Services Other Expenses	\$ (65,000.00) \$ (225,000.00)	BA1301998
D2.	29A391 - 4.8 Mill Levy SU514349– Family and Children First Subsidy Other Expenses	\$ (272,450.00)	BA1301711

Request to decrease appropriation within the Family and Children First Council. This decrease is a portion of the overall Health & Human Services reduction proposal needed to reduce the HHS Levy 2013 operating budget. The primary funding source is the Health and Human Services Levy Fund.

E1.	24A601 – Senior and Adult Services SA138321 –Administrative Services - SAS		BA1301991
	Personal Services	\$	(34,226.00)
	Other Expenses	\$	(20,000.00)
E2.	24A601 – Senior and Adult Services SA138354 – Management Services		
	Personal Services	\$	(98,630.00)
E3.	24A601 – Senior and Adult Services SA138420 – Home Support		
	Personal Services	\$	(89,685.00)
	Other Expenses	\$	(26,400.00)
E4.	24A601 – Senior and Adult Services SA138602 – Home Based Services		
	Personal Services	\$	(195,676.00)
	Other Expenses	\$	(8,000.00)

Request to decrease appropriation within the Division of Senior and Adult Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to correct the deficit balance situation in the 2013 operating budget. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

E5.	29A390 – Health & Human Services Levy 2.9 SU513994 –Senior & Adult Subsidy 2.9		BA1301709
	Other Expenses	\$	(159,646.50)
E6.	29A391 – Health & Human Services Levy 4.8 SU514414 – Senior & Adult Svcs Subsidy		
	Other Expenses	\$	(159,646.50)

Request to decrease appropriation within the corresponding subsidy that funds the Division of Senior and Adult Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to correct the deficit balance situation in the 2013 operating budget. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

F1.	24A430 – Public Assistance Funds HS157289 – Executive Office of H&HS		BA1301968
	Other Expenses	\$	(230,000.00)
F2.	29A391 – 4.8 Mill Levy SU514422 – Health & Human Services Subsidy 4.8		BA1301713
	Other Expenses	\$	(230,000.00)

Request to decrease appropriation for contractual services from the Health and Human Services Levy and corresponding subsidy account.

G1.	24A510 – Work & Training Admin WT137315 –Work First Services Other Expenses	\$ (634,178.00)	BA1301992
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Request to decrease appropriation within the Division of Jobs and Family Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to correct the deficit balance situation in the 2013 operating budget. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

G2.	29A390 – Health & Human Services Levy 2.9 SU513986 –Employment & Family Services 2.9 Other Expenses	\$ (317,089.00)	BA1301708
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G3.	29A391 – Health & Human Services Levy 4.8 SU514430 – Employment & Family Svs Subsidy Other Expenses	\$ (317,089.00)	
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Request to decrease appropriation within the corresponding subsidy that funds the Division of Jobs and Family Services. This decrease is a portion of the overall Health & Human Services reduction proposal needed to correct the deficit balance situation in the 2013 operating budget. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

H1.	01A001 – General Fund CO380410 – Common Pleas-Probation Personal Services Other Expenses Capital Outlays	\$ 46,380.00 \$ 1,568,903.00 \$ 99.00	BA1302002
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Increase appropriation in the Common Pleas Court Probation Department account to replace the Common Pleas HHS Subsidy account. A corresponding reduction in the Common Pleas HHS Subsidy account (CO456517) is seen on document BA1302003, fiscal item H2., below. Funding for the increase is from the General Fund covering the period January 1, 2013 through December 31, 2013.

H2.	20A891 – Common Pleas HHS Subsidy CO456517 – Common Pleas HHS Subsidy Personal Services Other Expenses Capital Outlays	\$ (46,380.00) \$ (1,568,903.00) \$ (99.00)	BA1302003
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Decrease appropriations in the Common Pleas Court HHS Subsidy account that will now be paid from the Common Pleas General Fund Probation (CO380410) account. A corresponding increase in the Common Pleas Probation account is seen on document BA1302002, fiscal item H1. above. Funding for the decrease is from the Health & Human Services Levy Fund covering the period January 1, 2013 through December 31, 2013.

H3.	29A391 – Health and Human Services Levy 4.8	BA1302006
	SU514539 – Common Pleas HHS Subsidy	
	Other Expenses	\$ (1,310,498.00)

Decrease appropriations in the Common Pleas HHS Subsidy account for the shift of funding to the General Fund. Funding for the decrease is from the Health & Human Services Levy Fund covering the period January 1, 2013 through December 31, 2013.

I1.	29A391 – Health and Human Services Levy 4.8	BA1302005
	SU514216 – Criminal Justice Intervention	
	Other Expenses	\$ (485,604.00)

Decrease appropriations in the Criminal Justice Intervention subsidy account directed to Common Pleas Court TASC subsidy. A corresponding increase in the subsidy from the General Fund is seen in document BA1302008, fiscal item I2., below. Funding for the decrease is from the Health & Human Services Levy Fund covering the period January 1, 2013 through December 31, 2013.

I2.	01A001 – General Fund	BA1302008
	SU514679 – TASC-CO Subsidy	
	Other Expenses	\$ 485,604.00

Increase appropriations in the Common Pleas Court TASC General Fund subsidy account. A corresponding decrease in the subsidy from the Health & Human Services Levies is seen in document BA1302005, fiscal item I1., above. Funding for the increase is from the General Fund covering the period January 1, 2013 through December 31, 2013.

J1.	29A391 – Health and Human Services Levy 4.8	BA1302007
	SU514331 – HHS Subsidy Witness Victim	
	Other Expenses	\$ (1,813,692.00)

Decrease appropriations in the Justice Services Witness Victim Subsidy account for the shift of funding to the General Fund. A corresponding increase of \$1,813,692 in the subsidy from the General Fund is seen in document BA1302009, fiscal item J2., below. Funding for the decrease is from the Health & Human Services Levy Fund covering the period January 1, 2013 through December 31, 2013.

J2.	01A001 – General Fund	BA1302009
	SU514661 – Witness Victim Subsidy	
	Other Expenses	\$ 1,813,692.00

Increase appropriations in the Justice Services Witness Victim Subsidy account for the shift of funding to the General Fund. The decrease in the subsidy is from the Health & Human Services Levy seen in document BA1302007, fiscal item J1., above. Funding for the increase is from the General Fund covering the period January 1, 2013 through December 31, 2013

K1.	20A267 – Sr-Hlth & Comm Serv PD HHS	BA1301965
	PD141333 – Public Defender HHS	
	Personal Services	\$ (344,990.09)

K2.	29A391 Health and Human Services Levy 4.8
	SU514877 – Public Defender HHS Subsidy

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0040

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	A Resolution making an award on RQ25951 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for middle distillates for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; 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 FitzGerald/Fiscal Officer/Office of Procurement & Diversity has recommended an award on RQ25951 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for middle distillates for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; and

WHEREAS, the primary goal of this project is to obtain the best possible pricing for furnishing middle distillates (diesel fuel) for a 2-year term; and

WHEREAS, this project is funded 100% by the General Fund with the schedule of payments by invoice; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ25951 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for middle distillates for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015.

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



Item Details:

Agency/Dept. Name:	Office of Procurement and Diversity	Agency/Dept. Head Name:	Lenora M. Lockett
Type of Request:	Award Recommendation		
Request Prepared by:	Samantha Powell	Telephone No.	(216) 443-7048

SUMMARY OF REQUESTED ACTION:

Title: OPD 2013 Award Recommendation Great Lakes Petroleum Co. Furnishing Middle Distillates RQ25951

A. Scope of Work Summary

1. The Office of Procurement & Diversity is requesting approval of an Award Recommendation to Great Lakes Petroleum Co. in the amount Not-to-Exceed \$1,272,000.00 for Furnishing Middle Distillates to Various County Facilities for the Department of Public Works, including the County Airport, for the contract time period 5/1/13 - 4/30/15.
2. The primary goal of the project is to obtain the best possible pricing for furnishing Middle Distillates (diesel fuel) for a 2-year term.

B. Procurement

1. The procurement method for this project was a Formal Competitive Bid (RFB). The total value is not-to-exceed \$1,272,000.00
2. The RBD closed on January 10, 2013. There was a 0% SBE goal assigned to this project.
3. There were 12 bids pulled from OPD, 4 bids received and 1 bid selected as the lowest and best bid.

C. Contractor and Project Information

1. The address of the vendor is:
Great Lakes Petroleum Co.
4500 Renaissance Parkway
Cleveland, Ohio 44128
Council District 9

2. The CEO is Thomas L. Arcoria
3. The county facilities to receive regular delivery are the Fitch and York Storeyards, County Airport and the Sanitary Sewer Facility. The facilities receiving emergency fuel delivery service include the Metzenbaum Center, County Courthouse, Public Works (Lakeside), Jane Edna Hunter Building, and Jails I and II at the Justice Center.

D. Project Status and Planning

This project has re-occurred annual for the County. This is the first time we have requested to contract for a 2-year time period for this service.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Contract term from 1-year to 2-years

Financial Information:

Funding source: Explanation:

General Fund

Total Amount Requested:

\$1,272,000.00

ATTACHMENTS:

Click to download

- [Secretary of State Business Filing Certificate](#)
- [Tabulation Sheet-RQ25951](#)
- [Auditors Findings for Recovery](#)
- [Comparison Sheet](#)
- [Notice of Intent to Award Letter-RQ25951](#)
- [Expected Index Codes for Contract](#)
- [Primary Ownership](#)

History

Time

Who

Clerk of the Board

Approval

COMPARISON FIGURES

CURRENT CONTRACT: RQ 21601		NEW CONTRACT: RQ 25951	
Term:	5/1/2012 - 4/30/2013	Term:	5/1/2013 - 4/30/2015
Contractor	Great Lakes Petroleum Co.	Recommended Contractor	Great Lakes Petroleum Co.
Original Award	Not-to-Exceed \$554,000.00	Recommended Award	Not-to-Exceed \$1,272,000.00
Amendments		Amendments	
Total Award:	Not-to-Exceed \$554,000.00	Total Award:	
Unit Cost Bid:	Differential	Unit Cost Bid:	Differential
#Units Estimated	138,000 Gallons	#Units Estimated	318,000 Gallons
Original Estimate	Not-to-Exceed \$554,000.00	Original Estimate	Not-to-Exceed \$1,272,000.00
Projected Actual Expenses		Projected Actual Expenses	Not-to-Exceed \$636,000.00



BID DUE DATE January 10, 2013
 Date Sent to Dept: 1/14/13
 Date Received from Dept: 1/28/13
 (OPD Use Only)

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

REQUISITION NUMBER 25951
 REQUISITIONING DEPT. Public Works
 COMMODITY DESCRIPTION Furnishing Middle Districts to Various County Facilities

Page 1 of 2

CONTRACT PERIOD May 1, 2013 - April 30, 2015
 NUMBER OF ITB'S SENT/RETURNED 12/4
 ESTIMATE \$1,272,000.00
 SBE 0%

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 PREFERN. IF Y, SEE*	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Great Lakes Petroleum Co. 4500 Renaissance Pkwy. Cleveland, Ohio 44128	Bid Bond \$35,000.00 Great American Insurance Company	NCA <input checked="" type="checkbox"/> VCF <input checked="" type="checkbox"/> Piggyback (Yes) <input checked="" type="checkbox"/> CCBB Form (Yes) <input checked="" type="checkbox"/> Registered CCBB <input type="checkbox"/> Vendor List <input checked="" type="checkbox"/> IG# 12-0129 <u>1/14/2013</u>	#1: -.006 #2: +.078 #3: +.034 #4: +.079 #5: +.01 #1A: +.025 #1B: +.025 #1C: +.034 Sum Total: 9,070.00	<i>Handwritten signature</i>				
Ports Petroleum 1337 Blackleyville Wooster, Ohio 44691	Bid Bond \$35,000.00 The Ohio Casualty Insurance Company	NCA <input checked="" type="checkbox"/> VCF <input checked="" type="checkbox"/> Piggyback (Yes) <input checked="" type="checkbox"/> CCBB Form N/A Registered CCBB <input checked="" type="checkbox"/> Vendor List <input checked="" type="checkbox"/> IG# 12-2233 <u>1/14/2013</u>	#1: +.001 #2: +.047 #3: +.05 #4: +.06 #5: +.005 #1A: +.05 #1B: +.05 #1C: +.11 Sum Total: 9,920.00	<i>Handwritten signature</i>				

Petroleum Traders Corporation
7120 Pointe Inverness Way
Fort Wayne, Indiana 46804

Bid Bond
\$35,000.00
The Hanover
Insurance
Company

NCA VCF
Piggyback (Yes)
CCBB Form N/A
Registered CCBB
Vendor List
IC# 12-2195 P-OK
1/14/2013

#1: + .0077
#2: + .0699
#3: + 2500
#4: + .0836
#5: + .0236
#1A: + .0433
#1B: + .0453
#1C: + .1097

Sum Total: 16,497.80

RKA Petroleum Companies, Inc.
28340 Wick Rd.
Romulus, Michigan 48174

Bid Bond
\$35,000.00
Hartford Fire
Insurance
Company

NCA VCF
Piggyback (Yes)
CCBB Form N/A
Registered CCBB
Vendor List
IG# P-OK
1/14/2013

#1: + .0055
#2: + 2036
#3: + 2036
#4: + 2145
#5: + .0326
#1A: + .0690
#1B: + .0924
#1C: + 2235

Sum Total: 31,227.80

* LOWEST BID REC'D \$ RANGE OF LOWEST BID REC'D \$ PRICE PREF % & \$ LIMIT: MAX SBE PRICE PEF \$

N/A
(SBE)

OBM APPROVAL
(If actual bid exceeds estimate)

DATE

DIRECTOR SIGNATURE
DEPARTMENT
DIRECTOR NAME

[Signature]

(Date Signed)

LOW BIDDER NOTIFIED
 No Yes Date:

Tab sheet with SBE
Updated 12/26/2012

RQ25951 - Bid Pricing

Vendor	Great Lakes Petroleum Co.								
Item #	1	2	3	4	5	1A	2A	3A	Sum
Differential	-0.0060	0.0780	0.0340	0.0790	0.0100	0.0250	0.0250	0.0340	
Approx. Gal.	20,000.00	30,000.00	10,000.00	40,000.00	158,000.00	10,000.00	20,000.00	30,000.00	
Item Total	-120.00	2,340.00	340.00	3,160.00	1,580.00	250.00	500.00	1,020.00	9,070.00

Vendor	Ports Petroleum								
Item #	1	2	3	4	5	1A	2A	3A	Sum
Differential	0.0010	0.0470	0.0500	0.0600	0.0050	0.0500	0.0500	0.1100	
Approx. Gal.	20,000.00	30,000.00	10,000.00	40,000.00	158,000.00	10,000.00	20,000.00	30,000.00	
Item Total	20.00	1,410.00	500.00	2,400.00	790.00	500.00	1,000.00	3,300.00	9,920.00

Vendor	Petroleum Traders Corporation								
Item #	1	2	3	4	5	1A	2A	3A	Sum
Differential	0.0099	0.0699	0.2500	0.0836	0.0236	0.0433	0.0453	0.1097	
Approx. Gal.	20,000.00	30,000.00	10,000.00	40,000.00	158,000.00	10,000.00	20,000.00	30,000.00	
Item Total	198.00	2,097.00	2,500.00	3,344.00	3,728.80	433.00	906.00	3,291.00	16,497.80

Vendor	RKA Petroleum Companies, Inc.								
Item #	1	2	3	4	5	1A	2A	3A	Sum
Differential	0.0055	0.2036	0.2036	0.2145	0.0326	0.0690	0.0924	0.2235	
Approx. Gal.	20,000.00	30,000.00	10,000.00	40,000.00	158,000.00	10,000.00	20,000.00	30,000.00	
Item Total	110.00	6,108.00	2,036.00	8,580.00	5,150.80	690.00	1,848.00	6,705.00	31,227.80

(Signature) 1/14/2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0041

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	A Resolution making an award on RQ25945 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for gasoline for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; 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 Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity has recommended an award on RQ25945 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for gasoline for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015; and

WHEREAS, the primary goal of this project is to obtain the best possible pricing for supply of gasoline for a 2-year term; and

WHEREAS, this project is funded 100% by the General Fund with the schedule of payments by invoice; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ25945 to Great Lakes Petroleum Co. in the amount not-to-exceed \$1,272,000.00 for gasoline for various County facilities for the Department of Public Works for the period 5/1/2013 - 4/30/2015.

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



7

Item Details:

Agency/Dept. Name: Office of Procurement and Diversity **Agency/Dept. Head Name:** Lenora M. Lockett
Type of Request: Grant App/Award/Agreement
Request Prepared by: Samantha Powell **Telephone No.:** (216) 443-7048

SUMMARY OF REQUESTED ACTION:

Title: **OPD 2013 Award Recommendation Great Lakes Petroleum Co. Supply of Gasoline RQ25945**

A. Scope of Work Summary

The Office of Procurement and Diversity is requesting approval of an Award Recommendation to Great Lakes Petroleum Co. in the amount Not-to-Exceed \$1,272,000.00 for Supply of Gasoline to Various County Facilities for the Department of Public Works, including the County Airport, for the contract time period 5/1/13 - 4/30/15.
2. The primary goal of the project is to obtain the best possible pricing for supply of Gasoline for a 2-year term.

B. Procurement

1. The procurement method for this project was a Formal Competitive Bid (RFB). The total value is not-to-exceed \$1,272,000.00.
2. The RFB closed on January 10, 2013. There was a 0% SBE goal assigned to this project.
3. There were 12 bids pulled from OPD, 3 bids received and 1 bid selected as the lowest and best bid.

C. Contractor and Project Information

1. The address of the vendor is:
Great Lakes Petroleum Co.
4500 Renaissance Parkway
Cleveland, Ohio 44128
Council District 9
2. The CEO is Thomas L. Arcoria
3. The county facilities to receive delivery are the Fitch and York Road Storeyards, County

Airport, East 18th Garage and the Sanitary Sewer Facility, located in numerous Council Districts.

D. Project Status and Planning

This project has re-occurred annually for the County. This is the first time we attempted to bid a 2-year contract for this service.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Increase due to contract term from 1 year to 2 years

Financial Information:

Funding source: Explanation:

General Fund

Total Amount Requested:

\$1,272,000.00

ATTACHMENTS:

Click to download

- [SOS Business Filing Name-Great Lakes](#)
- [Tabulation Sheet-RQ25945](#)
- [Comparison Sheet](#)
- [Auditors Findings for Recovery](#)
- [Expected Index Codes for Contract](#)
- [Notice of Intent to Award Letter-RQ25945](#)
- [Primary Ownership](#)

History

Time

Who

Approval

Clerk of the Board

COMPARISON FIGURES

CURRENT CONTRACT: RQ 21602		NEW CONTRACT: RQ 25945	
Term:	5/1/2012 - 4/30/2013	Term:	5/1/2013 - 4/30/2015
Contractor	Great Lakes Petroleum Co.	Recommended Contractor	Great Lakes Petroleum Co.
Original Award	Not-to-Exceed \$648,000.00	Recommended Award	Not-to-Exceed \$1,272,000.00
Amendments	N/A	Amendments	N/A
Total Award:	Not-to-Exceed \$648,000.00	Total Award:	
Unit Cost Bid:	Differential	Unit Cost Bid:	Differential
#Units Estimated	200,000 Gallons	#Units Estimated	337,000 Gallons
Original Estimate	Not-to-Exceed \$633,375.00	Original Estimate	Not-to-Exceed \$1,272,000.00
Projected Actual Expenses	\$633,375.00	Projected Actual Expenses	\$636,000.00



BID DGE DATE January 10, 2013
 Date Sent to Dept: 1/14/13 SRP
 Date Received from Dept: 1/28/13 SRP
 (CPD Use Only)

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

REQUISITION NUMBER 25945
 REQUISITIONING DEPT. Public Works
 COMMODITY DESCRIPTION Supply of Gasoline to Various County Facilities

Page 1 of 2

CONTRACT PERIOD May 1, 2013 - April 30, 2015
 NUMBER OF ITB'S SENT/RETURNED 12/3
 ESTIMATE \$1,272,000.00
 SBE 0%

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 PREFEREN IF Y, SEE*	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Great Lakes Petroleum Co. 4500 Renaissance Pkwy. Cleveland, Ohio 44128	Bid Bond \$35,000.00 Great American Insurance Group	NCA <input checked="" type="checkbox"/> VCF <input checked="" type="checkbox"/> Piggyback (Yes) <input checked="" type="checkbox"/> CCBB Form (Yes) <input checked="" type="checkbox"/> Registered CCBB <input checked="" type="checkbox"/> Vendor List <input checked="" type="checkbox"/> IG# 12-0129 <u>SRP 1/14/2013</u>	#1: + .049 = + 2,450 #2: - .012 = - 3,444 Sum Total = - 994	<u>OK</u> <u>including</u>				<u>Recommend for Award</u> <u>1/28/13</u> <u>SRP</u>
Petroleum Traders Corporation 7120 Pointe Inverness Way Fort Wayne, Indiana 46804	Bid Bond \$35,000.00 The Hanover Insurance Company	NCA <input checked="" type="checkbox"/> VCF <input checked="" type="checkbox"/> Piggyback (Yes) <input checked="" type="checkbox"/> CCBB Form N/A Registered CCBB <input checked="" type="checkbox"/> Vendor List <input checked="" type="checkbox"/> IG# 12-2195 <u>SRP 1/14/2013</u>	#1: + .0702 = + 3,510 #2: + .0102 = + 2,927.4 Sum Total = + 6,437.40	<u>N/A</u> <u>(SBE)</u>				
RKA Petroleum Companies, Inc. 28340 Wick Rd. Romulus, Michigan 48174	Bid Bond \$35,000.00 Hartford Fire Insurance Company	NCA <input checked="" type="checkbox"/> VCF <input checked="" type="checkbox"/> Piggyback (Yes) <input checked="" type="checkbox"/> CCBB Form N/A Registered CCBB <input checked="" type="checkbox"/> Vendor List <input checked="" type="checkbox"/> IG# <input checked="" type="checkbox"/> <u>SRP 1/14/2013</u>	#1: + 1,599 = + 7,995 #2: + .0449 = + 12,886.30 Sum Total = + 20,881.30					

OBM APPROVAL
(If actual bid exceeds estimate)

DATE

DEPARTMENT
DIRECTOR SIGNATURE
DEPARTMENT
DIRECTOR NAME


 (Date Signed)

LOW BIDDER NOTIFIED
 No Yes Date:

Tab sheet with SBE
Updated 12/26/2012

RQ25945
Page 2 of 2

RQ25945 - Bid Pricing

Vendor Great Lakes Petroleum Co.

Item #	1	2	Sum
Differential	0.0490	-0.0120	Sum
Approx. Gal.	50,000.00	287,000.00	Total
Item Total	2,450.00	-3,444.00	-994.00

Vendor Petroleum Traders Corporation

Item #	1	2	Sum
Differential	0.0702	0.0102	Sum
Approx. Gal.	50,000.00	287,000.00	Total
Item Total	3,510.00	2,927.40	6,437.40

Vendor RKA Petroleum Companies, Inc.

Item #	1	2	Sum
Differential	0.1599	0.0449	Sum
Approx. Gal.	50,000.00	287,000.00	Total
Item Total	7,995.00	12,886.30	20,881.30


1/14/2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0042

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry</p>	<p>A Resolution making an award on RQ26030 to YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$750,000.00 for transitional housing and case management services for the Open Door Housing Program for the period 3/1/2013 - 2/29/2016; 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.</p>
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WHEREAS, the County Executive/ Department of Health and Human Services/Office of Re-entry has recommended an award on RQ26030 to YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$750,000.00 for transitional housing and case management services for the Open Door Housing Program for the period 3/1/2013-2/29/2016; and,

WHEREAS, the primary goals of the project are to provide transitional housing to adult males who have recently returned from incarceration, to assist participants achieve self-sufficiency, and to reduce recidivism; and,

WHEREAS, the project is funded 100% by the Health and Human Services levy; 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 Cuyahoga County Council hereby makes an award on RQ26030 to YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$750,000.00 for transitional housing and case management services for the Open Door Housing Program for the period 3/1/2013-2/29/2016.

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date

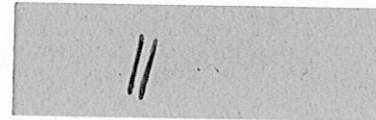
_____	_____
County Executive	Date

_____	_____
Clerk of Council	Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
 _____, 20__



Item Details:

Agency/Dept. Name: Administrator's Office/Health and Human Services
Agency/Dept. Head Name: Richard Werner

Type of Request: Award Recommendation

Request Prepared by: Fred Bolotin
Telephone No.: 698-2872

SUMMARY OF REQUESTED ACTION:

Recommending an award on RQ HS-12-26030 to YMCA of Greater Cleveland in the amount of \$750,000.00 for administration and supervision of the Open Door Housing Program at Stokes Mall for the period March 1, 1013 - February 29, 2016. (Resolution No. DCA2012RFP - authority to seek proposals.)

Title: Department of Health and Human Services, Office of Reentry, 2013 (YMCA of Greater Cleveland) (service contract) (Open Door Transitional Housing for Reentrants) (located at 6001 Woodland Ave., Cleveland, OH)

A. Scope of Work Summary1. Department of Health and Human Services, Office of Reentry requesting approval of an award to YMCA of Greater Cleveland for \$750,000.00. The anticipated start-completion dates are (3/1/2010 - 2/29/2016).2. The primary goals of the project are to provide transitional housing to adult males who have recently returned from incarceration, to assist participants achieve self-sufficiency, and to reduce recidivism.

B. Procurement1. The procurement method for this project was RFP. The total value of the RFP is (\$750,000.00). 2. The RFP was closed on 1/30/2013. There is no SBE or DBE participation/goal.3. There was one (1) proposal pulled from OPD, one (1) proposal submitted for review, and one (1) proposals approved.

C. Contractor and Project Information1. The address of all vendors and/or contractors is (provide the full address in the following format):YMCA of Greater Cleveland2200 Prospect Avenue, 9th FloorCleveland, OH 44115

Council District 7

2. The President and CEO for the contractor/vendor is Glenn Haley

3.a [When applicable] The address or location of the project is:

CMHA Carl B. Stokes Social Services Mall
6001 Woodland Ave.

Cleveland, OH 44104 3.b. [When applicable] The project is located in Council District 7

D. Project Status and Planning 1. The project reoccurs annually. 2. [When applicable] The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion). N/A 3. [When applicable] The project is on a critical action path because the present contract expires on 2/28/13. This award must be made before that time to prevent an interruption of service. The reason there was a delay in this request is that the proposal deadline was 1/30/13. The evaluation process lasted past the 2/4/13 deadline for agenda submissions for February. 5. [When applicable] The contract or agreement needs a signature in ink by 3/1/13

E. Funding 1. The project is funded (100% by the Health and Human Services Levy). 2. The schedule of payments is (monthly, by invoice.)

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Administer and oversee the Open Door Housing Program at Stokes Mall. The program will provide furnished transitional housing and case management services to 40-60 formerly incarcerated adult males per year. This will allow the program to continue, uninterrupted, since the present contract expires on 2/28/13.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Prior contract was for a 6 month period. The current request is for a 3 year period. The annual amount is the same as under the existing contract.

Financial Information:

Funding source: Explanation:

Other HHS levy

Total Amount Requested:

\$750,000.00

ATTACHMENTS:

Click to download

- [Tabulation of Proposals Received](#)
- [Auditor's Certified Findings](#)
- [Proposal Evaluation Score Sheet](#)
- [SOS Business Filing Name](#)
- [No Bid Sheets-RFP26030](#)

History

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: YMCA of Greater Cleveland

Contract/Agreement No.: CE1200596

Time Period: 9/1/12 – 2/28/13

Service Description: Administration and Supervision of Open Door Transitional Housing program at Stokes Mall

Original Contract/Agreement Amount: \$125,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:

No. of clients served (min. 40); No. recommitted for new offense; No. violating terms of release; Number of participants who secured gainful employment (TEMP); Number of participants who secured gainful employment (PERM); Number of participants who have secured a safe housing option; Number of participants discharged unfavorably from the program; Number of ineligible phone screenings conducted; Number of participants that refused Open Door services

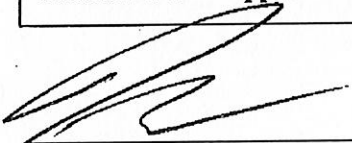
Actual performance versus performance indicators (include statistics):

No. of clients served (29); No. recommitted for new offense (0); No. violating terms of release (0); Number of participants who secured gainful employment (TEMP) (5); Number of participants who secured gainful employment (PERM) (4); Number of participants who have secured a safe housing option (6); Number of participants discharged unfavorably from the program (8); Number of ineligible phone screenings conducted (33); Number of participants that refused Open Door services (8)

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Units were all maintained in excellent condition. Staff is very helpful to residents and in working with our office. They performed at or above the level of service stipulated in the contract, with the exception of number of people served. Since the data do not include February, the number of residents served by the end of the contract should approach the target number.



User Department
Office of Reentry
s: evaluation

2/15/13
Date

Date sent to Dept: 1/30/13
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Health & Human Services **PROPOSAL DUE DATE:** January 30, 2013

RFP TITLE: Open Door Housing Program **RFP #:** HS-12-26030 **SBE:** 0%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	
VENDOR NAME & ADDRESS / YMCA of Greater Cleveland 2200 Prospect Avenue 9 th Floor Cleveland, Ohio 44115	IG / ETHICS REGISTRATION COMPLETE <u>1/30/13</u> <u>Sp</u> IG#12-3033 NCA <input checked="" type="checkbox"/> BCF <input checked="" type="checkbox"/> Figgyback: No <input checked="" type="checkbox"/> CMHA MOU <input checked="" type="checkbox"/>					AWARD Y/N Yes

Luis Varquez
 Department Director Name

RfpTab - Updated 11/10/2012

LUIS VARQUEZ

Luis Varquez
 Department Director Signature of Approval Date: 1/2/13

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0043

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services	A Resolution authorizing agreements with various providers in the total amount not-to-exceed \$6,867,149.90 for child support services for the period 1/1/2013 - 12/31/2013; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services (“CJFS”)/Office of Child Support Services has submitted three (3) Title IV-D Cooperative Agreements with various providers in the total amount not-to-exceed \$6,867,149.90 for child support services for the period 1/1/2013 - 12/31/2013 as follows:

- (A) Cuyahoga County Court of Common Pleas, Division of Domestic Relations in the amount of \$2,038,053.87;
- (B) Cuyahoga County Court of Common Pleas, Division of Juvenile Court in the amount of \$2,463,045.02;
- (C) Cuyahoga County Prosecuting Attorney’s Office in the amount of \$2,366,051.01; and,

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,

WHEREAS, the primary goal of these cooperative agreements are to enable the County to recover the 66%, or up to \$6,867,149.90 Federal Financial Participation (“FFP”) reimbursement portion of the expenses incurred by the Domestic Relations Court, Juvenile Court, and the County Prosecutor’s Office in providing these Title IV-D services to CJFS Office of Child Support Services; and,

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) agencies; and,

WHEREAS, these agreement costs will be funded 100% by Federal Financial Participation (“FFP”) Funds; 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 Cuyahoga County Council authorizes the Title IV-D Cooperative Agreements with various providers for child support services in the total amount not-to-exceed \$6,867,149.90 for the period 1/1/2013 - 12/31/2013 as follows:

(A) Cuyahoga County Court of Common Pleas, Division of Domestic Relations in the amount of \$2,038,053.87;

(B) Cuyahoga County Court of Common Pleas, Division of Juvenile Court in the amount of \$2,463,045.02;

(C) Cuyahoga County Prosecuting Attorney’s Office in the amount of \$2,366,051.01.

SECTION 2. That the County Executive is hereby authorized to execute the agreements and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2013



Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept. Head Name:	Joseph Gauntner
Type of Request:	Contract/Amendment		
Request Prepared by:	Ronald J. Studeny	Telephone No.	216-515-8451

SUMMARY OF REQUESTED ACTION:

The Cuyahoga Job and Family Services, Office of Child Support Services (CSEA) is requesting approval of three (3) Title IV-D Cooperative Agreement Contracts.

I. NovusAgenda Summary of Requested Action

Novus Title: Cuyahoga Job and Family Services, Office of Child Support Services 2013 Title IV-D Cooperative Agreement Contracts with Cuyahoga County Court of Common Pleas, Division of Domestic Relations (RQ WT-13-26814); Cuyahoga County Court of Common Pleas, Division of Juvenile Court (RQ WT-13-26813); and Cuyahoga County Prosecuting Attorney's Office (RQ WT-13-26812)

A. Scope of Work Summary

1. The Cuyahoga Job and Family Services, Office of Child Support Services (CSEA) is requesting approval of three (3) Title IV-D Cooperative Agreement Contracts. These Contracts are with: the Cuyahoga County Court of Common Pleas, Division of Domestic Relations (Domestic Relations Court) in the amount of **\$2,038,053.87**; the Cuyahoga County Court of Common Pleas, Division of Juvenile Court (Juvenile Court) in the amount of **\$2,463,045.02**; and the Cuyahoga County Prosecuting Attorney's Office (Prosecutor's Office) in the amount of **2,366,051.01**. The three Contracts total to an amount not to exceed **\$6,867,149.90**, and each Contract is for the period January 1, 2013 to December 31, 2013.
2. The primary goal of the Contracts is to enable the County to recover up to \$6,867,149.90 in IV-D child support expenses through Federal Financial Participation (FFP) reimbursement.
3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio

Department of Jobs and Family Services (ODJFS) regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations.

B. Procurement

1. Child support services provided to CSEA by the Domestic Relations Court, the Juvenile Court and the Prosecutor's Office via intra-county agency Cooperative Agreement Contracts between CSEA and the Domestic Relations Court, CSEA and the Juvenile Court and CSEA and the Prosecutor's Office.

C. Contractor

1. Cuyahoga County Court of Common Pleas, Division of Domestic Relations; Cuyahoga County Court of Common Pleas, Division of Juvenile Court; and Cuyahoga County Prosecuting Attorney's Office

D. Project Status and Planning

1. CSEA enters into a Cooperative Agreement each calendar year with each of the Domestic Relations Court, the Juvenile Court and the Prosecutor's Office for IV-D child support services provided by each Court and the Prosecutor's Office during that year.
2. In order for the County to be able to receive FFP reimbursement of IV-D expenses incurred by the three entities during the first three months of 2013, the each Contract has to be approved by the County by March 31, 2013 and then sent to the State of Ohio Office of Child Support for its approval of the Contracts.
3. The Contracts require manual execution by March 31, 2013.

F. Funding

1. The Contract amounts would be funded 100% by FFP.
2. The Domestic Relations Court, the Juvenile Court and the Prosecutor's Office bill CSEA each month for the IV-D services they each provide in a month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services (ODJFS) regulations, in order to specify the services which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of Child Support Obligations, in accordance with applicable Child Support Regulations. Both the Domestic Relations Court and the Juvenile Court conduct hearings on Title IV-D Child Support matters and issue Court orders containing their findings via Journal Entries. The Prosecutor's Office is the CSEA legal representative at these Court hearings.

The execution of these Cooperative Agreement Contracts enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by Domestic Relation Court, Juvenile Court, and the Prosecutor's Office in providing these Title IV-D services to the CSEA, which for 2013 would equal up to \$6,867,149.90. This dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) Agencies. Without approval of these Cooperative Agreement Contracts, this reimbursement to the County General Fund cannot occur. There are also various Federally

and Locally mandated performance standards which are contained in these Cooperative Agreement Contracts.

Explanation for late submittal:

These Agreements are being submitted late due to time required to obtain 2013 budget information from and negotiate with the Providers, to submit the Agreements to the State of Ohio for initial approval, and to have the documents executed by the parties.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

The increase in contract costs from the previous year is due to higher 2013 budgeted staffing expenses for both Juvenile Court and Prosecutor's Office.

Financial Information:

Funding source:

Federal

Explanation:

These contract costs will be funded 100% by Federal Financial Participation (FFP) Funds.

Total Amount Requested:

\$6,867,149.90

ATTACHMENTS:

Click to download

- [Domestic Relations Court Findings for Recovery](#)
- [Juvenile Court Findings for Recovery](#)
- [Prosecutor's Office Finding for Recovery](#)
- [Com. Rel. Court - 2012 Evaluation](#)
- [Juv. Court - 2012 Evaluation](#)
- [Prosecutor's Office - 2012 Evaluation](#)
- [Dom. Rel. Court - 2013 Contract Cover](#)
- [Juv. Court - 2013 Contract Cover](#)
- [Prosecutor's Office - 2013 Contract Cover](#)
- [Dom. Rel. Court - Contract History](#)
- [Juv. Court - Contract History](#)
- [Prosecutors's Office - Contract History](#)
- [Department Acknowledgement Form](#)
- [Dom. Rel. Court - 2013 IV-D Contract TAB](#)
- [Juv. Court - 2013 IV-D Contract TAB](#)
- [Prosecutor's Office - 2013 IV-D Contract TAB](#)

History

Time

2/20/2013 5:00 PM

Who

Office of Procurement & Diversity

Clerk of the Board

Approval

Yes

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Domestic Relations Court

Contract No.: AG1200054 **Time Period:** 01/01/12 -12/31/12

Service Description: Perform IV-D Child Support Services for the CSEA

Original Contract Amount: \$2,043,465.47

Amendment Amount: N/A

Performance Indicators: The Domestic Relations Court shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; have the Client in any Non-IV-D Child Support case complete an "Application For Title IV-D Services" form prior to a hearing taking place; forward a completely filled out "Application For IV-D Services" form signed by the Custodial Parent via the Inter-County mail service no later than the day following the signature date; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having authority over Domestic Relations Court activity shall attend all scheduled meetings with the CSEA; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract; accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal audit directly related to the provisions of this contract.

Actual performance versus performance indicators (include statistics): Domestic Relations Court submitted invoices within the 30-day requirement. At the end of each quarter throughout 2011, Domestic Relations Court had consistently resolved over 90% of the requested actions. The Domestic Relations Court was very helpful in working together with CSEA to make acceptable changes to enable a smoother processing of cases for the clients that we serve. This effort continued to reduce work duplication and allowed for greater staffing efficiencies in each area. Staff at Domestic Relations Court continues to provide above average service and consistently goes above and beyond in attempts to resolve issues and participate in policy and procedure development geared toward improving customer service.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Domestic Relations Court has consistently met all requirements and exceeded in the areas of requested action resolution and billing. The Court has been especially helpful in working with CSEA in regards to issues that present themselves. Domestic Relations Court representatives and Administrative Judge continue to make themselves available at regular contractual meetings. There has been a collaborative, positive working relationship between both the CSEA and Domestic Relations Court. A new process regarding Waiver Compromise was developed and implemented, and there has been no significant issues regarding this process. The Court continues to maintain a high level of communication with the CSEA, and works timely and thoroughly to resolve service issues. The CSEA plans on working collaboratively with Domestic Relations Court as changes driven by H.B.337 will need to be implemented throughout 2013. The Domestic Relations Court continues to make all efforts to work collaboratively with CSEA.

Cuyahoga Job and Family Services – Office of Child Support Services
User Department

January 18, 2013
Date

County Contract Eval - DDR 2012.doc

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Juvenile Court

Contract No.: AG1200055 **Time Period:** 01/01/12 – 12/31/12

Service Description: Perform IV- D Child Support Services for the CSEA

Original Contract Amount: \$2,182,292.90

Amendment Amount: \$92,084.31

Performance Indicators: The Juvenile Court shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; provide an alleged father the opportunity to voluntarily acknowledge paternity and attempt to establish paternity by legal process established under State law; establish an order for support or complete service of process within 90 calendar days of locating absent parent; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; shall supply to CSEA any copies of Journal Entries requested within 5 working days of the request; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having decision making authority at Juvenile Court shall attend all scheduled meetings with the CSEA; shall furnish to the CSEA copies of all Journal Entries issued, including those entries involving the Cuyahoga Department of Children & Family Services activity of placing a child into County custody, or removing a child from County custody, within 5 working days after they are journalized in their Clerk's Office; shall furnish copies to the CSEA of all Paternity actions filed with the Ohio Central Paternity Registry (OCPR) at the time that they are being forwarded to OCPR, which shall be no later than 5 days after they are journalized in their Clerk's Office; shall maintain a 95% Disposition Rate in both "Parent/Child Relationship" and "Support" cases; shall utilize a "Magistrate Hearing Checklist: document to be used to monitor Magistrate prepared Journal Entries to ensure that items such as all the Participant's Social Security Numbers are included when statutorily directed; shall utilize the Health Insurance Investigation Form received from the Prosecutor's to address medical insurance coverage for all cases; the Journal Entry shall include medical insurance policy numbers; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Actual performance versus performance indicators (include statistics): The Juvenile Court did not submit invoices timely within the 30-day requirement for 2012. The tracking reports reflected that Juvenile Court consistently did not resolve the CSEA's requested actions due to delays in processing. These delays prevent the CSEA from meeting mandated timeframes required by the Ohio Administrative Code.

Concerns that were present in the 2011 contractual period continued to present themselves during this contractual period. One of the major concerns is what has been captured by many as the unreasonable delay in the docketing schedule. These delays are documented through the CSEA's tracking of the filings and actions submitted to the court for processing. This delay in scheduling has had a negative impact overall on the performance of the Juvenile Court. The lack of timeliness in docketing and case processing is not only a barrier for our clients, but it also has a

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

negative fiduciary impact. The delay in court hearings eventually contributes to loss of income for custodial parents, as well as indirectly impacting the funding of the CSEA. This delay in the docketing and processing of filings equates to an average of six to twelve months.

Representatives from Juvenile Court and the CSEA continued to meet quarterly throughout 2012, and this issue was discussed at each meeting. Updates on an improvement plan were requested by the CSEA, however the CSEA was informed that recommendations for improvement had been submitted, but no specific details were available throughout the evaluation period. The need for staffing increases in regards to the number of magistrates were discussed, and various funding options were offered by the CSEA. The CSEA had additional concerns regarding the lack of timeliness in processing journal entries once the hearings took place, and this remains a concern with only one magistrate at the end of this review period.

There continues to be a high rate of dismissals, which has appeared to be linked to the docketing issue along with lack of timely service. The CSEA continued to request detailed lists of dismissed cases with reason for dismissal, however the CSEA has not received such lists in response to requests. The impact of this dismissal practice is poor customer service, and repetitive work for the Prosecutor's Office, and well as for the CSEA. In addition to the above, the CSEA has identified a pattern of child support cases that were filed with the Juvenile Court, yet no evidence of hearing/resolution nor Journal Entry of the hearing was received by the CSEA.

The need and legal responsibility for Juvenile Court to create a child support order at the time of custody change still exists. However, it is recognized that the Court has started working on this issue along with the Prosecutor's Office to turn this responsibility into a reality. The Juvenile Court was positive and successful in the implementation and processing of the Waiver and Compromise Program.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Juvenile Court has somewhat failed to meet requirements in a majority of contracted areas. The delay in responding to the CSEA's action requests and requests for Journal Entries has contributed to the CSEA's inability to meet Ohio Administrative Code requirements and has impacted the CSEA's ability to achieve the Federal Performance Indicators upon which funding is awarded. The Juvenile Court representatives that come to the contractual meetings have been cooperative, however there has been many administrative personnel changes along with work processing changes and staffing issues that continue to present barriers in the timely and accurate processing of work referred to the court from CSEA and from the community. The Juvenile Court has been cooperative in meeting with CSEA to listen and discuss the issues, however there has been no improvement in the overall performance of the Juvenile Court during this contractual review period. The CSEA looks for a commitment to achieving success and performance improvement in 2013 on behalf of the families that we serve.

Cuyahoga Job and Family Services – Office of Child Support Services
User Department

January 18, 2013
Date

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Prosecuting Attorney's Office

Contract No.: AG1200056 **Time Period:** 01/01/12 – 12/31/12

Service Description: Perform IV- D Child Support Services for the CSEA

Original Contract Amount: \$2,197,463.44

Amendment Amount: \$173,896.96

Performance Indicators: The Prosecuting Attorney's Office shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having decision making authority at the Prosecutor's Office shall attend all scheduled meetings with the CSEA; shall prepare and file all motions and complaints for the CSEA for any activity requiring Domestic Relations Court or Juvenile Court action that is referred to them by the CSEA within 30 days of their receipt of the action being requested; render a response to any "Requests For Prosecutor's Opinion" made to them by the CSEA within 30 days of their receipt of the request; shall complete in full the "Health Insurance Investigation Form" for each CSEA case that they represent to assist in the establishment and enforcement of cash medical in Juvenile or Domestic Relations Court; the form is to be completed and incorporated into all Journal Entries; shall present any available evidence of paternity and support to enable Magistrates to issue a Default Order of Paternity and/or Support whenever a Custodial Parent, and/or Non-Custodial Parent do not appear for their Court Hearing even though there has been good Service of Process; shall submit time sheets on a monthly basis for each Prosecutor included under this contract as part of the monthly billing; shall notify the CSEA of the "service of process" status by forwarding the CSEA all the "Service of Process" sheets for tracking; upon the CSEA's receipt of the "Service of Process" sheets, the tracking action will flip from the Prosecutor's Office tracking list to the responsibility of the appropriate Court and it's tracking list of actions to complete; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract; agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal audit directly related to the provisions of this contract.

Actual performance versus performance indicators (include statistics): For 2012, the Prosecuting Attorney's Office submitted billing invoices within the 30-day requirement. CSEA tracking reports showed that the Prosecuting Attorney's Office maintained consistent completion of the CSEA's requested actions. Overall, the performance of the Prosecutor's office has been above average, and is commended for their continued efforts to represent CSEA and stand for the best interests of families as the cases move through the judicial system. The Prosecuting Attorney's Office continues to be instrumental in representing CSEA's best interest in the discussions and follow-up with case processing for the families that we serve as an agency. The Juvenile Prosecuting Attorney's Office continues to work with CSEA by additionally providing regular in-house legal representation at the agency, which has been extremely helpful in processing the cases and addressing specific case issues.

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

CSEA would like to see the Domestic Relations Prosecuting Attorney's Office in house in effort to meet and discuss the processing of difficult cases. This would be greatly appreciated moving forward in 2013. CSEA would like to recognize the outstanding effort put forth by the Juvenile Prosecuting Attorney's Office in attempts to address and improve specific, mission critical issues specific to the Juvenile Court. CSEA desires the continued effort by the Prosecutor's Office to address the establishment of an immediate child support order at the time of change of custody.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Prosecuting Attorney's Office is the CSEA's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. Improvement in timeframes is needed in the areas of paternity establishment, support order establishment, Prosecutor Opinion Referrals and Impounds. The CSEA's need for a process to handle cases where an Obligee has died continues to need resolution, however APA, Joseph Young has drafted recommendation to the State legal committee regarding such a rule/process. The Prosecuting Attorney's Office has not used contract funds for the employment of a CSEA prosecutor.

It should be noted that with potential staffing increases (magistrates and clerical support) at Juvenile Court to service customers timely, considerations may also have to be given to the Prosecuting Attorney's Office at Juvenile Court to ensure that all of the cases are appropriately represented and serviced by the Prosecutor's Office on CSEA's behalf.

Cuyahoga Job and Family Services – Office of Child Support Services
User Department

January 18, 2013
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0044

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services	A Resolution authorizing an agreement with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$42,289.14 for child support services for the period 1/1/2013 - 12/31/2013; 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.
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WHEREAS, the County Executive/ Department of Health and Human Services/Cuyahoga Job and Family Services (“CJFS”)/Office of Child Support Services has submitted a Title IV-D Cooperative Agreement with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$42,289.14 for child support services for the period 1/1/2013 – 12/31/2013; and,

WHEREAS, Title IV Cooperative Agreement contracts are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODJFS) regulations in order to specify the services which will be rendered by any County agency pertaining to the establishment, modification, and enforcement of child support obligations, in accordance with applicable child support regulations; and,

WHEREAS, the primary goal of this cooperative agreement is to enable the County to recover the 66%, or up to \$42,289.14 Federal Financial Participation (“FFP”) reimbursement portion of the expenses incurred by the Cuyahoga County Treasurer’s Office in providing this Title IV-D service for CJFS Office of Child Support Services; and,

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of this agency; and,

WHEREAS, these agreement costs will be funded 100% by Federal Financial Participation (“FFP”) Funds; 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 Cuyahoga County Council hereby authorizes the Title IV-D Cooperative Agreement with the Cuyahoga County Treasurer's Office in the amount not-to-exceed \$42,289.14 for child support services for the period 1/1/2013 - 12/31/2013.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2013



Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept. Head Name:	Joseph Gauntner
Type of Request:	Contract/Amendment		
Request Prepared by:	Ronald J. Studeny	Telephone No.	216-515-8451

SUMMARY OF REQUESTED ACTION:

The Cuyahoga Job and Family Services, Office of Child Support Services (CSEA) is requesting approval of a Title IV-D Cooperative Agreement Contract with the Cuyahoga County Treasurer's Office.

I. NovusAgenda Summary of Requested Action

Novus Title: Cuyahoga Job and Family Services, Office of Child Support Services 2013 Title IV-D Cooperative Agreement Contract with Cuyahoga County Treasurer's Office (RQ WT-13-26818)

A. Scope of Work Summary

1. The Cuyahoga Job and Family Services, Office of Child Support Services (CSEA) is requesting approval of a Title IV-D Cooperative Agreement Contract the Cuyahoga Treasurer's Office in an amount not to exceed **\$42,289.14**. Under the Contract, the Treasurer's Office would accept cash payments related to Child Support cases at its main office and provide CSEA with receipts for the payments and would deposit payments into a CSEA depository account. The Contract would be for the period January 1, 2013 to December 31, 2013.
2. The primary goal of the Contract is to enable the County to recover up to **\$42,289.14** in IV-D child support expenses incurred by the Treasurer's Office through Federal Financial Participation (FFP) reimbursement.
3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services (ODJFS) regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support

Regulations.

B. Procurement

1. Child support-related services are provided to CSEA by the Treasurer's Office via an intra-county agency IV-D Cooperative Agreement Contract between CSEA and the Treasurer's Office.

C. Contractor

1. Cuyahoga County Treasurer's Office

D. Project Status and Planning

1. CSEA enters into a Cooperative Agreement each calendar year with the Treasurer's Office for IV-D child support services provided by that Office during that year.
2. In order for the County to be able to receive FFP reimbursement of IV-D expenses incurred by the Treasurer's Office during the first three months of 2013, the Contract has to be approved by the County by March 31, 2013 and then sent to the State of Ohio Office of Child Support for its approval of the Contract.
3. The Contract requires manual execution by March 31, 2013.

F. Funding

1. The Contract amounts would be funded 100% by FFP.
2. The Treasurer's Office bills CSEA each month for the IV-D services it provides in a month.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services (ODJFS), in order to specify the services which will be rendered by any County Agency pertaining to the establishment, modification and enforcement of Child Support Obligations, in accordance with applicable Child Support Regulations. The County Treasurer's Office accepts **cash** Child Support payments made by Obligor for CSEA.

The execution of this Cooperative Agreement Contract enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by the Treasurer's Office in providing this Title IV-D service for CSEA. Approval of this Cooperative Agreement enables the County to be reimbursed \$42,289.14, which amount is paid into the County General Fund.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

Increase due to anticipated positive salary adjustments in 2013.

Financial Information:

Funding source: Federal	Explanation: The contract costs will be funded 100% by Federal Financial Participation (FFP) funds.
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Total Amount Requested:
\$42,289.14

ATTACHMENTS:

Click to download

- [Findings for Recovery](#)
- [Contract Evaluation 2012](#)
- [Contract TAB](#)
- [Department Acknowledgement Form](#)
- [History](#)
- [Contract Cover](#)

History

Time

2/20/2013 5:00 PM

Who

Office of Procurement &
Diversity

Clerk of the Board

Approval

Yes



CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Cuyahoga County Treasurer's Office

Contract No.: AG1200053 **Time Period:** 01/01/12 - 12/31/12

Service Description: Accept/Receipt/Deposit Child Support Cash Payments.

Original Contract Amount: \$39,175.79

Amendment Amount: N/A

Performance Indicators: Accept cash payments; Prepare receipts and forward daily to CSEA;
Deposit cash payments in CSEA PNC Depository Account.

Actual performance versus performance indicators (include statistics):
All performance indicators were met and payment volume exceeded projections.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: All performance indicators were met. Level of cooperation was good.
2012 cash collections of \$3.69 million dropped \$130K from 2011 collections of \$3.82 million.

Cuyahoga Job and Family Services – Office of Child Support Services
User Department

January 9, 2013
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0027

<p>Sponsored by: County Executive FitzGerald/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Contract No. CE1200357-01 with Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$8,694,139.68; 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/Office of Human Resources has recommended an amendment to Contract No. CE1200357-01 with Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents, for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$8,694,139.68; and

WHEREAS, the primary goals of this project are to provide group healthcare benefits to County employees and their eligible dependents; and

WHEREAS, this project is funded 100% from the County's General Fund and the schedule of payments is monthly by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project reoccurs annually and its term has already begun.

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

SECTION 1. The Cuyahoga County Council hereby approves the amendment to Contract No. CE1200357-01 with Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents, for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$8,694,139.68.

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

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted 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: February 12, 2013
 Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: February 26, 2013

Journal _____
 _____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0026

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ25869 to Perk Company, Inc. in the amount not-to-exceed \$4,049,718.40 for resurfacing Ontario Street from Lakeside Avenue to approximately 900' north of Carnegie Avenue and East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$4,049,718.40 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ25869 to Perk Company, Inc. in the amount not-to-exceed \$4,049,718.40 for resurfacing Ontario Street from Lakeside Avenue to approximately 900' north of Carnegie Avenue and East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; and

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

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

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ25869 to Perk Company, Inc. in the amount not-to-exceed \$4,049,718.40 for resurfacing Ontario Street from Lakeside Avenue to approximately 900' north of Carnegie Avenue and East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 12, 2013

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

Journal CC009

February 26, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0028

<p>Sponsored by: County Executive FitzGerald/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Contract No. CE1200104-01 with Sun Life Assurance Company of Canada for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$2,483,239.92; 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/Office of Human Resources has recommended an amendment to Contract No. CE1200104-01 with Sun Life Assurance Company of Canada for stop loss insurance services for County employees and their eligible dependents, for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$2,483,239.92; and

WHEREAS, this project is funded 100% from the County's General Fund and the schedule of payments is monthly by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has begun. The reason for the late submission is that the vendor was working with the benefits consultant on submitting the correct documents.

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

SECTION 1. The Cuyahoga County Council hereby approves the amendment to Contract No. CE1200104-01 with Sun Life Assurance Company of Canada for stop loss insurance services for County employees and their eligible dependents, for the period 1/1/2012 - 12/31/2012 to exercise an option to extend the time period to 12/31/2013 and for additional funds in the amount of \$2,483,239.92.

SECTION 2. That the County Executive is hereby authorized to execute the contracts and all other documents consistent with this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0032

<p>Sponsored by: County Executive FitzGerald/Department of Regional Collaboration</p>	<p>A Resolution supporting the submission of applications on behalf of Cuyahoga County for fifth-round funding under the Local Government Innovation Fund available through the State of Ohio, Development Services Agency; 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.</p>
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WHEREAS, Section 3.17 of the County’s Contracting and Purchasing Procedures Ordinance, Ordinance No. O2012-0015, as amended, provides that the “County Executive may apply for and accept grants on behalf of the county, and execute all agreements and any other documents in connection with same, without specific approval from the Contracts and Purchasing Board, the Board of Control, or the County Council,” and Section 4.15 provides that “[t]his Ordinance is intended to fulfill any state, federal, or other requirement for a Resolution or Ordinance granting the County Executive the authority to apply for or accept grants on behalf of the County;” and,

WHEREAS, to further demonstrate the County’s support and bolster the County’s applications for funding from the Local Government Innovation Fund administered by the State of Ohio, the County Executive has requested specific support from the County Council through this Resolution, in addition to the general authority granted to the County Executive in the Contracting and Purchasing Procedures Ordinance, to submit applications by County departments and agencies, where Cuyahoga County is serving as the ‘primary applicant’ or as a ‘collaborative partner’ with political subdivisions for the fifth round of funding from the Local Government Innovation Fund available through the State of Ohio, Development Services Agency; and,

WHEREAS, in accordance with the application procedures for the Local Government Innovation Fund, the State of Ohio, Development Services Agency, requests a resolution of support from the applicant’s and collaborative partner’s governing entity; and,

WHEREAS, the Local Government Innovation Fund was established to provide financial assistance to Ohio political subdivisions for planning and implementing projects that are projected to create more efficient and effective service delivery within a specific discipline of government services for one or more entities; and,

WHEREAS, through the Local Government Innovation Fund, the State of Ohio, Development Services Agency seeks to promote efficiency, collaboration, merger, and shared services among local governments; and,

WHEREAS, the applications are to be submitted for fifth round of funding to the Local Government Innovation Fund where Cuyahoga County is the 'primary applicant' or as a 'collaborative partner' in order to facilitate efficiencies in various disciplines of government service including economic development, education, information technology, and regional collaboration; and,

WHEREAS, Cuyahoga County plans to work collaboratively on submitting applications with a number of municipal, non-profit, and private partners across the county and region; and,

WHEREAS, the applications for the fifth round of Local Government Innovation Fund awards are due on March 4, 2013 to the State of Ohio, Development Services Agency; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadlines mandated by the State of Ohio, Development Services Agency.

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

SECTION 1. The County Council hereby supports the submission of applications by County departments and agencies as the 'primary applicant' and as a 'collaborative partner' with political subdivisions for the fifth round of funding from the Local Government Innovation Fund available through the State of Ohio, Development Services Agency.

SECTION 2. The County Executive and Department Directors are hereby authorized to take all steps necessary in furtherance of the County's applications to the Local Government Innovation Fund, including, but not limited to, entering into partnership initiatives/memoranda of understanding, with any other potential partners.

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

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

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 12, 2013

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Journal CC009

February 26, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0015

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution making an award on RQ24707 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$12,300,000.00 for dental group healthcare benefits for County employees and their dependents for the period 1/1/2013 - 12/31/2015; 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 Human Resources has recommended an award on RQ24707 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$12,300,000.00 for dental group healthcare benefits for County employees and their dependents for the period 1/1/2013 – 12/31/2015; and

WHEREAS, this project will be funded 100% from the General Fund and the schedule of payments is monthly by premium report.

WHEREAS, it is necessary that this Resolution become immediately effective because the projects term began January 1, 2013. The project was delayed because the vendor needed time to pull together all required forms and documentation.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ24707 to The Guardian Life Insurance Company of America in the amount not-to-exceed \$12,300,000.00 for dental group healthcare benefits for County employees and their dependents for the period 1/1/2013 – 12/31/2015.

SECTION 2. That 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 the Cuyahoga County Department of Human Resources can continue without interruption, and to provide for the usual, daily operation of the County. Provided that this Resolution receives the affirmative vote of at least eight

members of County 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: January 22, 2013

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

Committee Report/Second Reading: February 12, 2013

Journal CC009

February 26, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0008

Sponsored by: County Executive FitzGerald/Department of Human Resources 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 considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on January 23, 2013, the Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through T), 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 entity.

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

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

Deletion of the following Classifications:

- Exhibit A: Class Title: *Assistant Airport Manager*
Number: 1042321
Pay Grade: 13

- Exhibit B: Class Title: *Building & Grounds Superintendent*
Number: 1042114
Pay Grade: 9

- Exhibit C: Class Title: *Community & Economic Development Manager*
Number: 1055241
Pay Grade: 15

- Exhibit D: Class Title: *Emergency Services Administrator*
Number: 1062435
Pay Grade: 16

- Exhibit E: Class Title: *Facility Services Manager*
Number: 1042161
Pay Grade: 17

- Exhibit F: Class Title: *Hazardous Materials Supervisor*
Number: 1062421
Pay Grade: 10

- Exhibit G: Class Title: *Juvenile Justice Center Building Manager*
Number: 1042181
Pay Grade: 17

- Exhibit H: Class Title: *Personnel Administrator 1*
Number: 1053631
Pay Grade: 12

- Exhibit I: Class Title: *Personnel Administrator 2*
Number: 1053632
Pay Grade: 13

Exhibit J: Class Title: *Personnel Administrator 3*
Number: 1053633
Pay Grade: 14

Exhibit K: Class Title: *Personnel Manager*
Number: 1053634
Pay Grade: 15

Exhibit L: Class Title: *Personnel Officer*
Number: 1053621
Pay Grade: 6

Exhibit M: Class Title: *Personnel Technician*
Number: 1053611
Pay Grade: 4

Exhibit N: Class Title: *Program Officer Manager*
Number: 1052416
Pay Grade: 17

Exhibit O: Class Title: *Risk & Compliance Manager*
Number: 1055363
Pay Grade: 15

Exhibit P: Class Title: *Security Camera Coordinator*
Number: 1024101
Pay Grade: 2

Exhibit Q: Class Title: *Senior Family Services Supervisor*
Number: 1014212
Pay Grade: 7

Exhibit R: Class Title: *Senior Personnel Officer*
Number: 1053622
Pay Grade: 8

Exhibit S: Class Title: *Senior Risk Analyst*
Number: 1055362
Pay Grade: 9

Exhibit T: Class Title: *Training Assistant*
Number: 1053641
Pay Grade: 4



Robert M. Wolff, Chairman
 Kathleen Palmer, Commissioner
 Angela Simmons, Commissioner

MEMORANDUM

DATE: January 29, 2013

TO: Cuyahoga County Council President C. Ellen Connally
 Members of Cuyahoga County Council

FROM: Chairman Robert Wolff, *Robert M. Wolff*
 Cuyahoga County Human Resource Commission

RE: Proposed Deletions to the County's Classification Plan

Please be advised that the Cuyahoga County Human Resource Commission has fully reviewed and considered the proposed deletions to the County's Classification Plan as recommended by the Human Resources Director. The Commission understands that these classifications are currently vacant, and have been determined to be no longer necessary by the Directors of the respective departments. The recommended proposed deletions include the following classifications:

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052416	Program Officer Manager	All Departments	E	17
1042161	Facility Services Manager	Central Services, only	E	17
1042181	Juvenile Justice Center Building Manager	Central Services, only	E	17
1055362	Senior Risk Analyst	Central Services, only	E	9
1055363	Risk & Compliance Manager	Central Services, only	E	15
1042321	Assistant Airport Manager	Development, only	E	13
1042114	Building & Grounds Superintendent	Development, only	E	9
1055241	Community & Economic Development Manager	Development, only	E	15
1062231	Inspection & Permit Supervisor	Development, only	E	12
1024101	Security Camera Coordinator	Fiscal	N	2
1053631	Personnel Administrator 1	All Departments	E	12

1053632	Personnel Administrator 2	All Departments	E	13
1053621	Personnel Officer	All Departments	N	6
1053633	Personnel Administrator 3	Human Resources, only	E	14
1053634	Personnel Manager	Human Resources, only	E	15
1053611	Personnel Technician	Human Resources, only	N	4
1053622	Senior Personnel Officer	Human Resources, only	E	8
1014212	Senior Family Services Supervisor	Human Services, only	E	7
1053641	Training Assistant	Human Services, only	N	4
1062435	Emergency Services Administrator	Justice Affairs, only	E	16
1062421	Hazardous Materials Supervisor	Justice Affairs, only	E	10

cc: Commissioner Angela Simmons
 Commissioner Kathleen Palmer
 Chairperson Yvonne Conwell, Human Resources, Appointments & Equity Committee
 Clerk of Council Jeanne Schmotzer
 Employment Counsel/Human Resources Director Elise Hara
 Law Director Majeed Makhoulouf

RMW:rlk



Robert M. Wolff, Chairman
Kathleen Palmer, Commissioner
Angela Simmons, Commissioner

MEMORANDUM

DATE: February 8, 2013

TO: Cuyahoga County Council President C. Ellen Connally
Members of Cuyahoga County Council

FROM: Chairman Robert Wolff, *RM Wolff*
Cuyahoga County Human Resource Commission

RE: Modification to Proposed Deletions to the County's Classification Plan

Please be advised that at the February 6, 2013 Human Resource Commission meeting, County Human Resources Director Elise Hara informed the Commission that one of the classifications previously recommended by the Human Resources Department for deletion was done so in error, because the classification is occupied and the Department of Development has determined the position is operationally necessary. (The HRC sent a letter to you on January 29, 2013 recommending those proposed changes.)

At its 2/6/13 meeting, the Human Resource Commission acknowledged the oversight and passed a motion to recommend the modification of its January 29, 2013 recommendation to Council. The Human Resource Commission recommends that the following classification not be deleted and instead, should remain active in the County Classification Plan:

1062231	Inspection & Permit Supervisor	Development, only	E	12
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cc: Commissioner Angela Simmons
Commissioner Kathleen Palmer
Chairperson Yvonne Conwell, Human Resources, Appointments & Equity Committee
Clerk of Council Jeanne Schmotzer
Employment Counsel/Human Resources Director Elise Hara
Law Director Majeed Makhoulouf

RMW:rlk

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Airport Manager	Class Number:	1042321
		Pay Grade:	13

Departments:	Development, only
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Classification Function

The purpose of this classification is to assist the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations.

Essential Job Functions

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

- Assists the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations (e.g. – assists in developing strategic, facilities, business, financial, noise mitigation, and environmental plans; completes directives of the airport manager involving day-to-day operations of the Airport; assists in the enforcement of operating rules and regulations; promotes and maintains safety in airport services and operations; responds to public and tenant concerns; assists in Airport marketing tasks involving Airport improvements, Airport properties and leases (real estate and buildings) and other revenue-enhancement initiatives; prepares and reviews statistical reports; assists in the development and implementation of compliance strategies regarding rules and regulations of the Federal Aviation Administration and Transportation Security Administration (FAA), as applicable; prepares grant-in-aid applications and reimbursement claims for financial assistance from the FAA and other applicable agencies).
- Supervises field employees assigned to County Airport (e.g. - supervises inventory controls; assigns, reviews, plans and coordinates work; provides job training and instruction; oversees time keeping policies and procedures; approves employee leave requests; monitors employee leave accruals and balances; recommends and implements related personnel policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Supervises field operations (e.g. – conducts Airport rescue and fire fighting services; conducts snow and ice removal; conducts wildlife management; conduct Airport security; conducts Airport field inspections; conducts emergency response; investigates noise complaints).
- Prepares and maintains budgetary reports and records (e.g. - prepares financial and statistical records; assists in the preparation of the annual Airport Division operating budget and the Airport Capital Improvement Program or related programs; reports the status of airport finances).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or related field with five years of airport operations and/or administration experience including two years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

© DMG 1993
Revised November 17, 2004

Revised August 29, 2008

- Ability to operate a variety of automated office machines including typewriter and adding machine.
- Ability to operate a variety of motorized vehicles and equipment including a fire truck, tractor, dump truck, broom truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, and refractometer.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including security reports, time sheets, vehicle maintenance reports, meter readings, inspection reports, operations manuals, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FAA Advisory Circulars, union contract, accounting manuals and personnel policy manuals.
- Ability to prepare purchase orders, billing statements, vehicle maintenance reports, financial statements, lease agreements, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, engineering, mechanical and accounting terminology and language.
- Ability to communicate effectively with airport manager, subordinates, FAA personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building & Grounds Superintendent	Class Number:	1042114
		Pay Grade:	9

Departments:	Development, only
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Classification Function

The purpose of this classification is to coordinate building, grounds and vehicle maintenance for a County Department.

Essential Duties and Responsibilities

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

- Coordinates building, grounds and vehicle maintenance for a County Department (e.g.-schedules current work assignments and prepares schedules; tracks work that is underway; plans future work; assures availability of proper equipment for all jobs; coordinates outside contracts; instructs and reviews building maintenance personnel duties; makes recommendations regarding hiring, discipline, and discharge; oversees and performs maintenance on County vehicles; prepares reports concerning necessary maintenance).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes maintenance workers to ensure that proper safety precautions are followed). Coordinates disaster preparedness for building(s).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in building trades with five years of building and grounds maintenance experience including two years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

Applicable building trades certifications required and Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized equipment including tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools and plumber's tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other 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.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll documents, attendance records, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret electrical and mechanical repair terminology and language.
- Ability to communicate with Director, County employees, other tradespeople and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.

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:	Community & Economic Development Manager	Class Number:	1055241
		Pay Grade:	15

Departments:	Development, only
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Classification Function

The purpose of this classification is to manage the County's community development, economic development, and brownfield redevelopment programs. Create vision and appraise projects and programs in terms of economic development potential, community impact, financial feasibility and marketability.

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.

- Manages the County's community development, economic development, and brownfield development programs (e.g.- meets with director to coordinate and develop division goals, operations, direction, activities and policies; manages and directs multiple community development, economic development and brownfield redevelopment programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; interacts with private development clients and consultants; implements programs which lend and grant money to private, non-profit and public entities).
- Supervises analysts and support staff (e.g.- assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline; reviews and approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community development, economic development and brownfield redevelopment programs).
- Performs related administrative duties (e.g.- prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business administration with three years of experience with community development, economic development or brownfield redevelopment programs; or any equivalent combination of training and experience.

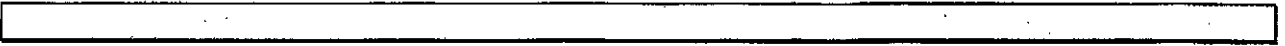
Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, typewriter, adding machine, calculator and copier.



Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including bi-weekly reports, U.S. EPA Quarterly Reports, Clean Ohio Fund Quarterly Reports, tax statements, financial statements, financial projections, appraisals and studies, architectural drawings, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles texts, census data, construction methods books, CDBG regulations, the Ohio Revised Code and Federal Register.
- Ability to prepare requests for Board actions, performance appraisals, annual reports, Clean Ohio Fund Reports, U.S. EPA reports, loan analysis, tax abatement reports, grant applications, budgets, correspondence, project descriptions 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, engineering, real estate, accounting and marketing terminology and language.
- Ability to communicate with Director, elected officials, municipal employees, attorneys, developers, accountants, bank officers, lobbyists, external organizations, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Services Administrator	Class Number:	1062435
		Pay Grade:	16

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide overall management and responsibility for various County emergency services including emergency communications, public safety, homeland security, and safety and to supervise CECOMS supervisors.

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.

- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center (e.g. - prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communications equipment; coordinates 9-1-1 operations).
- Coordinates the administration of the design, purchase, implementation, operation and governance of a new Countywide Public Safety Emergency Interoperability Communication System.
- Administers the design, development and implementation of a new Homeland Security and Public Safety Emergency Operations and Command Center.
- Administers the implementation of a new County 9-1-1 cellular and wireless emergency communications center and system including developing all operational procedures and agreements.
- Serves as the Northeast Ohio AMBER Alert Coordinator (e.g. – develops and administers the Northeast Ohio AMBER Alert Board; develops and recommends policies and procedures relative to operation of the AMBER program at the local, County, regional, State and Federal levels).
- Supervises CECOMS supervisor (e.g.- assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave).
- Administers the design, implementation, and operation of various projects (e.g.- administers the design, implementation, and operation of a new geographical information and mapping system for 9-1-1 and public safety safety operations and communications throughout the County and coordinates interface with contiguous counties and State; administers the design, implementation, and operation of a new emergency communications and dispatch radio system and center; administers the design, implementation, and operation of the traffic accident and incident website reporting system; administers the design, implementation, and operation of the hospital and healthcare capacity and restriction website and reporting system; assists in the design and operation of a countywide highway and interstate intelligent transportation system).
- Administers the activities and functions of the Countywide Emergency Services Advisory Board including the Executive Committee, Communications committee, structural collapse/technical rescue, law enforcement, counter and anti-terrorism, 9-1-1 public notification and evacuation and legislative.
- Develops and conducts informational lectures and seminars for public safety and emergency management organizations and other organizations. (e.g.- plans training program; develops objectives; coordinates production of training materials; presents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field with five years of emergency management experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computer terminal, personal computer, printer, calculator, copier, fax machine, telephone.
- Ability to operate audio-visual equipment such as a camcorder; radio equipment; cellular telephone; VCR and overhead projector.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll records, budget documents, committee reports, work plans, agendas, training plans and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CMEIMS manual, Ohio Revised Code, Federal Code and register, Civil Preparedness Guides, Emergency Operations manual and OEMA Sample plan.
- Ability to prepare payroll records, budget documents, Federal CCA, protocols, guidelines, flow charts, diagrams, performance evaluations, position descriptions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, accounting and emergency management terminology and language.
- Ability to communicate with Emergency Medical Services Advisory Board, CEM Advisory Board, other local government officials, Director, County Prosecutor, County Administrator, Board of County Commissioners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Facility Services Manager	Class Number:	1042161
		Pay Grade:	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the custodial maintenance program, building trades, capital projects and engineering services.

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.

- Manages, plans and coordinates all custodial maintenance, construction projects, and engineering services (e.g.- prepares annual budget; determines staffing needs for custodial maintenance; oversees custodial programs for customer satisfaction and compliance; monitors completion of work orders; coordinates and schedules maintenance and construction work with affected County office(s); visits construction project sites to inspect work).
- Supervises building trades employees (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Oversees all contracted services relating to construction projects and maintenance (e.g.- prepares specifications for contracted work; reviews proposals and quotes; selects contractors for emergency work).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in management studies with six years of construction/maintenance experience including three years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including production reports, work-orders, union contracts, invoices, payroll documents, employee leave requests, mechanical drawings, electrical diagrams, blueprints, technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare maintenance reports, construction progress reports, building safety reports, correspondence 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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:	Hazardous Materials Supervisor	Class Number:	1062421
		Pay Grade:	10

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to plan and administer the County's hazardous materials program and to supervise environmental specialists.

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.

- Performs administrative and planning duties related to the County's overall emergency management program including the hazardous materials program (e.g.- directs the annual update of the Comprehensive Plan for Response to Hazardous Materials Incidents; receives and responds to notifications of emergency releases of hazardous Materials; coordinates the development of annual emergency exercises involving hazardous materials; provides staff research, documentation and recommendations regarding environmental affairs; directs compliance and enforcement programs for facilities subject to environmental regulations; provides on-call incident command service for the County's Emergency Operations Center during major emergency incidents).
- Supervises environmental specialists (e.g. - plans, coordinates, assigns and reviews work; provides job training and instruction; responds to employee problems; evaluates performance; recommends disciplinary action when appropriate).
- Manages the administrative functions of the Local Emergency Planning Committee (LEPC) (e.g.- schedules meetings, prepares grant proposals; records minutes of meetings; prepares meeting agendas; recommends policies, resolutions and long term planning goals; provides staff direction and support for the committee and its sub-committees; manages and performs public outreach activities).
- Functions as County's liaison with various organizations and individuals including State Emergency Response Commission (SERC), Ohio EPA, Ohio EMA, emergency responders and elected officials from communities (e.g. - responds to questions; assists with problem resolution; receives and documents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science, emergency management or related field and three years of hazardous materials experience; or any equivalent combination of training and experience.

Additional Requirements

Requires OSHA's Hazardous Materials certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, adding machine, typewriter, and copier.
- Ability to operate audio-visual equipment including overhead projector, slide projector and VCR.
- Ability to operate communications equipment including cellular phone and two-way radios.
- Ability to operate a motor vehicle.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, payroll records, employee performance evaluations, employee leave requests, invoices/vouchers, hazardous waste permits, emergency plans, facility hazard analysis, material safety data sheets, annual chemical inventories, facility inspections, chemical spill notifications, environmental audits, public information requests, protocols, grant requests, LEPC forms, work plans, proposals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including environmental data bases, computer manuals, software manuals, chemical abstracts, census data, maps, technical manuals, state and local plans and protocols, Ohio Revised Code, Ohio Administrative Code, Federal Register and Code of Federal Regulations and personnel policy manuals.
- Ability to prepare comprehensive annual plan, LEPC minutes and by-laws, policy development documents, flow charts and diagrams, surveys, environmental audits, damage assessments, annual exercise and plan approval documents, budget requests, press releases, grant requests, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board of Commissioners, and committee members, elected officials, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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:	Juvenile Justice Center Building Project Manager	Class Number:	1042181
		Pay Grade	17

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.

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.

- Assist the Director in facilitating project development of the Juvenile Justice Center's design, building systems, and construction.
- Administer the architecture, engineering, and contract management contracts including hazardous material remediation contracts. Conduct architectural and engineering document reviews.
- Facilitate consultant progress through internal information generation and dissemination.
- Facilitate and monitor maintenance of project construction cost and time schedule. Monitor construction process.
- Facilitate communication and decision process.
- Serve as a cross-functioning team member for technology applications, planning and programming, business management, move management, finance, integrated workplace design, real estate, public relations, and commissioning.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in architecture or related field with six years of architectural experience or any equivalent combination of training and experience.

Additional Requirements

Architecture license or equivalent.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, calculator, fax, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, project specifications, progress reports, proposals, technical reports, invoices, electrical diagrams, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, Americans with Disabilities manual, architectural specifications, zoning drawings, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare architectural drawings, architectural and technical specifications, project budgets, project completion schedules, contractor payments, construction progress reports, correspondence 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 and contractors, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, electrical and mechanical terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, but includes onsite inspections and reviews.

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:	Personnel Administrator I	Class Number:	1053631
		Pay Grade:	12

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department of greater than 400 employees, and to supervise personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, and personnel policy 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.

- Administers comprehensive personnel program in a department of less than 400 employees, or to assist a higher level personnel administrator in a department with greater than 400 employees, with responsibility for a variety of personnel services including employment, benefits, classification and compensation, and personnel policy administration (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department (CHRD) and Board of County Commissioners).
- Supervises personnel officers and personnel technicians (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Functions as department's liaison with the County Personnel Department (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendations; researches job classification directory for appropriate classification of new positions).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with five years of personnel experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, position descriptions, letters, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 2	Class Number:	1053632
		Pay Grade:	13

Departments:	All departments
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Classification Function

The purpose of this classification is to administer a comprehensive personnel program in a department of greater than 400 employees and to supervise lower level personnel administrators, personnel officers and personnel technicians. Personnel services include employment, benefits, classification and compensation, personnel policy administration, labor relations and training and 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.

- Administers comprehensive personnel program in a department of greater than 400 employees with responsibility for a variety of personnel services including employment, benefits, classification and compensation, personnel policy administration and training and development (e.g.- directs and maintains overall operation of personnel service(s); develops personnel policy recommendations and forwards to County Human Resource Department and Board of County Commissioners).
- Supervises lower level personnel administrators, personnel officers, personnel technicians and/or training personnel (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Oversees department training program (e.g.- coordinates training personnel; reviews training program proposals and makes recommendation for new training; reviews training participation reports and evaluations to ensure that training goals are met).
- Functions as department's liaison with the County Human Resource Department (CHRD) (e.g.- responds to questions from the general public and employees regarding personnel policies and procedures; investigates complaints from department employees; represents department at meetings and conferences regarding personnel issues).
- Functions as department's representative for labor relations and collective bargaining issues (e.g.- attends all disciplinary hearings for department employees; recommends disciplinary action to be taken based upon guidelines).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process; serves as liaison with the Public Employee's Retirement System (PERS)).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; conducts job audits and makes recommendation; researches job classification directory for appropriate classification of new positions).

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including four years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, job classifications, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code
- Ability to prepare position postings, surveys, performance evaluation, position descriptions, letters, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Commissioners, County Human Resource Director, CHRD personnel, directors, managers, supervisors, other County employees, other elected officials and the general public.

Environmental Adaptability



- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Administrator 3	Class Number:	1053633
FLSA:	Exempt	Pay Grade:	14

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to assist the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code and supervise lower-level personnel administrators. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and 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.

- Assists the Personnel Manager in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; ensures departments and agencies are in compliance with rules, regulations, laws, collective bargaining agreements and Ohio Revised Code sections; represents County at hearings with the State Personnel Board of Review).
- Supervises lower-level personnel administrators, personnel officers and assigned staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Trains staff regarding human resources and technical issues related to countywide human resources information system (HRIS) (e.g.- train staff on preparing personnel actions, personnel action revisions, and organization management within the HRIS; coordinates non-routine changes in HRIS as directed by the Personnel Manager; assists the Systems Division with coordinating and testing HRIS updates).
- May coordinate special projects (e.g.- establishes goals and timelines; facilitates, oversees and expedites the paper flow for processing paperwork for various forms (new hire packets, promotions, FMLA forms); ensures timelines of sensitive transactions are completed in a timely manner).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with nine years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including personnel computer, printer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, position descriptions, correspondence 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Manager	Class Number:	1053634
		Pay Grade:	15

Departments:	County Human Resource Department (CHRD), only
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Classification Function

The purpose of this classification is to manage the County's plan and personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code. Personnel services include employment, benefits, classification and compensation, personnel policy administration, and training and 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.

- Manages and administers the County's classification and compensation plan (e.g.- reviews job audit findings and assigns employees to proper classifications; conducts job audits and assigns appropriate classification; reviews establishment of new positions for appropriate classification; maintains record of final decisions regarding classification of positions and assignment of employees to classifications; coordinates public hearings and submission of data to applicable state agencies).
- Assists the County Human Resource Director in administration of all County personnel services in compliance with Sections 124.01 - 124.64 and Chapter 325 of the Ohio Revised Code (e.g.- assists with enforcement of administrative rules for the purpose of carrying out the functions, powers and duties of the County Human Resource Department; maintains roster of all employees in the classified civil service; represents the County at hearings with State Personnel Board of Review).
- Coordinates County's competitive testing and selection process (e.g.- coordinates development of competitive selection and testing instruments; prepares lists of persons qualified for appointment to positions; participates in selection process for new employees; reviews department selections for compliance).
- Supervises lower level personnel administrators, personnel officers, and assigned staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including five years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, computer terminal, printer, personal computer, calculator, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, résumés, PERS applications, job audit forms, performance evaluations, requests for leave and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the PERS manual, Americans with Disabilities Act (ADA) handbook, job classification book, personnel policy manuals and Ohio Revised Code.
- Ability to prepare position postings, surveys, performance evaluations, job audit reports, job classifications, position descriptions, correspondence 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resource Director, CHRD personnel, directors, managers, supervisors, Department of Administrative Services, State Personnel Board of Review, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Personnel Officer	Class Number:	1053621
		Pay Grade:	6

Departments:	All departments
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Classification Function

The purpose of this classification is to provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational education in business administration or human resources with two years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, calculator.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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- Ability to comprehend a variety of informational documents including payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

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:	Personnel Technician	Class Number:	1053611
FLSA:	Non-Exempt	Pay Grade:	4
Departments	Office of Human Resources, only		

Classification Function

The purpose of this classification is to provide services in the Office of Human Resources that encompass the processing of payroll, personnel documentation, calculation of employee compensatory benefit balances and maintaining employee personnel files. Classification also performs miscellaneous clerical support activities.

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.

- Processes payroll (e.g.- performs maintenance of payroll information including wage changes, name and address changes, time sheets, overtime, and AWOL; prepares employee checklist and reconciles timesheets to the checklist; answers questions to assist employees; distributes paychecks).
- Maintains compensatory benefits balances (e.g.- enters usage of sick leave, vacation and compensatory time into human resource information system; reconciles discrepancies).
- Processes personnel documentation (e.g.- verifies personnel information is correct; processes combination forms; files completed paperwork; forwards to appointing authority for signature; files personnel action forms in the employee's personnel file; processes position descriptions for new or reclassified positions; places copy of new description in employee's personnel file; maintains master file of position descriptions).
- Performs miscellaneous clerical support activities for human resource division of a County department (e.g.- responds to employee's questions regarding benefits and open enrollment; updates union rates; processes applications for screening process; processes employment verifications; schedules interviews and testing for employees; prepares new hire documentation; processes turnarounds; processes child support checks; prepares discipline documents and grievance hearing paperwork; calculates incoming money for Jury Duty; ID's, replacement locker keys and copies; prepares correspondence).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with two years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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 Revised November 1998
 1993

Revised April 2010

- Ability to operate a variety of automated office machines including computer, printer, calculator and copier.

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 payroll registers, attendance records, service letters, employment applications, service letters, union change forms, pre-discipline conference notices, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
- Ability to prepare payroll checks, personnel actions, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, payroll personnel, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Manager	Class Number:	1052416
		Pay Grade:	17

Departments:	All departments
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Classification Function

The purpose of this classification is to manage division of management analysis and planning and to supervise lower-level program officers.

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.

- Manages division of management analysis and planning and supervises lower level program officers (e.g.- develops standards of procedures for projects and studies; reviews and approves study timeframes and resource forecasts; reviews study findings; assigns and directs work of program officers; provides instruction and training; responds to employee problems; reviews and approves employee leave requests; evaluates employee performance; recommends the transfer, selection, promotion, discipline or discharge of employees).
- Manages focused studies or projects as part of a centralized County management analysis and planning section (e.g.- manages project through research, analysis, design and development phases; leads team of employees through project; sets and maintains project schedule; forecasts project resource requirements; assigns project tasks to team members and follows up on task completion).
- Develops new operations, systems, policies and/or procedures for existing County programs (e.g.- develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans).
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement (e.g.- researches background information to understand current practices and related issues; researches customer, client or citizen complaints; conducts program needs analysis; compiles results of research data and identifies areas of program inadequacy; researches and conducts surveys to determine best practices).
- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures (e.g.- analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation).
- Performs administrative tasks in connection with above functions and tasks (e.g.- attends meetings and seminars related to program issues; maintains related documentation and records; prepares correspondence and reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with nine years of research and analysis experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, calculator, copier, fax machine, typewriter, telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, apply the principles of descriptive statistics, apply algebraic formulas and interpret inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including financial reports, statistical reports, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare financial statements and reports, statistical reports, contracts, budgets, budget projections, study reports, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret business, legal and basic accounting terminology and language.
- Ability to communicate with directors, managers, supervisors, other County employees, outside boards, commissions, agencies, and other governments.

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:	Risk & Compliance Manager	Class Number:	1055363
		Pay Grade:	15

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the County's comprehensive risk management program addressing risks and exposures to loss countywide.

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.

- Manages the County's risk management program addressing risks and exposures to loss (e.g.- recommends, implements and maintains policies and procedures governing risk management and insurance; identifies, analyzes and controls risks of loss; assists othe departments with matters involving potential risks of loss; implements and supervises investigations of insurance claims; assists developing safety education programs; benchmarks insurance programs; administers and prepares bid specifications or other procurement methods of insurance coverage; recommends preferred bidders; recommends purchases of insurance when indicated; arranges for discusses claims and filing concerns).
- Ensures physical asset protection (e.g.- physically inspects property; determines risks assessments of facilities).
- Supervises lower level employees including senior risk analyst and risk analyst (e.g.- recommends hiring; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests and monitors use of leave; recommends discipline and selection).
- Performs related administrative responsibilities (e.g.- approves purchases within budgetary guidelines; responds to written and verbal inquiries and complaints; maintains related records; attends Board of County Commissioners meetings with Director or representative).

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctor and one year of insurance administration/risk management experience. Must be licensed to practice law in the State of Ohio.

Additional Requirements

Biennial renewal of license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, copier and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including insurance contracts, insurance policies and reports, insurance laws and legislation, legal opinions, real estate contracts, leasing contracts, union contracts, incident and accident reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, building codes, safety regulations, Americans with Disabilities manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare real estate contracts, leasing contracts, incident and accident reports, bond indentures, disciplinary reports, building safety reports, correspondence 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, to convince and influence others, to evaluate employees performances, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, contractual, legal and insurance terminology and language.
- Ability to communicate with elected officials, administrators, sales representatives, County employees, contractors, state inspectors, and the general public.

Environmental Adaptability

- Work is typically performed in an office and shop 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 Camera Coordinator	Class Number:	1024101
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to monitor security cameras to oversee the security of office documents and employees.

Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

Essential Job Functions

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

- 75% +/- 15%
- Monitors DVR cameras of all areas of the office; initiates calls proper authority regarding emergency situations; works with County Security and detectives concerning safety and security issues; checks wave system daily.
- 10% +/- 5%
- Interacts with customers; provides information as needed.
- 10 +/- 5%
- Serves as safety and evacuation coordinator; addresses employee safety or security issues; coordinates lockdown procedures with employees; installs access code for front office.
- 5% +/- 5%
- Conducts yearly inventory; tags equipment for inventory.

Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including computers and security monitoring 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 confidentiality sheets, schedules and inventory documentation.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals and standards.
- Ability to prepare inventory report, memos 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 general office and security equipment related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Family Services Supervisor	Class Number:	1014212
		Pay Grade:	7

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to supervise lower level family service supervisors and family service aides providing services to individuals in the community in need of social services.

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.

- Supervises lower level family service supervisors and family service aides providing services to individuals in the community in need of social services (e.g. - evaluates performance; assigns, plans, coordinates and reviews the duties of family service personnel; recommends and implements disciplinary procedures; provide and plans job instruction and training; assigns case loads).
- Manages a family service unit providing services to individuals in the community in need of social services (e.g.- plans unit operations; devises and recommends policies and procedures; insures policies, procedures and service plans are carried out; monitors random moments forms; assists investigators; monitors state and federal regulations pertaining to program; interacts with officials of other agencies to exchange information concerning family service program).
- Evaluates and determines client need and eligibility for family services (e.g.- reviews the written referral and makes determination based upon established guidelines; assesses household needs for food, furniture, appliances and clothing for welfare clients; provides transportation assistance to obtain items needed; consults with supervisors, clients, social workers, family service aides and officials from other agencies to determine if level of current services is necessary, proper and/or sufficient; refers client to other agencies if necessary; follows up with client to determine if and how well needs were met).
- Prepares and maintains all necessary correspondence, records and forms (e.g.- completes required service and agency forms and statistical reports; draft and prepares correspondence; calculates statistics).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of social service including one year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines.

**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 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.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including weekly and monthly time sheets, telephone messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including state policy manual, personnel policy manual, manager's handbook, etc.
- Ability to prepare performance appraisals, monthly and annual reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret social work and counseling terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, clients, other department's supervisors, personnel officers, medical personnel, teleprocessing personnel, coworkers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Personnel Officer	Class Number:	1053622
		Pay Grade:	8

Departments:	Central Office of Human Resources, only
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Classification Function

The purpose of this classification is to serve as a lead worker and provide personnel services for County department in the areas of employment, benefits, and classification and compensation.

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.

- Functions as a lead worker (e.g.- works proficiently in personnel system and provides system guidance; enters non-routine changes in personnel system as directed by Personnel Administrator; SAP as prepares and corrects position descriptions or job postings).
- Provides personnel services for assigned County department in the area of employment and benefits (e.g.-reviews employment applications for minimum qualifications; verifies references; schedules employment interviews; conducts or witnesses interviews; posts vacancies; prepares personnel requisition forms for vacant positions; contacts recommended applicants with job offer; coordinates completion of employment paperwork by new employee; responds to employment questions from general public and County employees; answers questions regarding benefit enrollment process).
- Provides classification and compensation services for County (e.g.- prepares and corrects position descriptions or job postings as positions become vacant or change; updates organizational chart when needed; coordinates the distribution of performance evaluations; etc.).
- Performs miscellaneous duties (e.g.- calculates payable hours for each employee and charges appropriate hours of leave used during pay period; distributes pay checks on bi-weekly basis; reviews bi-weekly report of leave balances for each employee; monitors overtime expenditures for budgetary availability; coordinates completion of flexible time schedules).

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration or human resources with three years of human resource experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, calculator.

**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 payroll reports and records, employment applications personnel action forms, position descriptions, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare personnel actions, tables of organization, performance evaluations, attendance reports, payroll forms, overtime 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret personnel terminology and language.
- Ability to communicate with County employees, general public, Human Resource Director, and other personnel officers.

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:	Senior Risk Analyst	Class Number:	1055362
		Pay Grade:	9

Departments: Central Services, only

Classification Function

The purpose of this classification is to assist coordinating and implementing all aspects of insurance and risk management for the County including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records.

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.

- Assists coordinating and implementing all aspects of insurance and risk management for the county including interpreting policies, writing policies, assessing and purchasing insurance and bonds, and maintaining statistics and records (e.g.- conducts thorough investigations of any incidences that may result in asset losses; creates progress reports regarding management issues; recommends policies and procedures to centralize claims; coordinates specifications for insurance and bond programs; coordinates purchases of auto and property insurances through bid procedures and direct purchase; assesses available insurance and recommends whether to purchase additional policies; creates database and maintains statistics for all County claims; negotiates settlement with various personal injurt attorneys and private businesses; recommends settlement of claims when set criteria has been met; pursues collections on losses to the County; implements driver safety checks and driver education programs; reviews property damage reports).
- Functions as lead worker over support staff (e.g.- assigns work and coordinates activities of secretary; provides job training and instruction
- Performs administrative duties (e.g.- assists as client in litigation matters handled by County Prosecutor and attorneys of the County's insurance carriers; creates articles concerning Risk Management; attends various meetings to serve as a resource on claim matters and policy procedures; records and maintains necessary information and files).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with three years of insurance administration/ risk management experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical requirements

- Ability to operate a variety of automated office machines including computer terminal, printer, calculator, fax machine, copier, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of algebra, descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including risk assessment reports, insurance policies, insurance forms, bond applications, specifications, legal pleadings, accident reports, repair estimates, specifications, invoices, medical bills and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, FC & S Bulletins, etc.
- Ability to prepare insurance specifications, purchasing requisitions, revenue charge backs, informational articles, letters of denial and acknowledgement, revenue receipts, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions
- Ability to use and interpret legal and insurance terminology and language.
- Ability to communicate effectively with supervisor, insurance agents, directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Assistant	Class Number:	1053641
		Pay Grade	4

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to assist in identifying training needs, developing programs and evaluating effectiveness of training programs.

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.

- Assists in identifying training needs, developing programs and evaluating effectiveness of training programs (e.g.- assists with the identification of training needs through communication with supervisors, conducting surveys and tabulating results; assists with the analysis of training techniques and recommends usage of new training techniques; assists in securing or developing materials and instructional resources for training programs; prepares audio-visual aids, bulletin boards, handouts and displays; arranges lodging and meals for participants; schedules and reserves training facilities).
- Assists with the presentation of training programs (e.g.- delivers employee orientation sessions; presents portion of the training program using audio-visual equipment; distributes training program materials; prepares and reviews training program agendas).
- Performs administrative duties (e.g. - responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in business administration and one year of administrative experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a typewriter, copier, fax machine and telephone.
- Ability to operate audio visual equipment including a VCR, television, slide projector, film projector and overhead projector.

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 memos, training literature, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, proposals, monthly 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 and to follow instructions.
- Ability to use and interpret human resource development terminology and language.
- Ability to communicate effectively with supervisors, staff, employees, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0009

Sponsored by: County Executive FitzGerald/Department of Public Works	An Ordinance establishing the Cuyahoga Countywide Preventive Maintenance Program, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Cuyahoga County Charter Section 3.09, Subsection 8 provides that the powers of the County Council include the ability to adopt legislation “to cooperate or join by contract with any municipality, county, state or political subdivision or agency thereof, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for providing a common service, and to provide the terms upon which the County shall perform any of the services and functions of any other county or any municipality or other political subdivision;” and,

WHEREAS, pursuant to the Ohio Revised Code 302.21, the County may enter into an agreement with any municipal corporation to perform any function, or render any service, on behalf of the contracting subdivision or its legislative authority; and,

WHEREAS, through the Cuyahoga Countywide Preventive Maintenance Program, the County will perform certain preventive maintenance services relating to roadways, as outlined in the individual agreements with the participating municipalities; and,

WHEREAS, the services provided under the Cuyahoga Countywide Preventive Maintenance Program may include, but are not necessarily limited to, the following tasks: sidewalk repairs, curb ramp repairs, rebuilding catch basins/manholes, pavement striping, crack sealing and street sweeping; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County’s jurisdiction.

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

SECTION 1. There is hereby established the Cuyahoga Countywide Preventive Maintenance Program to provide preventive maintenance services relating to roadways with the participating municipalities. The Department of Public Works shall administer the program.

SECTION 2. The services provided under the Cuyahoga Countywide Preventive Maintenance Program may include, but are not necessarily limited to, the following tasks: sidewalk repairs, curb ramp repairs, rebuilding of catch basins/manholes, pavement striping, crack sealing and street sweeping.

SECTION 3. All contracts and agreements under the Cuyahoga Countywide Preventive Maintenance Program shall be reviewed and approved by the appropriate approval authority depending on the monetary threshold of each such contract or agreement in accordance with the Cuyahoga County Contracting and Purchasing Procedures Ordinance.

SECTION 4. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 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 _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0007

Sponsored by: County Executive FitzGerald/Department of Public Works	An Ordinance establishing the Cuyahoga Countywide Inspection Program, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Ohio Revised Code 5591.02 provides: “the board of county commissioners shall construct and keep in repair all necessary bridges in municipal corporations on all county roads and improved roads that are of general and public utility, running into or through the municipal corporations, and that are not on state highways;” and,

WHEREAS, Cuyahoga County Charter Section 3.09, Subsection 8 provides that the powers of the County Council include the ability to adopt legislation “to cooperate or join by contract with any municipality, county, state or political subdivision or agency thereof, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for providing a common service, and to provide the terms upon which the County shall perform any of the services and functions of any other county or any municipality or other political subdivision;” and,

WHEREAS, through the Cuyahoga Countywide Inspection Program, the County will perform certain inspection services relating to bridges, culverts and other structures as outlined in the agreement with participating municipalities; and,

WHEREAS, the services provided under the Cuyahoga Countywide Inspection Program shall include, but not necessarily be limited to, the following tasks: site visit; field inspection; review of existing plans and reports; inventory setup and control; development of preliminary sketches and details; recommendations for repairs and preventive maintenance; traffic control; and preparation of reports; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County’s jurisdiction.

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

SECTION 1. There is hereby established the Cuyahoga Countywide Inspection Program to provide inspection services relating to bridges, culverts, and other structures. The Department of Public Works shall administer the program.

First Reading/Referred to Committee: February 12, 2013
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: February 26, 2013

Journal _____
_____, 20__