



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 14, 2014
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) December 10, 2013 Regular Meeting (See Page 16)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - a) R2014-0001: A Resolution approving the appointment of Thomas Colaluca to serve on the Cuyahoga County Personnel Review Commission for an unexpired term ending 3/7/2015, and declaring the necessity that this Resolution become immediately effective. (See Page 41)

Sponsors: Councilmembers Connally and Conwell

10. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2014-0002: A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities. (See Page 52)

Sponsor: Councilmember Jones

- b) R2014-0003: A Resolution confirming the County Executive's appointment of Jason J. Therrien to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/1/2014 - 1/1/2017, and declaring the necessity that this Resolution become immediately effective. (See Page 55)

Sponsors: Councilmembers Connally and Conwell

- c) R2014-0004: A Resolution confirming the County Executive's reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2014 - 1/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 62)

Sponsors: Councilmembers Connally and Conwell

- d) R2014-0005: A Resolution approving a revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, effective 2/1/2014; and declaring the necessity that this Resolution become immediately effective. (See Page 69)

Sponsors: Councilmembers Simon, Gallagher and Miller on behalf of Cuyahoga County Court of Common Pleas

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

- a) O2014-0001: An Ordinance amending Sections 407.01 and 407.15 of the Cuyahoga County Code to add a definition for "Nominee" and to prohibit Nominees from making political contributions to nominating or appointing authorities and Public Officials from accepting same from their Nominees, and declaring the necessity that this Ordinance become immediately effective. (See Page 73)

Sponsor: Councilmember Greenspan

**12. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER
SUSPENSION OF RULES**

- a) R2014-0006: 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 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. R2013-0227; and declaring the necessity that this Resolution become immediately effective. (See Page 76)

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

- b) R2014-0007: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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 112)

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

**13. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO
COMMITTEE**

- a) R2013-0294: A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 128)

Sponsor: County Executive FitzGerald/Department of Development

- b) R2014-0008: A Resolution authorizing a payment in the amount of \$350,000.00 to L.A.N.D. Studio, Inc. for operational support of the Group Plan Commission; authorizing the County Executive to negotiate and execute any necessary contract or other documents for same; and declaring the necessity that this Resolution become immediately effective. (See Page 133)

Sponsor: County Executive FitzGerald/Department of Public Works

- c) R2014-0009: A Resolution authorizing a revenue generating Utility Agreement with City of Warrensville Heights for maintenance and repair of storm sewers, sanitary sewers and waterlines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 137)

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

- d) R2014-0010: A Resolution authorizing an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for the period 9/1/1998 - 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; 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 141)

Sponsors: County Executive FitzGerald/Department of Public Works on behalf of Department of Public Safety and Justice Services

- e) R2014-0011: A Resolution authorizing an agreement with Cuyahoga County District Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 146)

Sponsor: County Executive FitzGerald/Department of Human Resources

- f) R2014-0012: A Resolution authorizing an agreement with City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 149)

Sponsor: County Executive FitzGerald/Department of Human Resources

- g) R2014-0013: A Resolution authorizing an agreement with Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 152)

Sponsor: County Executive FitzGerald/Department of Human Resources

- h) R2014-0014: A Resolution providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 155)

Sponsors: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission

- i) R2014-0015: A Resolution approving the appropriation of funds for Year 2014 based on the Statement of Appropriation Status dated 12/31/2013, and declaring the necessity that this Resolution become immediately effective: (See Page 203)

- 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

- j) R2014-0016: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755 LLC for purchase and renovation of a facility located at 24755 Highpoint Drive, Beachwood; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 207)

Sponsor: County Executive FitzGerald/Department of Development

k) R2014-0017: A Resolution amending Resolution No. R2013-0073 dated 4/9/2013, which amended Resolution No. R2011-0293 dated 10/25/2011, which established a list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 - 6/30/2014, to add various providers; and declaring the necessity that this Resolution become immediately effective: (See Page 211)

- 1) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- 2) Ohio Guidestone
- 3) South University of Ohio, LLC dba South University

Sponsor: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3

l) R2014-0018: A Resolution authorizing amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 216)

- 1) No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00.
- 2) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$120,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development

m) R2014-0019: A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 224)

- 1) No. AG1100140-01 with Cuyahoga Community College District (Youth Technology Academy) in the amount not-to-exceed \$120,000.00.
- 2) No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00.
- 3) No. AG1100142-01 with Cuyahoga Community College District (Advanced Technology Academy) in the amount not-to-exceed \$75,000.00.
- 4) No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00.
- 5) No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00.
- 6) No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00.
- 7) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00.
- 8) No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development

- n) R2014-0020: A Resolution authorizing an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00, to authorize funding decreases and/or increases with various previously approved providers and to make awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015; 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 239)

- 1) Central Ohio Youth Center
- 2) Community Specialists Corporation dba The Academy
- 3) George Junior Republic in Pennsylvania
- 4) Muskegon River Youth Homers
- 5) Rite of Passage, Inc.
- 6) Summit School, Inc. dba The Academy

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

- o) R2014-0021: A Resolution authorizing an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; 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 260)

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

- p) R2014-0022: A Resolution making awards on RQ28083 to various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 273)

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85.
- 2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

- q) R2014-0023: A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start Programs for the period 2/1/2014 - 1/31/2017; 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 279)

- 1) Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$342,824.04.

- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$410,788.17.

Sponsors: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities

- r) R2014-0024: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development Programs for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 286)

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

- s) R2014-0025: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 294)

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

- t) R2014-0026: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest In Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 300)

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

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

- a) R2013-0289: A Resolution amending Resolution No. R2012-0025 dated 4/10/2012, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of Cleveland and Garfield Heights, by changing the total estimated project cost from \$4,125,000.00 to \$4,925,000.00 and by authorizing the County Executive to enter into an agreement of cooperation with the City of Cleveland; and declaring the necessity that this Resolution become immediately effective. (See Page 305)

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

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

- b) R2013-0290: A Resolution declaring that public convenience and welfare requires resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; total estimated project cost \$3,260,200.00; 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 308)

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

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

- c) R2013-0291: A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; directing the County Executive to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective: (See Page 311)

- 1) Parcel No(s): 1-WD & T
Permanent Parcel No(s): 374-02-0019, 374-02-005, 374-02-092 and 374-02-094
Owner(s): McDonald's Corporation, a Delaware Corporation
Approved Appraisal (Fair Market Value Estimate): \$21,175.00
- 2) Parcel No(s): 29-T
Permanent Parcel No(s): 374-04-015
Owner(s): L.F. & C.S. Rodecker
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 3) Parcel No(s): 30-WD & T
Permanent Parcel No(s): 374-08-045
Owner(s): M.J. & J.A. Kolk
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 4) Parcel No(s): 57-T
Permanent Parcel No(s): 374-05-012
Owner(s): R.J. & R.M. Scirpo
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 5) Parcel No(s): 146-WD & T
Permanent Parcel No(s): 457-11-005
Owner(s): B.K. & P.A. Stapleton
Approved Appraisal (Fair Market Value Estimate): \$470.00
- 6) Parcel No(s): 161-WD, T & T1
Permanent Parcel No(s): 457-29-007
Owner(s): C.A. Poole
Approved Appraisal (Fair Market Value Estimate): \$600.00
- 7) Parcel No(s): 162-WD & T
Permanent Parcel No(s): 457-30-041
Owner(s): P. LaFrance
Approved Appraisal (Fair Market Value Estimate): \$920.00
- 8) Parcel No(s): 185-T
Permanent Parcel No(s): 457-34-011
Owner(s): J.M. Cornelius, M.M. Calderone, D.F. Calderone, G.E. Calderone, C.C. Burnet & M.A. Barnes
Approved Appraisal (Fair Market Value Estimate): \$300.00

- 9) Parcel No(s): 187-T
Permanent Parcel No(s): 457-34-015
Owner(s): J. & C. Mancuso
Approved Appraisal (Fair Market Value Estimate): \$300.00

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

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

- d) R2013-0292: A Resolution making an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018; 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. (See Page 316)

Sponsor: County Executive FitzGerald/Department of Public Works on behalf of Fiscal Officer

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

- e) R2013-0293: A Resolution making an award on RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 – 12/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 318)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- f) R2013-0295: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$1,280,000.00 to SWP Acquisition LLC for purchase and renovation of a facility located at 3750 Park East Drive, Beachwood; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said

loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 320)

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- g) R2013-0296: A Resolution authorizing amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013 to extend the time period to 9/30/2014; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 323)

1) for additional funds:

- i) No. CE1300229-01 with Case Western Reserve University – Begun Center for Violence Prevention Research and in the amount not-to-exceed \$80,000.00.
- ii) No. CE1300231-01 with Community Assessment and Treatment Services, Inc. and in the amount not-to-exceed \$384,355.00.
- iii) No. CE1300232-01 with Community Reentry, Inc. and in the amount not-to-exceed \$285,647.00.

2) no additional funds required:

- i) No. CE1300230-01 with Center for Families and Children.

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

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

- h) R2013-0297: A Resolution authorizing amendments to various agreements with Cleveland Municipal School District for Universal Pre-Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents

consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 326)

- 1) No. AG1200340-01 with Marion-Sterling Elementary School in the amount not-to-exceed \$48,703.79.
- 2) No. AG1200341-01 with Tremont Montessori School in the amount not-to-exceed \$30,105.52.

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

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

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

- a) O2014-0002: An Ordinance amending Cuyahoga County Code Chapter 503: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 2/15/2014; and declaring the necessity that this Ordinance become immediately effective. (See Page 329)

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

16. MISCELLANEOUS COMMITTEE REPORTS

17. MISCELLANEOUS BUSINESS

18. PUBLIC COMMENT UNRELATED TO AGENDA

19. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- 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 371)

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

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

20. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING/
PUBLIC HEARING AT 4:45 P.M.:

TUESDAY, JANUARY 21, 2014
3:00 PM / COUNCIL CHAMBERS

SPECIAL MEETING:

TUESDAY, JANUARY 21, 2014
5:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING
(if needed):

THURSDAY, JANUARY 23, 2014
2:00 PM / COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING/
PUBLIC HEARING AT 4:45 P.M.:

TUESDAY, JANUARY 28, 2014
3:30 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JANUARY 28, 2014
5:00 PM / COUNCIL CHAMBERS

*In accordance with Section 108.01 of the Cuyahoga County Code, 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, DECEMBER 10, 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 5:10 p.m. Council President Connally announced that there were technical difficulties with the live stream and recording system at this time.

2. ROLL CALL

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

A motion was then made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous vote to excuse Mr. Rogers 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 memory of the life and legacy of Nelson Mandela.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comment related to the agenda was given.

6. APPROVAL OF MINUTES

- a) November 26, 2013 Committee of the Whole Meeting
- b) November 26, 2013 Regular Meeting
- c) December 3, 2013 Committee of the Whole Meeting

A motion was made by Mr. Schron, seconded by Mr. Germana and approved by majority vote to approve the minutes of the November 26, 2013 and December 3, 2013 Committee of the Whole meetings and the November 26, 2013 regular meeting. Mr. Greenspan abstained himself from the vote.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally made the following announcements:

- (a) Stated that Item No. 13.b) would be taken out of order and considered after Item No. 8.a) on the agenda; and**
- (b) Thanked Joanne Gross, Sr. Policy Advisor, for her service to Council and wished her well in her new position.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

- a) Contracts executed by County Executive (attachment)

County Executive FitzGerald had the following messages:

- (a) Recognized and thanked Councilmembers for their work ethic, review and leadership during the 2014/2015 budget process. He also thanked the Fiscal Office staff for their efforts as well as department Directors and County staff;**
- (b) Made the following remarks regarding the General Fund budget including that it provides for efficient delivery of core government services and presents a variety of initiatives such as \$3M for continued operation of the Regional Crime Lab, \$1M for Community Policing, support of \$15M in economic development activity through the Western Reserve Program, \$2M annually for implementation of the College Savings Account program, \$1M for continued upgrade and replacement of information technology and a \$824M capital plan that addresses key County infrastructure and technology needs over the next 5 years; and**
- (c) Made the following remarks regarding the Health and Human Services Levy Fund including using existing and \$27M in new revenue to preserve mandated and priority programs that protect children and the most vulnerable citizens,**

\$1M for the Universal Pre-Kindergarten program, \$250K for the Juvenile Fugitive Safe Surrender Program, \$500K for a re-entry program that will target jail inmates, \$250K for Early Childhood Mental Health services and \$46K to fund the Naloxone program.

Clerk Schmotzer announced that the technical difficulties with the live stream and recording system were resolved.

[Note: Item No. 13.b) was taken out of order and considered after Item No. 8.a) on the agenda.]

9. CONSIDERATION OF A RESOLUTION OF COUNCIL 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 No. R2013-0285.

- a) R2013-0285: A Resolution approving the Charter of County of Cuyahoga, Ohio, as amended through 11/5/2013; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0285 was considered and adopted by unanimous vote.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9C and waive reading the legislation by full title and permit a reading by brief title to constitute the second reading and to suspend Rule 9D and to place on final passage Resolution Nos. R2013-0260, R2013-0261, R2013-0262, R2013-0263, R2013-0264, R2013-0265, R2013-0266 and R2013-0267.

- a) R2013-0260: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Gates Mills Land Conservancy for the conservation of ecologically significant areas along the Chagrin River Watershed and North Chagrin Reservation, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Schron

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2013-0260 was considered and adopted by unanimous vote.

- b) R2013-0261: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the West Creek Conservancy for the conservation of ecologically significant areas along the Cuyahoga River, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Schron and Germana

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Germana with a second by Mr. Schron, Resolution No. R2013-0261 was considered and adopted by unanimous vote.

- c) R2013-0262: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas along the Chagrin River, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Schron

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2013-0262 was considered and adopted by unanimous vote.

- d) R2013-0263: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the West Creek Conservancy for the conservation of ecologically significant areas along the headwaters of Big Creek, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Germana

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2013-0263 was considered and adopted by unanimous vote.

- e) R2013-0264: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas along the Lower Big Creek, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Brady

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2013-0264 was considered and adopted by unanimous vote.

- f) R2013-0265: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the West Creek Conservancy for the conservation of ecologically significant areas along the Bradley Woods Reservation, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Greenspan and Germana

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2013-0265 was considered and adopted by unanimous vote.

- g) R2013-0266: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Cuyahoga Soil & Water Conservation District for the conservation of ecologically significant areas along the East Branch of Euclid Creek, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Simon, Rogers and Germana

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2013-0266 was considered and adopted by unanimous vote.

- h) R2013-0267: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the City of Euclid for the conservation of ecologically significant areas along the Green Creek and Euclid Creek Metropark Reservation, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally, Rogers and Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

Ms. Simon introduced a proposed substitute to Resolution No. R2013-0267 at the request of the County Planning Commission and City of Euclid. Discussion ensued. A motion was then made by Ms. Simon, seconded by Mr. Germana and approved by unanimous vote to accept the proposed substitute.

On a motion by Ms. Simon with a second by Mr. Germana, Resolution No. R2013-0267 was considered and adopted by unanimous vote, as substituted.

11. 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. R2013-0286, R2013-0287 and R2013-0288.

- a) R2013-0286: 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.

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

Mr. Miller introduced a proposed amendment to Resolution No. R2013-0286 at the request of the Office of Budget & Management to add Item O to Section 1 and to add Items J, K and L to Section 3 of the Resolution. Discussion ensued. A motion was then made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to accept the proposed amendment.

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2013-0286 was considered and adopted by unanimous vote, as amended.

- b) R2013-0287: A Resolution accepting the report containing findings and recommendations of Fact-finder Robert G. Stein regarding negotiations between the Cuyahoga County Sheriff and American Federation of State, County and Municipal Employees, Ohio Council 8 and Local 2927, for a collective bargaining agreement covering approximately 31 employees in 5 classifications in Inmate Services at the Sheriff's Department; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff and Department of Law

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0287 was considered and adopted by unanimous vote.

- c) R2013-0288: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 12/31/2013; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - 1) for a decrease in funds:
 - i) No. CE1100623-01 with Catholic Charities Corporation dba Parmadale in the amount of (\$110,000.00).
 - 2) for additional funds:
 - i) No. CE1100615-01 with Pathway Caring for Children in the amount of \$110,000.00.
 - ii) No. CE1100619-01 with BHC Belmont Pines Hospital Inc. in the amount of \$792,000.00.

- iii) No. CE1100628-01 with START – Support to At-Risk Teens in the amount of \$200,000.00.

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0288 was considered and adopted by unanimous vote.

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

- a) R2013-0289: A Resolution amending Resolution No. R2012-0025 dated 4/10/2012, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of Cleveland and Garfield Heights, by changing the total estimated project cost from \$4,125,000.00 to \$4,925,000.00 and by authorizing the County Executive to enter into an agreement of cooperation with the City of Cleveland; 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. R2013-0289 to the Public Works, Procurement & Contracting Committee.

- b) R2013-0290: A Resolution declaring that public convenience and welfare requires resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; total estimated project cost \$3,260,200.00; 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.

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

Council President Connally referred Resolution No. R2013-0290 to the Public Works, Procurement & Contracting Committee.

- c) R2013-0291: A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-4985 for

improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; directing the County Executive to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective:

- 1) Parcel No(s): 1-WD & T
Permanent Parcel No(s): 374-02-0019, 374-02-005, 374-02-092 and 374-02-094
Owner(s): McDonald's Corporation, a Delaware Corporation
Approved Appraisal (Fair Market Value Estimate): \$21,175.00
- 2) Parcel No(s): 29-T
Permanent Parcel No(s): 374-04-015
Owner(s): L.F. & C.S. Rodecker
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 3) Parcel No(s): 30-WD & T
Permanent Parcel No(s): 374-08-045
Owner(s): M.J. & J.A. Kolk
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 4) Parcel No(s): 57-T
Permanent Parcel No(s): 374-05-012
Owner(s): R.J. & R.M. Scirpo
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 5) Parcel No(s): 119-T
Permanent Parcel No(s): 457-38-096
Owner(s): J. Ordakowski
Approved Appraisal (Fair Market Value Estimate): \$360.00
- 6) Parcel No(s): 146-WD & T
Permanent Parcel No(s): 457-11-005
Owner(s): B.K. & P.A. Stapleton
Approved Appraisal (Fair Market Value Estimate): \$470.00
- 7) Parcel No(s): 161-WD, T & T1
Permanent Parcel No(s): 457-29-007
Owner(s): C.A. Poole
Approved Appraisal (Fair Market Value Estimate): \$600.00

- 8) Parcel No(s): 162-WD & T
Permanent Parcel No(s): 457-30-041
Owner(s): P. LaFrance
Approved Appraisal (Fair Market Value Estimate): \$920.00
- 9) Parcel No(s): 185-T
Permanent Parcel No(s): 457-34-011
Owner(s): J.M. Cornelius, M.M. Calderone, D.F. Calderone, G.E. Calderone, C.C. Burnet & M.A. Barnes
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 10) Parcel No(s): 187-T
Permanent Parcel No(s): 457-34-015
Owner(s): J. & C. Mancuso
Approved Appraisal (Fair Market Value Estimate): \$300.00

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

Council President Connally referred Resolution No. R2013-0291 to the Public Works, Procurement & Contracting Committee.

- d) R2013-0292: A Resolution making an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018; 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.

Sponsor: County Executive FitzGerald/Department of Public Works on behalf of Fiscal Officer

Council President Connally referred Resolution No. R2013-0292 to the Public Works, Procurement & Contracting Committee.

- e) R2013-0293: A Resolution making an award on RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 – 12/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

Council President Connally referred Resolution No. R2013-0293 to the Health, Human Resources & Equity Committee.

- f) R2013-0294: A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Resolution No. R2013-0294 was withdrawn from consideration at the request of the Department of Development and was not referred to Committee.

- g) R2013-0295: A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$1,280,000.00 to SWP Acquisition LLC for purchase and renovation of a facility located at 3750 Park East Drive, Beachwood; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Council President Connally referred Resolution No. R2013-0295 to the Economic Development & Planning Committee.

- h) R2013-0296: A Resolution authorizing amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013 to extend the time period to 9/30/2014; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) for additional funds:

- i) No. CE1300229-01 with Case Western Reserve University – Begun Center for Violence Prevention Research and in the amount of \$80,000.00.
 - ii) No. CE1300231-01 with Community Assessment and Treatment Services, Inc. and in the amount of \$384,355.00.
 - iii) No. CE1300232-01 with Community Reentry, Inc. and in the amount of \$285,647.00.
- 2) no additional funds required:
- i) No. CE1300230-01 with Center for Families and Children.

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

Council President Connally referred Resolution No. R2013-0296 to the Health, Human Services & Aging Committee.

- i) R2013-0297: A Resolution authorizing amendments to various agreements with Cleveland Municipal School District for Universal Pre-Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - 1) No. AG1200340-01 with Marion-Sterling Elementary School in the amount not-to-exceed \$48,703.79.
 - 2) No. AG1200341-01 with Tremont Montessori School in the amount not-to-exceed \$30,105.52.

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

Council President Connally referred Resolution No. R2013-0297 to the Education, Environment & Sustainability Committee.

- j) R2013-0298: A Resolution making awards on RQ28675 to various providers in the total amount not-to-exceed \$153,600,000.00 for placement services for the period 1/1/2014 - 12/31/2016; authorizing the County Executive to execute the master contract and all other documents

consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Alliance Human Services, Inc. in the amount of \$12,000,000.00.
- 2) Applewood Centers, Inc. in the amount of \$6,000,000.00.
- 3) Beech Brook in the amount of \$15,000,000.00.
- 4) Bellefaire Jewish Children's Bureau in the amount of \$12,000,000.00.
- 5) BHC Belmont Pines Hospital, Inc. in the amount of \$6,116,700.00.
- 6) Caring for Kids, Inc. in the amount of \$757,500.00.
- 7) Carrington Youth Academy, LLC in the amount of \$750,000.00.
- 8) Catholic Charities Corporation in the amount of \$13,266,360.00.
- 9) Christian Children's Home of Ohio, Inc. in the amount of \$900,000.00.
- 10) Continue Life in the amount of \$600,000.00.
- 11) Cornell Abraxas Group, Inc. in the amount of \$75,000.00.
- 12) Diversion Adolescent Foster Care of Ohio, Inc. in the amount of \$900,000.00.
- 13) Fox Run: The Center for Children and Adolescents in the amount of \$345,000.00.
- 14) Glen Mills Schools in the amount of \$96,000.00.
- 15) Guidestone nka Ohio Guidestone in the amount of \$16,500,000.00.
- 16) Hittle House, LLC in the amount of \$300,000.00.
- 17) House of New Hope in the amount of \$4,800,000.00.
- 18) In Focus of Cleveland, Inc. in the amount of \$2,100,000.00.
- 19) Keystone Richland Center, LLC dba Foundations for Living in the amount of \$240,000.00.

- 20) Lutheran Metropolitan Ministry dba START – Support to At-Risk Teens in the amount of \$6,000,000.00.
- 21) National Youth Advocate Program, Inc. in the amount of \$9,000,000.00.
- 22) New Directions, Inc. in the amount of \$75,000.00.
- 23) Northeast Ohio Associates in Psychiatric Medicine, Inc. (Sharon Lynn Residence) in the amount of \$300,000.00.
- 24) Options for Families and Youth in the amount of \$6,000,000.00.
- 25) Pathway Caring for Children in the amount of \$900,000.00.
- 26) Pressley Ridge in the amount of \$6,000,000.00.
- 27) Quality Care Residential Homes, Inc. in the amount of \$300,000.00.
- 28) Rite of Passage, Inc. in the amount of \$300,000.00.
- 29) Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount of \$10,455,000.00.
- 30) The Bair Foundation in the amount of \$6,373,440.00.
- 31) The Buckeye Ranch, Inc. in the amount of \$150,000.00.
- 32) The Cleveland Christian Home Incorporated in the amount of \$7,800,000.00.
- 33) The Twelve of Ohio, Inc. in the amount of \$2,400,000.00.
- 34) The Village Network in the amount of \$4,800,000.00.

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

Council President Connally referred Resolution No. R2013-0298 to the Health, Human Services & Aging Committee.

13. 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 9C and waive reading the legislation by full title and permit a reading by brief title to constitute the second reading for Resolution Nos. R2013-0272, R2013-0273, R2013-0274, R2013-0275, R2013-0276, R2013-0277, R2013-0278, R2013-0279 and R2013-0280 and to suspend Rule 9D and to place on final passage Resolution Nos. R2013-0229, R2013-0272, R2013-0273, R2013-0274, R2013-0275, R2013-0276, R2013-0277, R2013-0278, R2013-0279, R2013-0280, R2013-0281, R2013-0282, R2013-0283 and R2013-0284.

- a) R2013-0229: A Resolution adopting the 2014/2015 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective.

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

Committee Assignment and Chair: Committee of the Whole – Miller

Mr. Miller gave remarks regarding the biennial budget process and said that it was a collaborative effort among the administration and all members of Council. He thanked his colleagues, County Executive FitzGerald, Council staff, Fiscal Office staff and various Directors and staff for their help and cooperation. He also thanked the voters of Cuyahoga County for passing the Health and Human Services Levy. Mr. Miller then provided an overview of the essential funding for County services and initiatives contained in the biennial budget and reflected on the ideas brought forward by each Councilmember.

Mr. Greenspan gave a prepared statement and encouraged his colleagues to support a proposed amendment that would provide the option to appropriate the \$4M in 2014 and 2015 from the Dual Eligible MyCare Program Sales Tax contained in the General Fund to the Health and Human Services Levy Fund. He then introduced a proposed amendment to Section 2 of Resolution No. R2013-0229 as follows:

“SECTION 2. The increase to the 2014 and 2015 annual ~~subsidies~~ subsidy for The MetroHealth System (\$4,000,000) is expected to be funded from the Health and Human Services Levy Fund Reserves, the Public Assistance Funds and/or the sales tax proceeds from the Dual Eligible MyCare Program. The increase to the 2014 and 2015 annual subsidy to the ~~and the~~ Alcohol, Drug Addiction & Mental Health Services Board (\$5,000,000) ~~are~~ is expected to be funded from the Health and Human Services Levy Fund Reserves and/or Public Assistance Funds. Both subsidies ~~and~~ shall be reviewed on a biennial basis for sustainability based on future revenues and expenditures.”

Discussion ensued. A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to accept the proposed amendment.

Ms. Simon introduced a proposed affirmation of an amendment made to R2013-0229 by the Office of Budget & Management to restore Health and Human Services Levy dollars that were shifted to Title IV-E funds for the Youth and Family Community Partnership Program and for legal services related to Title IV-E eligible youth. On a motion by Ms. Simon with a second by Ms. Conwell, the amendment to Resolution No. R2013-0229 was considered and affirmed by unanimous vote.

Councilmembers then commented on various aspects of the budget.

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2013-0229 was considered and adopted by unanimous vote, as amended and affirmed.

[Note: Item No. 13.b) was taken out of order and considered after Item No. 8.a) on the agenda.]

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 No. R2013-0244.

- b) R2013-0244: A Resolution authorizing a Termination and Transfer Agreement with Merchandise Mart Properties, Inc., MMPI Cleveland Development LLC, and Cleveland MMCC LLC; authorizing other actions related to the agreement; 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.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Connally

Mr. Miller introduced a proposed amendment to Section 2 of Resolution No. R2013-0244 as follows:

“SECTION 2. The interim board of the Operating Company shall consist of three directors, one of which to be appointed by the County Council President, one of which to be appointed by the County Executive, and one of which to be appointed jointly by the Greater Cleveland Partnership and Positively Cleveland, and the initial bylaws of the Operating Company shall require the consent of both County-appointed board members on issues related to reformation of the board of the Operating Company. The Articles of

Incorporation of the Operating Company and any of its successors and assigns shall require its Board to operate in a manner that closely corresponds with the Cuyahoga County Code relating to open meetings and public records, except that these Articles may allow Board members to attend and participate by electronic means at a meeting properly noticed for a designated time and place.”

Discussion ensued. A motion was then made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to accept the proposed amendment.

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0244 was considered and adopted by unanimous vote, as amended.

- c) R2013-0272: A Resolution declaring that public convenience and welfare requires resurfacing of Barr Road from Edgerton Road to Highland Drive in the City of Brecksville; total estimated project cost \$84,850.00; 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.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0272 was considered and adopted by unanimous vote.

- d) R2013-0273: A Resolution declaring that public convenience and welfare requires resurfacing of Biddulph Road from Cleveland West Corporation Line to Pearl Road in the City of Cleveland; total estimated project cost \$750,000.00; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Brady and Jones

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

On a motion by Mr. Schron with a second by Mr. Jones, Resolution No. R2013-0273 was considered and adopted by unanimous vote.

- e) R2013-0274: A Resolution declaring that public convenience and welfare requires resurfacing of East 250th Street from Lakeland Boulevard to Lake Shore Boulevard in the City of Euclid; total estimated project cost \$2,000,000.00; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Simon and Jones

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

On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2013-0274 was considered and adopted by unanimous vote.

- f) R2013-0275: A Resolution declaring that public convenience and welfare requires resurfacing and some streetscape of Huron Road from Prospect Avenue to Euclid Avenue in the City of Cleveland; total estimated project cost \$450,000.00; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Conwell and Jones

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0275 was considered and adopted by unanimous vote.

- g) R2013-0276: A Resolution declaring that public convenience and welfare requires resurfacing of Munn Road from Rocky River Drive to Warren Road in the City of Cleveland; total estimated project cost \$550,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Miller and Jones

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

On a motion by Mr. Schron with a second by Mr. Jones, Resolution No. R2013-0276 was considered and adopted by unanimous vote.

- h) R2013-0277: A Resolution declaring that public convenience and welfare requires resurfacing of Noble Road from Euclid Avenue to 150 feet northwest of Rail Road Bridge in the City of East Cleveland; total estimated project cost \$200,000.00; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Rogers and Jones

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

On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2013-0277 was considered and adopted by unanimous vote.

- i) R2013-0278: A Resolution declaring that public convenience and welfare requires resurfacing of Snowville Road from Brecksville Road to Riverview Road in the City of Brecksville; total estimated project cost \$851,495.00; 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.

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

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

**On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2013-0278
was considered and adopted by unanimous vote.**

- j) R2013-0279: A Resolution declaring that public convenience and welfare requires resurfacing of West 73rd Street from Denison Avenue to Lorain Road in the City of Cleveland; total estimated project cost \$900,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Brady and Jones

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

**On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2013-0279
was considered and adopted by unanimous vote.**

- k) R2013-0280: A Resolution declaring that public convenience and welfare requires resurfacing of Woodhill Road from Quincy Avenue to Kinsman Road in the City of Cleveland; total estimated project cost \$2,800,000.00; 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Jones **and Conwell**

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

**On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2013-0280
was considered and adopted by unanimous vote.**

- l) R2013-0281: A Resolution making an award on RQ28451 to Perk Company, Inc. in the amount not-to-exceed \$3,614,496.62 for resurfacing Belvoir Boulevard from Fairmount Boulevard to Mayfield Road in the Cities of Shaker Heights, South Euclid and University Heights; 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 \$722,899.33 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2013-0281 was considered and adopted by unanimous vote.

- m) R2013-0282: A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) No. AG1100140-01 with Cuyahoga Community College District in the amount of \$225,000.00.
 - 2) No. AG1100141-01 with Mayfield City School District in the amount of \$357,000.00.
 - 3) No. AG1100142-01 with Cuyahoga Community College District in the amount of \$120,000.00.
 - 4) No. CE1100660-01 with Baldwin-Wallace College in the amount of \$95,000.00.
 - 5) No. CE1100662-01 with Esperanza, Incorporated in the amount of \$120,000.00.

- 6) No. CE1100663-01 with Linking Employment, Abilities & Potential in the amount of 175,000.00.
- 7) No. CE1100666-01 with Youth Opportunities Unlimited in the amount of \$430,000.00.
- 8) No. CE1100667-01 with Guidestone fka Berea Children's Home in the amount of \$460,000.00.
- 9) No. CE1100700-01 with Towards Employment, Incorporated in the amount of \$150,000.00.

Sponsors: County Executive FitzGerald/Department of Workforce Development **and Councilmember Conwell**

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0282 was considered and adopted by unanimous vote.

- n) R2013-0283: A Resolution authorizing amendments to various agreements with East Cleveland City School District for Universal Pre-Kindergarten services for the period 8/31/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. AG1200342-01 with Prospect Elementary School in the amount not-to-exceed \$16,367.60.
- 2) No. AG1200343-01 with Superior Elementary School in the amount not-to-exceed \$67,979.60.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmembers Conwell and Rogers

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Ms. Conwell with a second by Mr. Schron, Resolution No. R2013-0283 was considered and adopted by unanimous vote.

- o) R2013-0284: A Resolution authorizing amendments to various contracts with Guidestone for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) No. CE1200516-01 with Family Life Child Care Center of Berea in the amount not-to-exceed \$300,407.73.
 - 2) No. CE1200517-01 with Family Life Child Care Center of Brook Park in the amount not-to-exceed \$99,807.09.
 - 3) No. CE1200518-01 with Family Life Child Care Center of Lakewood in the amount not-to-exceed \$124,395.65.
 - 4) No. CE1200519-01 with Family Life Child Care Center of Maple Heights in the amount not-to-exceed \$185,793.28.
 - 5) No. CE1200520-01 with Family Life Child Care Center of Middleburg Heights in the amount not-to-exceed \$12,019.04.

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

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2013-0284 was considered and adopted by unanimous vote.

14. CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- a) R2013-0224: A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Taxable Economic Development Revenue Bonds, Series 2013B (Westin Cleveland Hotel Project) in an aggregate principal amount not-to-exceed \$6,000,000.00 for the purpose of providing moneys to pay costs of a “Project” within the meaning of Ohio Revised Code Chapter 165; authorizing the preparation and use of a preliminary official statement; authorizing the preparation, execution and use of an official statement; approving and authorizing the execution of a cooperative agreement, a bond purchase agreement, a bond registrar agreement and a continuing disclosure agreement; authorizing other actions related to

the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Bond Counsel: Benesh Friedlander Coplan & Aronoff, LLP

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0224 was considered and adopted by unanimous vote.

15. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)

- a) R2013-0268: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas along the Dunham Tavern Museum, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

- b) R2013-0269: A Resolution of support of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of LAND Studio, Inc. for the conservation of ecologically significant areas along the Irishtown Overlook, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Connally and Conwell

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

Clerk Schmotzer reported that Resolution Nos. R2013-0268 and R2013-0269 had been withdrawn from consideration at the request of the County Planning Commission.

16. MISCELLANEOUS COMMITTEE REPORTS

Mr. Greenspan report that the Council Operations & Intergovernmental Relations Committee will meet on Monday, January 13, 2014 at 9:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, January 13, 2014 at 1:00 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Wednesday, January 8, 2014 at 1:00 p.m.

Mr. Gallagher reported that the Public Safety and Justice Affairs Committee will meet on Tuesday, December 17, 2013 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, December 17, 2013 at 10:00 a.m.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, December 18, 2013 at 11:00 a.m.

17. MISCELLANEOUS BUSINESS

Ms. Simon reported that she will be attending the Cuyahoga County Airport Environmental Assessment open house on December 11, 2013 at 3:30 p.m.

Ms. Simon also thanked her colleagues and staff for their assistance with the Top Dog contest and said that the winners will be recognized at a Council meeting in January.

18. PUBLIC COMMENT UNRELATED TO AGENDA

There was no public comment unrelated to the agenda given.

19. ADJOURNMENT

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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0001

Sponsored by: Councilmembers Connally and Conwell	A Resolution approving the appointment of Thomas Colaluca to serve on the Cuyahoga County Personnel Review Commission for an unexpired term ending 3/7/2015, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council recommends that Thomas Colaluca serve on the Cuyahoga County Personnel Review Commission to fill a vacant position for an unexpired term ending 3/7/2015; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 Commission.

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

SECTION 1. That the Council of Cuyahoga County hereby approves the appointment of Thomas Colaluca to serve on the Cuyahoga County Personnel Review Commission to fill a vacant position for an unexpired term ending 3/7/2015.

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

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC013
January 14, 2014

THE COLALUCA LAW FIRM LLC

Thomas L. Colaluca
Admitted to practice in:
Ohio
Florida
District of Columbia



Of Counsel To
Thrasher, Dinsmore, & Dolan

December 11, 2013
Kahill Seren
Research and Policy Analyst
Cuyahoga County Council

RE: Commissioner, Personnel Review Commission

Dear Mr. Seren,

I'm submitting an application for Commissioner of the Personnel Review Commission. I have extensive experience in dealing with public and private sector entities in the areas of human resource management and experience with the operation of civil service systems that includes testing, development of classifications and compensation.

I'm an elector of Cuyahoga County, experienced in personal matters and administration, and support all equal opportunity considerations as mandated by federal and state laws and regulations.

A great part of my legal practice is devoted to labor and employment matters in the public and private sectors. In this capacity, I advise and work with human resource managers

in developing policy handbooks and administering rules and regulations that comply with federal and state laws and regulations.

I was counsel for the Cleveland Civil Service Employees Union. In that capacity, I appeared numerous times in front of hearing officers regarding civil service matters and interacted with the Civil Service Commission regarding matters involving the development of civil service rules, testing, classifications and compensation. Additionally, I was lead counsel for Cuyahoga County Juvenile Court, in a federal court case, that involved defending Juvenile Court's classification system and compensation policies that the federal court affirmed as equitable in all respects

For your consideration, I have enclosed my resume and would be willing to meet with you to discuss any questions that you may have.

Sincerely,

A handwritten signature in blue ink that reads "Thomas L. Colaluca". The signature is written in a cursive, flowing style.

Thomas L. Colaluca



**THOMAS L. COLALUCA
1400 WEST SIXTH STREET
SUITE 300
CLEVELAND, OHIO 44113**

LEGAL EXPERIENCE:

June 2010 to Present

The Colaluca Law Firm LLC

My practice focuses in the areas of labor, employment, business, health care, gaming, and environmental law and complex litigation with special emphasis on employment law and traditional labor representation involving union matters and collective bargaining in both the private and public sectors.

I represent startup companies, distributorships, receivers, established businesses and their principals throughout all stages of the business life cycle. I serve as general counsel to many closely held and family owned businesses and routinely counsel clients on a wide range of corporate and transactional matters including entity selection and formation, ownership agreements, family business succession planning, corporate governance, employment agreements, mergers and acquisitions, raising capital and intellectual property protection.

I have a wide range of experience that includes representing clients in the gaming, chemical, manufacturing, transportation, waste recycling and environmental industries and the health care field, as well as clients in the public sector and educational sectors and provide the following services:

- drafting employment contracts, employer sponsored alternate dispute resolution programs, confidentiality agreements, employee handbooks, independent contractor agreements, and regularly advises clients on non-compete, trade secret and non-solicitation issues.
- counseling employers in all phases of labor relations, including counseling clients during union organizing, negotiating and

administering collective bargaining agreements and representing management in arbitration and grievance proceedings.

- counseling clients on the increasing number of complex state and federal statutes that dramatically affect the workplace.
- representing employers before administrative agencies, and state and federal courts with respect to race, color, age, disability, sex, sexual harassment, national origin, ancestry and all other protected classifications.
- handling matters involving alleged violations of anti-discrimination statutes including, but not limited to, Title VII of the Civil Rights Act of 1964, state discrimination laws, the Americans with Disabilities Act, the Age Discrimination in Employment Act and the Family and Medical Leave Act.
- representing employers faced with common law employment claims such as defamation, breach of contract, promissory estoppel, intentional infliction of emotional distress and violation of state public policies.
- representing clients in actions alleging violations of non-compete agreements and fiduciary duties and in matters alleging unfair competition and trade secret violations.
- counseling employers during union organizing efforts and negotiates and administers collective bargaining agreements both in the private and public sectors
- representing employers in grievance and arbitration proceedings and in litigation matters alleging a breach of the collective bargaining agreement.

November 2009 to June 2010

Bonezzi, Switzer, Murphy, Polito & Hupp

Shareholder

My practice focused in the areas of labor, employment, business and environmental law and complex litigation with special emphasis on employment law and traditional labor representation involving union matters and collective bargaining in both the private and public sectors.

Represented startup companies, established businesses and their principals throughout all stages of the business life cycle. I serve as general counsel to many closely held and family owned businesses and routinely counsels clients on a wide range of corporate and transactional matters including entity selection and formation, ownership agreements, family business succession planning, corporate governance, employment agreements, mergers and acquisitions, raising capital and intellectual property protection.

January 2008 to November 2009

Roetzel & Andress LPA

Partner

Represented employers throughout Ohio and Florida in both state and federal courts. Practice focused in the areas of labor, employment, business and complex litigation with special emphasis on traditional labor matters in both the public and private sectors that involve union and employment matters and collective bargaining and representation before various administrative agencies such as the National Labor Relations Board. As a result of this representation, I have:

1. negotiated collective bargaining contracts in the private and public sectors;
2. conducted certification and decertification elections; arbitration; fact-finding; and grievance hearings;
3. appeared before the NLRB and the State Employee Representation Board ("SERB");
4. advised clients on substance abuse and testing; and union avoidance;
5. advised employers regarding discipline and discharge

6. represented employers in federal and state courts in matters arising from various state and federal employment laws such as discrimination; retaliation; wrongful discharge; and, whistleblower claims;
7. litigated and negotiated employment agreements; covenants not-to-compete; and trade secret provisions;
8. developed leases and interfaced with various regulatory agencies including but not limited to EPA;
9. negotiated RCRA and CERCLA clean ups;
10. developed plans to comply with wetland mitigation;
11. negotiated asset and stock purchase agreement.

**2003 - 2007 Johnson & Colaluca, L.L.C.
Member**

**1992 - 2003 Johnson & Angelo - Cleveland, Ohio
Thomas L. Colaluca - Miami, Fla.**

Specialized in business law and representation in the areas of municipal law, commercial law, environmental law, complex litigation and labor/employment that include representing management in collective bargaining, arbitrations, before the NLRB and other regulatory agencies and in employment lawsuits that include sexual harassment, discrimination and contract disputes.

My representation has also afforded me the ability to garner considerable trial experience both in the state and federal courts. I have defended private and public employers in discrimination, whistleblower and retaliation claims. For example, I was chief legal counsel in the following cases:

1. NOPEC v. SVA Communications, Inc.
An illegal termination dispute between a counsel of government (“COG”) entity and third party.
2. Garner, et al. v. Cuyahoga County Juvenile Court, et al.
A suit by 16 plaintiffs involving 16 individual and factually different discrimination claims that were dismissed by the District Court with its granting the 16 Motions for Summary Judgment filed by our client. Said dismissals were affirmed by the Sixth Circuit Court of Appeals.

3. Glending v. City of Cleveland
A suit by a fire fighter claiming, among other things, reverse discrimination and retaliation which was dismissed by the District Court on summary judgment.
4. Buddie v. Cuyahoga Community College
A suit by a contractor alleging that the school's MBE program was not based upon a predicate disparity study.

As part of my municipal representation practice, I have also provided counsel to public entities in developing industrial parks to maximize the local dwindling tax base with an emphasis on wetland mitigation and brownfield redevelopment that necessitated negotiations with the Army Corp of Engineers as well as the state and federal EPAs. I have managed various political campaigns, which range from fund raising to voter analysis that have enabled me to establish personal and working relationships not only with the elected officials but also with their various staff members, which in turn, has benefited my clients.

1991 - 1992 Peeples, Earl & Blank - Miami, Florida

Attorney in charge of supervising Firm's associates, paralegals and litigation support staff.

Managed the litigation support staff for the Firm's involvement in U.S. v. South Florida Water Management District, that dealt with the water pollution of the Florida Everglades.

Managed the Firm's computerized litigation support, referral and resource center which was comprised of over 10,000 legal documents, scientific publications, transcripts and news articles.

Directed the discovery in a complex litigation matter involving AIDS and blood transfusions.

Defended an environmental engineering firm in an action involving the design and construction of an injection well.

**1982 – 1991 Climaco, Climaco, Seminatore, Lewfkowitz & Garofoli Co.,
L.P.A., Cleveland, Ohio**

Partner in charge of recruiting, training and placement and Chairman of the Environmental and General Practice Sections. Recruited, supervised and trained associates in litigation. Supervised, developed and marketed Firm's Environmental and Litigation Practices.

Represented largest landfill and solid refuse hauler in Northeast Ohio in all aspects of its business which included labor relations, litigation, public bid contracts, environmental counseling, disposal financing, management, and state and federal regulatory compliance.

Experience in various areas of litigation including labor/employment, toxic tort, environmental nuisance, CERCLA, RCRA and products liability. Specialization in governmental contracts, personnel matters, litigation and labor/employment matters.

Represented private and public sector unions in collective bargaining, arbitrations, before the NLRB and other regulatory agencies.

**1978 - 1982 Climaco, Climaco, Seminatore, Lefkowitz
Garofoli Co., L.P.A, Cleveland, Ohio**

Experience in litigation, family law and public and private sector labor law.

Lecturer – Lake Erie College - Business law.

Cuyahoga Community College – American Government

EDUCATION:

1978 J.D., Cleveland-Marshall College of Law, Cleveland State University,
Graduated Cum Laude

1972 M.A., Government/Georgetown University,
University Fellowship

1969 B.A., Philosophy/St. Bonaventure University,
Graduated Cum Laude

PUBLICATIONS - SEMINARS

Thomas L. Colaluca, Gina A. Kuhlman and Jack P. DeSario - Future of
Affirmative Action: The Legal Imperative Nationally and the Ohio Experience –
Cleveland
State Law Review

Presenter- Employment Law & Workers' Compensation Legal Update 2008
Living With Unions

Presenter- SANEO
Withdrawal Liability In The Construction Industry

ADMITTED TO PRACTICE:

State of Ohio

State of Florida

District of Columbia

United States Supreme Court

United States Court, Northern District of Ohio

United States Court of Appeals - Sixth Circuit

United States Court of Appeals - Ninth Circuit

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0002

Sponsored by: Councilmember Jones	A Resolution determining to submit to the electors the question of levying an extension of the alcohol and cigarette excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities.
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WHEREAS, in 1990, Cuyahoga County’s citizens levied alcohol and cigarette excise taxes;

WHEREAS, in 1995, the County’s citizens extended the excise taxes through July 31, 2015;

WHEREAS, effective September 29, 2013, the Ohio legislature amended the Ohio Revised Code to authorize Cuyahoga County’s citizens to further extend the excise taxes for the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities; and

WHEREAS, it is necessary to adopt this Resolution to place the matter on the ballot for the voters’ approval in accordance with Ohio Revised Code Sections 307.696, 307.697, 4301.421 and 5743.024, as amended effective September 29, 2013.

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

SECTION 1. Pursuant to Ohio Revised Code Sections 307.696, 307.697, 4301.421 and 5743.024, which were amended effective September 29, 2013, there shall be submitted to the electors of Cuyahoga County at the Special Election on May 6, 2014, the following question in the format set forth herein:

**PROPOSED EXTENSION OF ALCOHOL AND CIGARETTE TAXES FOR
SPORTS FACILITIES**

A Majority Affirmative Vote Is Necessary For Passage.

For the purpose of paying the costs of constructing, renovating, improving, or repairing sports facilities and reimbursing a county for costs incurred by the county in the construction of sports facilities, shall excise taxes be levied by Cuyahoga County at the rate of three dollars on each gallon of spirituous liquor sold in the county, sixteen cents per gallon on the sale of beer at wholesale in the county, thirty-two cents per gallon on the sale of wine and mixed beverages at wholesale in the county, twenty-four cents per gallon on the sale of cider at wholesale in the county, and 2.25 mills per cigarette on the sale of cigarettes at wholesale in the county, for 20 years beginning August 1, 2015.

	Yes
	No

SECTION 2. The Clerk of Council is directed to deliver immediately to the Cuyahoga County Board of Elections a certified copy of this Resolution and also deliver immediately to the Tax Commissioner of the State of Ohio and to the Ohio Department of Liquor Control certified copies of this Resolution. Cuyahoga County requests that the Cuyahoga County Board of Elections prepare the ballots and make the necessary arrangements for the submission of the question of levying taxes, as a single question, to the electors of Cuyahoga County, and further requests that the Cuyahoga County Board of Elections give notice of the results of that election, as soon as the same have been determined, to the Tax Commissioner of the State of Ohio and to the Ohio Department of Liquor Control.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0003

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive's appointment of Jason J. Therrien to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 1/1/2014 - 1/1/2017, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in Ohio Revised Code Chapter 1724; and,

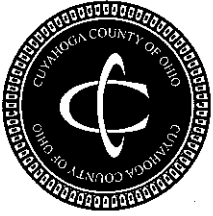
WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent for industrial revenue bond financing and economic development lending activity; and,

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and,

WHEREAS, the members of CCCIC Board of Trustees shall serve for three (3) year terms; 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 Jason J. Therrien (Private Sector Class) to be appointed to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees to fill a vacant position for a term commencing January 1, 2014 and expiring January 1, 2017; and,



EDWARD FITZGERALD
Cuyahoga County Executive

September 21, 2013

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

Re: Cuyahoga County Community Improvement Corporation Board of Trustees

Dear President Connally:

I have nominated the following individual to fill a vacant position on the Board of Trustees for the Cuyahoga County Community Improvement Corporation Board of Trustees:

- **Jason J. Therrien (Private Sector Class—expires 2014)**

I have attached some background information about Mr. Therrien as well as his application for this position. As you can see, Mr. Therrien is the President of Thunder Tech, a local company employing approximately forty residents. His background and skills are ideally suited to Board.

The CCCIC is established pursuant to Ohio Revised Code Section 1724 and the members come from both the public and private sectors. The "Private Sector Class" Trustees serve staggered three year terms. Mr. Therrien will be filling a vacancy as a Private Sector Class of Trustee. As required by the CCCIC's by laws, this nomination is being offered after consultation with the Greater Cleveland Partnership.

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

Agency News

thunder::tech expands with diverse new clients, projects

8/14/2013

New clients, new projects and new team members have punctuated a strong growth period this year for thunder::tech, a Cleveland-based integrated marketing agency.

Since the start of the year, thunder::tech has entered into new working relationships with high-profile organizations in a variety of industries, including public affairs, entertainment and international events. This has allowed thunder::tech to add seven new positions in 2013, bringing the organization to a total of 35 employees. New positions have been created on the agency's Account Services, Development and Communications teams. thunder::tech expects to maintain its current hiring pace for the remainder of 2013.

“Our growth plan is being executed,” said Jason Therrien, president of thunder::tech. “It says a lot about the people we’ve brought on, and the mid- and senior-level team members we’ve also added in the past two years. We’re a well-balanced and diversified organization, working with clients based domestically, but operating worldwide.”

Key new clients signed in 2013 include:

- 2014 Gay Games – The international sporting and cultural event, held every four years, will come to Cleveland and Akron in 2014. The Games are expected to draw more than 10,000 participants from 65 countries and deliver an economic impact of \$56 million to the region. thunder::tech is providing the following communications services: national media and blogger relations, social media guidance and Facebook app development. thunder::tech has also developed a promotional campaign highlighting the aspirations and achievements of the Games’ participants, volunteers and spectators.
- Cedar Point – thunder::tech has provided national and regional media relations support for the Sandusky-based amusement park and resort. Our work kicked off with Cedar Point Media Day, which featured the debut of the GateKeeper roller coaster, and continued with a June event that honored the 100th anniversary of football’s forward pass, featuring relatives of Notre Dame legends Knute Rockne and Gus Dorais.
- Cleveland Museum of Natural History – thunder::tech is undertaking a complete website redesign and backend development overhaul for the museum. The project has generated a unique blend of Web design, scientific content and big data integration to attract and educate visitors from near and far.
- Northeast Ohio Areawide Coordinating Agency (NOACA) – thunder::tech entered into a one-year partnership with the metropolitan planning organization that is responsible for transportation planning in Cuyahoga, Geauga, Lake, Lorain and Medina counties. thunder::tech is delivering a variety of communications services for NOACA, including message development, media relations and branding advisement.

thunder::tech started as a marketing agency in 1999 and has grown to combine the skills of an advertising agency, technology firm, developmental volleyball squad, public relations and communications agency, social media firm, Web shop and design studio all in one. We take an integrated approach to all of our marketing projects, requiring interaction and feedback from all departments to develop innovative and effective campaigns.

thunder::tech maintains an open working environment, void of cubicle walls, where silo-busting is highly encouraged and interdepartmental communication are key to producing results-driven multimedia, branding, advertising and public relations strategies and campaigns.

Our culture, our environment, our people and their skills drives us to be the creative and detail-oriented marketing agency that we are.

To get a better flavor for who thunder::tech is, follow us on [Facebook](#), [Twitter](#) or our [YouTube](#) channel, and check out our agency blog, [chatter](#).

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

From: <donotreply@cuyahogacounty.us>
To: <jboyle@cuyahogacounty.us>
Date: 10/18/2013 2:23 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 : Therrien

First Name : Jason

City : Lakewood

State : Ohio

Zip : 44017

Phone Number : 440.537.5023

Email Address : jason.therrien@thundertech.com

Please select the boards/commissions/councils you would like to be considered for. : Cuyahoga County Economic Development Commission -

Why are you interested in serving on this board/commission/council? : I am a business owner in the City of Cleveland and an active participant in our community sitting on several civic and non profit boards and want to continue to give back to the region by serving through County opportunities.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have been an entrepreneur for more than 14 years and grew up in a family with a mother and father that both ran businesses. As a result, I have a deep understanding of business, finance sales and marketing. I believe I am a person of integrity and humility, with an deeply engrained work ethic.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : As part of my job, I work with growth-oriented companies across the country and can bring an understanding of what makes organizations successful and help attract more development and jobs to our county. Also, as an entrepreneur that has built a small business of 40 employees, I understand first hand the demands and needs of growing businesses.

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: : About 50% of my company's business is locally based and 2 other businesses that I have equity stakes in. In the event of any of these relationships becoming a conflict, I've served on boards where I understand the rules to recuse myself when this arises.

Jason J. Therrien

President of thunder::tech

3635 Perkins Avenue, Studio 5 SW
Cleveland, Ohio 44114
216.391.2255
jason.therrien@thundertech.com

LinkedIn: www.linkedin.com/in/jasontherrien

Twitter: www.twitter.com/JasonTherrien

Jason Therrien is founder and president of thunder::tech. Therrien launched thunder::tech from his dorm room at John Carroll University in 1999. Today, that one-man shop has grown into a 40 person integrated marketing agency of choice for middle market companies and brands looking to grow and challenge their marketplace. thunder::tech services clients coast to coast and specializes in digital marketing, graphic design, interactive media, video, public relations, social media and advertising.

As president of thunder::tech, he oversees the firm's growth and impact by leading business development. His experience includes creating integrated marketing strategies for clients ranging from startups to Fortune 500 companies.

In addition to his involvement with thunder::tech, Therrien is a corporate board member and investor in several businesses that range from publishing to transportation.

Therrien was recognized as Inside Business Magazine's Top 100 Tech Leaders in 2010 and was also included in Crain's Cleveland Business 150 names to know in Northeast Ohio in 2010 and 2012. He was also chosen as one of Fresh Water Cleveland's [Founders](#).

Therrien is an active member in the Cleveland community and serves on the board of Youth Opportunities Unlimited (Y.O.U.), a nonprofit that works with inner city youth on education, entrepreneurship and employment. He is also a member of Positively Cleveland's Board of Directors and several professional industry organizations.

He frequently lectures on topics such as digital marketing, mobile marketing and social media for a variety of professional organizations, conferences and universities. Therrien also contributes articles and commentary to several blogs and business publications.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0004

Sponsored by: Councilmembers Connally and Conwell	A Resolution confirming the County Executive's reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2014 - 1/31/2018, and declaring the necessity that this Resolution become immediately effective.
--	--

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

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; 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, 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 Diane Fusco to be reappointed to serve on the Cuyahoga County Board of Developmental Disabilities for a term commencing February 1, 2014 and ending January 31, 2018; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution 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 RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the reappointment of Diane Fusco to serve on the Cuyahoga County Board of Developmental Disabilities for a term commencing February 1, 2014 and ending January 31, 2018.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

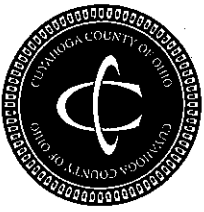
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



EDWARD FITZGERALD
Cuyahoga County Executive

January 6, 2014

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

Re: *Cuyahoga County Board of Developmental Disabilities*

Dear President Connally:

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominee to serve on the Cuyahoga County Board of Developmental Disabilities:

- Diane Fusco

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The members serve four-year terms and serve without compensation. This Board helps to establish policies to assist children and adults with mental retardation and other disabilities so they can live, learn, work and play in our community.

I have attached background information regarding Ms. Fusco as well as a mandatory Declaration Form. As you can read, she has served on this body since 2007 and is currently the secretary of the board. She is a member of the Ohio Association of County Boards of Developmental Disabilities, serving an eight county region. Her experience and knowledge will provide essential continuity to this Board.

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

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

From: <donotreply@cuyahogacounty.us>
To: <Jboyle@cuyahogacounty.us>
Date: 12/17/2013 12:20 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 : Fusco

First Name : Diane

City : Independence

State : Ohio

Zip : 44131

Phone Number : 216-849-7047

Email Address : dianeromanfusco@gmail.com

Please select the boards/commissions/councils you would like to be considered for. : Board of Developmental Disabilities -

Why are you interested in serving on this board/commission/council? : I have served on the board since 2007 and seek reappointment for my final term. During my tenure I have served as vice president and president of the board and presently as secretary. Currently, I also serve on the Ohio Association of County Boards of DD, representing the 8 counties that comprise the Northeast Ohio region; I serve as chair of the finance committee and treasurer. In the past few years we have had a lot of transition on the board, as veterans have transitioned off and new members have joined. As the longest tenured board member, I believe my continuity and continued contribution are valuable, particularly given my role with the state board, where I have an opportunity to both learn what is happening statewide, and share what Cuyahoga County is doing.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : 30 years of involvement with the Board -- my late husband held management positions there. I was very involved during that time, provided much pro-bono communications and other strategic advisory service. 30 years as a strategic communications professional, both as a business owner and in corporate management positions. Significant board and advisory committee experience: -- As mentioned above, Cuyahoga BDD and Ohio Association of County Boards -- Catholic Community Foundation. Currently serving on executive committee and chair of communications committee. -- Catholic Charities Corporation, former member and board president. -- Notre Dame College, former board and executive committee member. -- St. Joseph's Academy, former board and executive committee member. -- Public Relations Society of America, Greater Cleveland

Chapter, former president and board member. -- Levin College of Urban Affairs, former member and chair of advisory committee -- Citizens League of Greater Cleveland, former president and board member.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : 30 years as a senior strategic communications professional -- including crisis communications, media relations, strategic planning, government relations, public affairs. Former adjunct faculty at John Carroll University, taught ethics and the media in communications management master's degree program.

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: : None.

**Declaration of Applicant
Pursuant to ORC Section 5126.024**

I, Diane Roman Fusco am seeking appointment to the Cuyahoga County Board of Developmental Disabilities. Pursuant to applicable law, including but not limited to Ohio Revised Code Section 5126.024, I submit the following declarations:

1. I am a citizen of the United States.
2. I reside in Cuyahoga County.
3. I am interested and knowledgeable in the field of mental retardation and other allied fields.
4. I have reviewed Ohio Revised Code Section 5126.023 (copy attached) and assert that none of the circumstances described in this section exists that bar me from serving on the Cuyahoga County Board of Developmental Disabilities.
5. Neither I nor any immediate family member has an ownership interest in or is under contract with an agency contracting with the Cuyahoga County Board of Developmental Disabilities.
6. I do do not have an immediate family member eligible to receive services provided by the Cuyahoga County Board of Developmental Disabilities. (check one).

1-3-14
DATE

Diane Roman Fusco
SIGNATURE

Diane Roman Fusco
PRINTED NAME

5126.023 Persons who may not serve on a county board of developmental disabilities .

None of the following individuals may serve as a member of a county board of developmental disabilities:

(A) An elected public official, except for a township trustee, township fiscal officer, or individual excluded from the definition of public official or employee in division (B) of section 102.01 of the Revised Code;

(B) An immediate family member of a member of the same county board ;

(C) An employee of any county board;

(D) An immediate family member of an employee of the same county board;

(E) A former employee of a county board whose employment ceased less than four calendar years before the former employee would begin to serve as a member of the same county board;

(F) A former employee of a county board whose employment ceased less than two years before the former employee would begin to serve as a member of a different county board;

(G) Unless there is no conflict of interest, an individual who or whose immediate family member is a board member of an agency licensed or certified by the department of developmental disabilities to provide services to individuals with mental retardation or developmental disabilities or an individual who or whose immediate family member is an employee of such an agency;

(H) An individual with an immediate family member who serves as a county commissioner of a county served by the county board unless the individual was a member of the county board before October 31, 1980.

Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

Amended by 128th General Assembly ch.127, SB 79, §2, eff. 10/6/2009.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0005

Sponsored by: Councilmembers Simon, Gallagher and Miller on behalf of Cuyahoga County Court of Common Pleas	A Resolution approving a revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, effective 2/1/2014; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Criminal Justice Supervisory Committee has studied the issue of assigned counsel fees and recommends that assigned counsel fees for the Common Pleas Court General Division and Eighth District Court of Appeals be increased; and

WHEREAS, in accordance with Cuyahoga County Common Pleas Local Rule 33, Part II (B), assigned counsel shall receive compensation for professional services and shall be reimbursed for expenses in accordance with O.R.C. 2941.51. In all cases upon completion of the service, it shall be the duty of such assigned counsel to submit a completed affidavit and entry for assigned counsel fees. The trial Judge, after due consideration, shall determine the amount of compensation within the statutory limit in accordance with Assigned Counsel Fee Schedule, attached hereto as Exhibit A; 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 approves the revised Assigned Counsel Fee Schedule for the Cuyahoga County Court of Common Pleas General Division and Eighth District Court of Appeals, attached hereto as Exhibit A, effective for assignments commencing February 1, 2014 and thereafter.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the

IN THE COURT OF COMMON PLEAS
 CUYAHOGA COUNTY
 GENERAL DIVISION

IN RE:

NEW ASSIGNED COUNSEL
 FEE SCHEDULE

ORDER

It is hereby ordered that the Assigned Counsel Fee Schedule, Local Rule 33, Part II (B) be amended as follows:

EFFECTIVE FEBRUARY 1, 2014
ASSIGNED COUNSEL FEE SCHEDULE

<u>GENERAL DIVISION</u>	<u>CUYAHOGA MINIMUM FEES FOR COMPAN- ION CASES</u>	<u>CUYAHOGA MAXIMUM RATES</u>
Aggravated Murder with Specifications (Death Penalty)		
One Attorney	\$0	
Two Attorneys		\$60,000
Aggravated Murder without Specifications		
One Attorney	1,406	4,500
Two Attorneys		8,000
Murder	1,667	4,000
Rape w/victim under age 13		4,000
Felony with Possible Life Sentence/Repeat Violent- Offende/Major Drug Offender		3,500
First Degree Felonies	\$480	1,500
Second Degree Felonies	\$435	1,125
Third Degree Felonies	\$367	1,000
Fourth Degree Felonies	\$256	800
Fifth Degree Felonies	\$195	750
Sexual Predator Hearing	\$305	525
Misdemeanors (Degrees 1-4)		150
<u>General Division Hourly Rate</u>	In Court	\$60
	Out of Court	\$50

<u>Juvenile Division</u>	<u>CUYAHOGA MINIMUM COMPEN- SATION</u>	<u>CUYAHOGA MAXIMUM RATES</u>
(Delinquency Offense)		
Murder	\$1,250	\$2,750
All Manslaughter/Homicide	500	1,000
First Degree Felonies	320	750
Second Degree Felonies	290	580
Third Degree Felonies	220	440
Fourth Degree Felonies	160	330
Fifth Degree Felonies	40	250
Misdemeanors	0	250
Traffic Offenses	0	250
Guardian Ad Litem	0	500
Bindovers	0	350
Guardian Ad Litem-Custody Reviews	0	200
All other (non-delinquency)	0	250
Temporary Custody		400
Permanent Custody		800
Juvenile Proceedings		
<u>Juvenile Hourly Rates:</u>	In Court	\$50
	Out of Court	40

GENERAL DIVISION

Post Conviction Proceedings:

With Evidentiary Hearing
Without Evidentiary Hearing

Habeas Corpus, Parole, Probation, and All
Other Proceedings not elsewhere classified
Habeas Corpus with Evidentiary Hearing
Habeas Corpus without Evidentiary Hearing

CUYAHOGA

**MINIMUM
COMPEN-
SATION**

CUYAHOGA

**MAXIMUM
PROPOSED
RATES**

0
0
0
170
100
100

Appellate Division

Aggravated Murder - Death Sentence
Aggravated Murder with Specifications
Aggravated Murder without Specifications
Murder
Felonies Other than Below
Voluntary Manslaughter, Involuntary
Manslaughter & Negligent Homicide
Aggravated Vehicular Homicide & Vehicular
Misdemeanors Except those noted above
Other/Juvenile

\$1,050
1,050
1,050
700
0
350
350
0
0
\$15,000
4,500
4,500
2,250
1,125
1,250
1,250
875
875

Appellate Proceedings

Death Sentence Hourly Rate
Appellate level proceedings

In Court
Out of Court

\$45
95
60
50

Municipal Proceedings

Preliminary Felony Hearings
All Misdemeanors
All Felonies

0
150

Municipal Hourly Rates:

In Court
Out of Court

\$40
\$30
\$40
\$30

Date: December 2, 2013 - Effective for assignments commencing February 1, 2014

Nancy A. Fuerst, Presiding/Administrative Judge

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0001

Sponsored by: Councilmember Greenspan	An Ordinance amending Sections 407.01 and 407.15 of the Cuyahoga County Code to add a definition for “Nominee” and to prohibit Nominees from making political contributions to nominating or appointing authorities and Public Officials from accepting same from their Nominees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article III, Section 3.09(12) of the Charter empowers the County Council to establish by ordinance a code of ethics; and

WHEREAS, Article III, Section 3.09(12) clarifies that such a code of ethics shall guide and inform County officers and employees in the performance of their official duties in a manner that will represent high standards of professionalism and loyalty to the residents of the County and that will avoid conflicts of interest, self-dealing and other violations of the public; and

WHEREAS, Established in Title 4 of the Cuyahoga County Code is Council’s intention of separating the County’s employment and appointment decisions from political contributions; and

WHEREAS, the Cuyahoga County Agency of the Inspector General released a report of Investigation number 13-0576-C regarding a political contribution to the County Executive from an unconfirmed nominee to a board for which the Executive has appointing power, subject to Council confirmation, providing the conclusion that Section 407.15 of the County Code does not apply to individuals nominated to positions that require Council confirmation until they are confirmed by Council; and

WHEREAS, the County Council desires to clarify its intent to insulate the County’s appointment process from consideration of political contributions; 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 the County.

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

SECTION 1: Section 407.01 of the Cuyahoga County Code, which established definitions as used in Title 4 of the County Code, is hereby amended to add a new subsection 407.01(X) to read as follows and to appropriately renumber subsequent subsections:

Section 407.01 Definitions

- X. **“Nominee”** **Nominee means an individual appointed by an appointing authority to a position which requires confirmation by a confirming authority, pending withdrawal of the appointment by either the appointed individual or the appointing authority, or either the confirmation or rejection of the appointment by the confirming authority.**

SECTION 2: Section 407.15 of the Cuyahoga County Code, which prohibits Public Officials and Employees from making political contributions to their own elected County employer, appointing authority, and/or confirming authority and prohibits Public Officials from soliciting and/or accepting political contributions from individuals that they employ, appoint, or confirm, is hereby amended to read as follows (deletions ~~struck through~~ and additions **bolded and underlined**):

Section 407.15 Employee Contributions to an Elected Employer

- A. No Public Official, **Nominee**, or Employee shall make political contributions to or raise funds for their own elected County employer, **nominating authority**, appointing authority, and/or confirming authority. Exempted from this total prohibition are voluntary employee contributions to candidates for any other public office.
- B. No Public Official shall solicit and/or accept political contributions from individuals that they employ, **nominate**, appoint, or confirm.

SECTION 3: It is necessary that this Ordinance become immediately effective for the 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 the 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 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 _____
_____, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0006

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 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. R2013-0227; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies;

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;

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

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

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

SECTION 1. That the 2012/2013 Biennial Operating Budget for 2013 be amended to provide for the following additional appropriation increases and decreases, to be determined by the Office of Budget & Management (OBM), for the purpose of year-end reconciliation of accounts, provided that the maximum amount of any one item shall not exceed \$200,000.00, unless the additional appropriation increase is offset by a

corresponding decrease of the same amount, except that any one item identified to fund pending service charge(s) shall not exceed \$700,000.00.

Fund Nos./Budget Accounts

Journal Nos.

ITEMS SUBMITTED THROUGH DECEMBER 10, 2013

Resolutions: Additional Appropriations

A.	01A001 – General Fund SU513754 – CRIS Subsidy Other Expenses	\$	1.00	BA1301595
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The increased appropriation is to provide sufficient funds in the subsidy account for a pending operating transfer (JT1305168). Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

B1.	20A811 – Juvenile Court – Detention & Probation Svcs. JC107516 – Juvenile Court Probation Services Other Expenses	\$	(78,000.00)	BA1307159
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B2.	20A823 – JC – HHS – Youth & Family Community Partnership JC108092 – Youth & Family Community Partnership Personal Services	\$	78,000.00	BA1307160
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The requested appropriation increase and commensurate decrease in Juvenile Court Health and Human Service levy accounts would provide sufficient appropriation for year-end payroll expenses in the Youth & Family Community Partnership detention alternative program.

ITEMS SUBMITTED THROUGH DECEMBER 17, 2013

C.	20A600 – Cuyahoga Support Enforcement Agency SE496018 – Fatherhood Initiative Personal Services Other Expenses	\$	(10,035.00) (526,840.56)	BA1307161
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Fatherhood Initiative has requested to reduce appropriation in the old index code because all activity is now being recorded in the new index code. The funding source is the Health and Human Services Levy Fund.

D.	24A601 – Senior and Adult Services SA138305 – Community Social Services Programs Other Expenses	\$	(125,558.64)	BA1301613
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Request to decrease appropriation within the Division of Senior and Adult Services. Appropriation should be decreased because corresponding contracts have been decertified and funding is no longer available. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

E.	20N306 – Soil & Water Conservation		BA1301603
	SW500058 – Soil & Water Conservation 80		
	Personal Services	\$	48,800.00

An appropriation increase would cover remaining year payroll expenses. There are sufficient funds for this appropriation request. The District is funded through local charges for pollution prevention services, watershed planning and service fees, State grants for watershed planning, private grants, a County General Fund subsidy, and a State match of all local funds.

F.	20A822 – Custody Mediation		BA1307238
	JA108118 – Custody Mediation		
	Other Expenses	\$	193,854.00

Provide additional appropriations in Justice Services Custody Mediation account to reflect the changes in the model for space maintenance costs. Funding is from contracts with Juvenile and Domestic Relations Courts and a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

G1.	01A001 – General Fund		BA1307242
	SH350470 – Jail Operations-Sheriff		
	Other Expenses	\$	4,122,452.00

G2.	01A001 – General Fund		
	PC400051 – Probate Court		
	Other Expenses	\$	109,100.00

G3.	01A001 – General Fund		
	LA000794 – County Law Department		
	Other Expenses	\$	88,717.00

G4	01A001 – General Fund		
	PR191056 – Prosecutor-General Office		
	Other Expenses	\$	122,550.00

G5.	01A001 – General Fund		
	JA100354 – Justice Affairs-CECOMS		
	Other Expenses	\$	17,515.00

G6	01A001 – General Fund		
	DR391052 – Domestic Relations Court		
	Other Expenses	\$	51,668.00

Provide additional appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding decrease (BA1307243) from other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

H1.	01A001 – General Fund		BA1307243
	JC372052 – Juvenile Court-Judges		
	Other Expenses	\$	(472,176.00)

H2.	01A001 – General Fund JC370056 – Juvenile Court-Detention Home Other Expenses	\$	(1,569,930.00)
H3.	01A001 – General Fund CT577601 – Archives Other Expenses	\$	(515,647.00)
H4.	01A001 – General Fund CO380121 – Common Pleas-Judicial/General Other Expenses	\$	(1,470,327.00)
H5.	01A001 – General Fund BE474064 – Election Administration Other Expenses	\$	(450,000.00)
H6.	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	(15,084.00)
H7.	01A001 – General Fund DV014100 – Economic Development Other Expenses	\$	(18,838.00)

Reduce appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding increase (BA1307242) to other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

ITEMS SUBMITTED THROUGH DECEMBER 21, 2013
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I.	29A390 –Health and Human Services Levy 2.9 SU514646 –Alcohol Drug Addiction Mental Health 2.9 Other Expenses	\$	1.00	BA1307141
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Request to increase appropriation for the Health and Human Services Levy 2.9 to fully appropriate the Alcohol Drug Addiction Mental Health 2.9 through December 31, 2013 covering fourth quarter subsidy payment. The funding source is the Health and Human Services Levy Fund.

J1.	01A001 – General Fund CA360057 – Court of Appeals Other Expenses	\$	32,428.00	BA1307293
J2.	01A001 – General Fund DR391052 – Domestic Relations- Child Support Other Expenses	\$	99,730.00	

Provide additional appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding decrease (BA1307294) from other General Fund account. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

K.	01A001 – General Fund JC372052 – Juvenile Court-Judges Other Expenses	\$ (132,158.00)	BA1307294
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Reduce appropriations to reflect the changes in the model for space maintenance costs. There is a corresponding increase (BA1307293) to other General Fund accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

L.	20A658 – Fiscal Certificate of Title Administration FS109694 – Fiscal Operations – Title Bureau Other Expenses	\$ 160,000.00	BA1307233
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The Title Bureau had one-time expenses during 2013 to improve security and prepare for multiple branch moves to remain competitive for titling motor vehicles. As a result of the moves, two leases were certified for 2014 using 2013 appropriation and require additional appropriation. Funding comes from fees for the titling of motor vehicles and boats. There are sufficient funds for this request.

M1.	01A001 – General Fund JC375055 – Juvenile Court – Child Support Other Expenses	\$ (115,000.00)	BA1307256
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M2.	20A811 – Juvenile Court Detention & Probation Services JC107516 – Juvenile Court – Probation Services Other Expenses	\$ 115,000.00	BA1307257
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The Juvenile Court HHS Levy budget has a deficit for space maintenance expenses. The Juvenile Court General Fund budget has a surplus due to a \$3 million credit for space maintenance General Fund overcharges from 2012, the first year of space maintenance expenses in the new Juvenile Justice Center. These two budget adjustments would increase the HHS Levy appropriation for controlled services in an amount equal to the decrease in the General Fund appropriation for controlled services to cover the space maintenance expenses.

N.	24A641 – PA Homeless Services HS158097 – PA Homeless Services Other Expenses	\$ 9,300.00	BA1307146
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Request to increase appropriation for the Office of Homeless Services to cover data services and other controlled services charges thru year end. The primary funding source is the Health and Human Services Levy Fund.

ITEMS SUBMITTED THROUGH DECEMBER 31, 2013
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O1.	20A658 - Fiscal Certificate of Title Administration FS109694 – Fiscal Operations – Title Bureau Other Expenses Capital Outlay	\$ (22,528.38) \$ (225,000.00)	BA1307303
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O2.	20A301 – Real Estate Assessment		
	FS109702 – Fiscal Operations – Tax Assessments		
	Personal Services	\$	(930,000.00)
	Capital Outlay	\$	(3,179.02)
O3.	20A322 – Delinquent Real Estate Tax Assessment		
	FS109710 – Treasury - Delinquent Real Estate Tax Assessment		
	Personal Services	\$	(8,498.24)
	Other Expenses	\$	(312,990.68)
	Capital Outlay	\$	(2,784.00)
O4.	20AA03 – County Land Reutilization		
	FS109744 – Fiscal – County Land Reutilization		
	Other Expenses	\$	(752,443.75)

Reductions in unneeded year end appropriations. Funding for Title Administration comes from fees for the titling of motor vehicles and boats. Funding for the Real Estate Assessment is generated from a fee supplies to moneys collected on any tax duplicate other than estate taxes. Funding for the Treasury Delinquent Real Estate Tax Assessment fund comes from a fee on delinquent taxes and assessments per ORC section 321.261. The County Land Reutilization Fund receives funding from penalties and interest on collected delinquent real estate taxes and assessment per ORC section 321.263.

P1.	20A325 – Fiscal – Tax Prepay Special Interest		BA1307304
	FS109728 – Fiscal – Tax Prepay Special Interest		
	Personal Services	\$	(36,986.11)
	Other Expenses	\$	(145,912.13)
	Capital Outlay	\$	(338.00)
P2.	20A340 – Tax Certificate Administration		
	FS109736 – Tax Certificate Administration		
	Personal Services	\$	(26,083.95)
	Other Expenses	\$	(229,388.97)
	Capital Outlay	\$	(230.00)
P3.	20A819 – Geographic Information System		
	IT470591 – Geographic Information System		
	Personal Services	\$	(6,800.00)
	Other Expenses	\$	(89,500.00)
	Capital Outlay	\$	(8,000.00)

Reductions in appropriation are requested to remove unneeded 2013 appropriations. Funding for the Tax Prepay Special Interest fund comes from interested earned on tax prepayments per ORC Chapter 321.45. Funding for the Tax Certificate Administration fund is from fees for the administration of tax certificates per ORC Chapter 5721.31. Funding for the Geographic Information System comes from a subsidy primarily funded by the Real Estate Assessment fund which receives funding from fees on delinquent taxes and assessments.

Q1.	62A603 – County Garage CT575001 – Buildings and Grounds – Maintenance Garage		BA1307098
	Personal Services	\$ (31,000.00)	
	Other Expenses	\$ (251,500.00)	
	Capital Outlay	\$ (3,500.00)	
Q2.	64A601 – Supplies FS109751 – Fiscal – County Supplies		BA1307099
	Other Expenses	\$ (12,090.00)	
Q3.	64A606 – Fast Copier CT577551 – Fast Copy		
	Personal Services	\$ (46,000.00)	
	Other Expenses	\$ (154,000.00)	
	Capital Outlay	\$ (35,000.00)	
Q4.	65A604 – Postage CT577353 – County Mailroom		BA1307100
	Personal Services	\$ (71,500.00)	
	Other Expenses	\$ (164,000.00)	
	Capital Outlay	\$ (800.00)	
Q5.	52A100 – County Airport DV520031 – County Airport		BA1307101
	Personal Services	\$ (12,231.10)	
	Other Expenses	\$ (222,552.94)	
Q6.	61A607 – Centralized Custodial Services CT571000 – Buildings and Grounds - Administration		BA1307096
	Personal Services	\$ (29,000.00)	
	Other Expenses	\$ (2,000.00)	
Q7.	61A607 – Centralized Custodial Services CT577379 – Buildings and Grounds – Custodial Services		
	Personal Services	\$ (103,000.00)	
	Other Expenses	\$ (57,500.00)	
Q8.	61A607 – Centralized Custodial Services CT577395 – Buildings and Grounds – Trades Services		
	Other Expenses	\$ (61,726.00)	
	Capital Outlays	\$ (5,500.00)	
Q9.	61A607 – Centralized Custodial Services CT577411 – Buildings and Grounds – Other Services		
	Other Expenses	\$ (233,500.00)	
Q10.	61A607 – Centralized Custodial Services CT571034 – Buildings and Grounds – Special Trades		
	Personal Services	\$ (115,000.00)	

Decreases are requested to remove excess appropriation. The sources of funding for the Garage, Supplies, Fast Copier, Postage, and Centralized Custodial funds are charges to user agencies for services. The Airport receives revenues from rentals and various airport fees.

R.	20A812 – Common Pleas Special Project I		BA1307297
	SH456483 – Sheriff’s Dept. Special Project I		
	Personal Services	\$	1,900.00

Increase appropriations in the Sheriff’s Department Special Project I account for wages (other earnings per requirement of the bargaining agreement) that are exceeding the original budget. The Common Pleas Court has approved the additional appropriations level and sufficient cash exists in the sub-fund for the request. Funding is from court fees covering the period January 1, 2013 through December 31, 2013.

S.	20A695 – Clerk of Courts Computerization		BA1307298
	CL576124 – Clerk of Courts Computerization		
	Other Expenses	\$	156,675.00

Increase appropriations in the Clerk of Courts Computerization Fund for requisition CO-13-28569 for the Disaster Recovery Project. The Common Pleas Court has approved the additional appropriations level and sufficient cash exists in the sub-fund for the request. Funding is from court fees covering the period January 1, 2013 through December 31, 2013.

T1.	01A001 – General Fund		BA1307314
	DR391052- Domestic Relations Court		
	Other Expenses	\$	29,115.00

T2.	01A001 – General Fund		
	DR495515 – Domestic Relations- Child Support		
	Other Expenses	\$	14,154.00

Provide additional appropriations to reflect the changes in the model for space maintenance costs and additional data processing charges. There is a corresponding decrease (BA1307316) from another General Fund account. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

U1.	01A001 – General Fund		BA1307316
	JC372052 – Juvenile Court-Judges		
	Other Expenses	\$	(43,269.00)

U2.	01A001 – General Fund		
	JC375055 – Juvenile Court-Child Support		
	Other Expenses	\$	(104,370.00)

Reduce appropriations to reflect the changes in the model for space maintenance costs. There are corresponding increases (BA1307314 & BA1307317) to other General Fund and/or General Fund Subsidy accounts. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

V.	20A192 – TASC		BA1307317
	CO456533 – TASC		
	Personal Services	\$	1,800.00
	Other Expenses	\$	102,570.00

Increase appropriations in the Common Pleas Treatment Alternatives to Street Crime (TASC) account for space maintenance costs. There is a corresponding decrease (BA1307316) from another General Fund account. Funding is from a subsidy from the General Fund covering the period January 1, 2013 through December 31, 2013.

W1.	20A811 – JC Detention & Probation Services		BA1307330
	JC107532 – JC Legal Services		
	Personal Services	\$	(11,500.00)
	Other Expenses	\$	(88,000.00)

W2.	20A811 – JC Detention & Probation Services		
	JC107516 – JC Probation Services		
	Personal Services	\$	(46,000.00)
	Other Expenses	\$	(24,700.00)
	Capital Outlay	\$	(8,300.00)

W3.	20A811 – JC Detention & Probation Services		
	JC107524 – JC Detention Services		
	Personal Services	\$	(8,500.00)
	Other Expenses	\$	(8,500.00)

W4.	20A823 – JC Youth & Family Community Partnership		
	JC108092 - Youth & Family Community Partnership		
	Personal Services	\$	(51,000.00)
	Other Expenses	\$	(61,200.00)

Reductions in appropriation are requested to remove unneeded 2013 appropriations for the Juvenile Court. Funding comes from the Health and Human Services levy fund.

X.	20A600 – Cuyahoga Support Enforcement Agency		BA1307308
	SE496000 – Child Support Enforcement Agency		
	Personal Services	\$	(1,497,000.00)
	Other Expenses	\$	(1,357,000.00)

The Division of Jobs and Family Services Office of Child Support has requested to decrease excess appropriation. CSEA is funded by reimbursement through Title IV-D of the Social Security Act at the rate of 66%, the State Child Support allocation, fees for services (2% of collections), and the County's Health and Human Services Levy Fund.

Y1.	24A601 – Senior and Adult Services		BA1307309
	SA138321 – Administrative Services-SAS		
	Personal Services	\$	(64,600.00)
	Other Expenses	\$	(387,000.00)

Y2.	24A601 – Senior and Adult Services SA138354 – Management Services		
	Personal Services	\$	(144,900.00)
Y3.	24A601 – Senior and Adult Services SA138420 – Home Support		
	Personal Services	\$	(20,400.00)
	Other Expenses	\$	(81,000.00)
Y4.	24A601 – Senior and Adult Services SA138479 – Protective Services		
	Personal Services	\$	(281,400.00)
Y5.	24A601 – Senior and Adult Services SA138602 – Home Based Services		
	Personal Services	\$	(203,400.00)
Y6.	24A601 – Senior and Adult Services SA138610 – Care Management Support		
	Personal Services	\$	(95,900.00)

The Department of Senior and Adult Services has requested to decrease excess appropriation. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

Z1.	24A510 – Work & Training Admin WT137109 – Admin Services-General Manager			BA1307310
	Personal Services	\$	(77,500.00)	
	Other Expenses	\$	(532,000.00)	
	Capital Outlay	\$	(115,800.00)	
Z2.	24A510 – Work & Training Admin WT137141 – Client Support Services			
	Personal Services	\$	(55,100.00)	
	Other Expenses	\$	(417,200.00)	
Z3.	24A510 – Work & Training Admin WT137315 – Work First Services			
	Personal Services	\$	(83,700.00)	
	Other Expenses	\$	(51,800.00)	
Z4.	24A510 – Work & Training Admin WT137414 – Southgate NFSC			
	Personal Services	\$	(1,400.00)	
	Other Expenses	\$	(33,400.00)	
Z5.	24A510 – Work & Training Admin WT137430 – Ohio City NFSC			BA1307311
	Personal Services	\$	(63,100.00)	
	Other Expenses	\$	(81,000.00)	

Z6.	24A510 – Work & Training Admin WT137455 – Quincy Place NFSC		
	Personal Services	\$	(65,932.00)
	Other Expenses	\$	(311,000.00)
Z7.	24A510 – Work & Training Admin WT137463 – VEB Building NFSC		
	Personal Services	\$	(80,800.00)
	Other Expenses	\$	(141,000.00)
Z8.	24A510 – Work & Training Admin WT137539 – West Shore NFSC		
	Personal Services	\$	(38,600.00)
	Other Expenses	\$	(176,000.00)
Z9.	24A510 – Work & Training Admin WT137943 – Information Services		
	Personal Services	\$	(20,800.00)
	Other Expenses	\$	(291,000.00)

The Department of Jobs and Family Services has requested to decrease excess appropriation. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

AA.	24A430 – Executive Office of HHS HS157289 – Executive Office of H&HS		BA1307319
	Personal Services	\$	(16,000.00)
	Other Expenses	\$	(330,000.00)

The Department of Jobs and Family Services Executive Office of Health and Human Services has requested to decrease excess appropriation. The funding source is primarily the Human Services Levy Fund.

AB.	28W036 – Workforce Development Operations W1140905 – WIA Executive and Financial Operations		BA1307320
	Personal Services	\$	(48,000.00)
	Other Expenses	\$	(1,076,000.00)

The Department of Workforce Development has requested to decrease excess appropriation. The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

AC.	24A435 - DCFS - Cuy Tapestry System of Care CF135004 – Cuyahoga Tapestry System of Care (CTSOC)		BA1307149
	Personal Services	\$	(8,999.00)
	Other Expenses	\$	(188,899.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AD1.	24A301 - Children & Family Services CF135442- Caregiver Parent Recruitment		BA1307150
	Personal Services	\$	(5,195.00)
	Other Expenses	\$	(132,458.00)
AD2.	24A301 - Children & Family Services CF135467-CFS Administration		
	Personal Services	\$	(236,670.00)
	Other Expenses	\$	(1,314,497.00)
	Capital Outlays	\$	(42,090.00)
AD3.	24A301 - Children & Family Services CF135483-Training		
	Personal Services	\$	(47,736.00)
	Other Expenses	\$	(63,411.00)
AD4.	24A301 - Children & Family Services CF135491-Information Services		
	Personal Services	\$	(160,457.00)
	Other Expenses	\$	(495,003.00)
	Capital Outlays	\$	(4,348.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AE1.	24A301 - Children & Family Services CF135509-Direct Services		BA1307151
	Personal Services	\$	(810,661.00)
	Other Expenses	\$	(139,322.00)
AE2.	24A301 - Children & Family Services CF135525-Supportive Services		
	Personal Services	\$	(121,928.00)
	Other Expenses	\$	(882,340.00)
AE3.	24A301 - Children & Family Services CF135541-Visitation Center		
	Personal Services	\$	(20,356.00)
	Other Expenses	\$	(38,584.00)
AE4.	24A301 - Children & Family Services CF135608-Contracted Placements		
	Personal Services	\$	(24,604.00)
	Other Expenses	\$	(1,485.00)
AE5.	24A301 - Children & Family Services CF135616-CFS Foster Homes		
	Personal Services	\$	(88,049.00)
	Other Expenses	\$	(29,620.00)

Appropriation decreases are requested to reduce excess appropriations in various index codes in the salaries lines in Children and Family Services. The funding source is primarily the Health and Human Services levies.

AF1.	24A301 - Children & Family Services CF135582-Permanent Custody Adoption	BA1307152
	Personal Services	\$ (31,120.00)
	Other Expenses	\$ (21,700.00)
AF2.	24A640 - FCFC Public Assistance FC451492 – Family and Children First Council PA	
	Personal Services	\$ (15,099.00)
	Other Expenses	\$ (2,919.00)
AF3.	24A635 - EC- Invest In Children PA EC451484 – Early Childhood Admin Services	
	Personal Services	\$ (38,220.00)
	Other Expenses	\$ (120,420.00)
AF4.	20A807 - EC- Invest In Children EC451401 – Welcome Home	
	Other Expenses	\$ (2,450.00)
AF5.	20A807 - EC- Invest In Children EC451419 – Early Intervention	
	Other Expenses	\$ (1,929.00)
AF6.	24A641 - PA-Homeless Services HS158097 – PA-Homeless Services	
	Personal Services	\$ (3,115.00)
	Other Expenses	\$ (22,615.00)
AF7.	20A303 - Children Services Fund CF134015-Client Supportive Services	
	Other Expenses	\$ (154,500.00)
AF8.	20A303 - Children Services Fund CF134023 - Adoption Services	
	Other Expenses	\$ (966,890.00)
AF9.	20A303 - Children Services Fund CF134031- CFS Foster Care	
	Other Expenses	\$ (679,240.00)
AF10.	20A303 - Children Services Fund CF134049- Purchased Congregate & Foster Care	
	Other Expenses	\$ (20,969,650.00)

Appropriation decreases are requested to reduce excess appropriations in several departments' index codes within Health and Human Services budget lines. The funding source is primarily the Health and Human Services levies.

AG.	28W036 – Workforce Development Operations	BA1307343
	WI140905 – WIA Executive and Financial Operations	
	Personal Services	\$ 6,340.00

The Department of Workforce Development has requested to increase appropriation for benefits through year end. The source of funding for Workforce Development is the Federal Department of Labor through The Workforce Investment Act.

SECTION 2. That the 2012/2013 Biennial Operating Budget for 2013 be amended to provide for the following appropriation transfers, to be determined by OBM, for the purpose of year-end reconciliation of budget accounts and line items, provided that transfer items adhere to the currently established financial policies for processing transfers:

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>
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ITEMS SUBMITTED THROUGH DECEMBER 11, 2012
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Resolutions: **Appropriation Transfers**

A. FROM:	68A100 – Hospitalization Self-Insurance Fund	BA1302206
	CC499202 – Human Resources Benefits Office	
	Other Expenses	\$ 12,000.00
TO:	68A100 – Hospitalization Self-Insurance Fund	
	CC499202 – Human Resources Benefits Office	
	Personal Services	\$ 12,000.00

An appropriation transfer is requested from contracts to fringe benefits at the Benefits Office to cover fringe benefit expenses through the end of the year. Funding for the benefits office comes from employee and employer payroll contributions.

B. FROM:	01A001 – General Fund	BA1307207
	FS109678 – Office of Procurement and Diversity	
	Personal Services	\$ 15,000.00
	01A001 – General Fund	
	FS109637 – Financial Reporting	
	Other Expenses	\$ 55,000.00
	01A001 – General Fund	
	FS109686 - Fiscal Operations – Property Valuation	
	Other Expenses	\$ 50,000.00
	01A001 – General Fund	
	FS109652 – Fiscal Operations – Contractual Services	
	Other Expenses	\$ 57,000.00

TO: 01A001 – General Fund
 FS109686 - Fiscal Operations – Property Valuation
 Personal Services \$ 15,000.00

01A001 – General Fund
 FS109652 – Fiscal Operations – Contractual Services
 Personal Services \$ 50,000.00
 Capital Outlay \$ 2,000.00

01A001 – General Fund
 FS109660 – Treasury Management
 Other Expenses \$ 110,000.00

The requested appropriation transfers within the Fiscal Office budget would cover year end expenses. Funding comes from the General Fund.

C. FROM: 01A001 – General Fund **BA1307130**
 IT601096 – Engineering Services
 Other Expenses \$ 130,000.00

01A001 – General Fund
 IT601104 – Mainframe Operation Services
 Other Expenses \$ 105,000.00

01A001 – General Fund
 IT601138 – Wide Area Network WAN Services
 Personal Services \$ 157,800.00

01A001 – General Fund
 IT601047 – Web and Multi-Media Development
 Capital Outlay \$ 3,000.00

TO: 01A001 – General Fund
 IT601021 – Information Technology Administration
 Personal Services \$ 390,000.00
 Capital Outlay \$ 3,000.00

01A001 – General Fund
 IT601161 – Communication Services
 Personal Services \$ 2,800.00

The appropriation transfers among the Department of Information Technology’s divisions would eliminate projected deficits. Funding comes from the General Fund.

D. FROM: 01A001 – General Fund **BA1307154**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 554,900.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Capital Outlay \$ 2,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 359,000.00
 Capital Outlay \$ 1,000.00

TO: 01A001 – General Fund
 JC372052 – Juvenile Court – Judges
 Personal Services \$ 105,000.00
 Other Expenses \$ 173,000.00

01A001 – General Fund
 JC372060 – Juvenile Court – Legal
 Personal Services \$ 15,000.00
 Other Expenses \$ 385,600.00
 Capital Outlay \$ 9,000.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Personal Services \$ 170,000.00
 Other Expenses \$ 22,300.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Other Expenses \$ 37,000.00

The requested transfers among Juvenile Court General Fund budget lines would alleviate projected year-end deficits. Funding comes from the General Fund.

E. FROM: 20A811 – Juv. Court Detention and Probation Services **BA1307155**
 JC107516 – Juvenile Court – Probation Services
 Other Expenses \$ 136,000.00

TO: 20A811 – Juv. Court Detention and Probation Services
 JC107516 – Juvenile Court – Probation Services
 Personal Services \$ 47,000.00

20A811 – Juv. Court Detention and Probation Services
 JC107524 – Juvenile Court – Detention Services
 Personal Services \$ 89,000.00

The requested transfers among Juvenile Court Health and Human Services levy appropriations would alleviate projected year-end deficits. Funding comes from the Health and Human Services Levy Fund.

F. FROM: 20A301 – Real Estate Assessment **BA1307162**
 BR420067 – Board of Revision
 Other Expenses \$ 87,000.00

TO: 20A301 – Real Estate Assessment
 BR420067 – Board of Revision
 Personal Services \$ 87,000.00

The Board of Revision hired temporary employees to assist to organize its files and process appeals, which caused a payroll deficit. This adjustment would cover the deficit with surplus other operating appropriation. Real Estate Assessment funds derive from a fee applied to money collected on any tax duplicate other than estate taxes.

G. FROM:	01A001 – General Fund	BA1307037
	CT577601 – County Archives	
	Other Expenses	\$ 140,616.30
	01A001 – General Fund	
	FS109645 – Fiscal Operations – Records/License/Outreach	
	Other Expenses	\$ 524,268.25
	01A001 – General Fund	
	IA018002 – Internal Audit Department	
	Other Expenses	\$ 25,407.34
	26A601 – General Gas and License Fees	
	CE835025 – County Engineer Administration	
	Other Expenses	\$ 136,427.01
TO:	01A001 – General Fund	
	AE210005 – Soldiers’ and Sailors’ Monument	
	Other Expenses	\$ 66,051.49
	01A001 – General Fund	
	CN017004 – County Council	
	Other Expenses	\$ 74,564.81
	01A001 – General Fund	
	FS109611 – Fiscal Administration	
	Other Expenses	\$ 185,621.61
	01A001 – General Fund	
	FS109629 – Office of Budget and Management	
	Other Expenses	\$ 19,831.73
	01A001 – General Fund	
	EX016006 – County Executive	
	Other Expenses	\$ 113,673.44
	01A001 – General Fund	
	HR018010 – Human Resources	
	Other Expenses	\$ 152,092.18
	01A001 – General Fund	
	IT601021 – Information Technology Administration	
	Other Expenses	\$ 53,049.29
	01A001 – General Fund	
	IG030411 – Inspector General	
	Other Expenses	\$ 25,407.34

26A601 – General Gas and License Fees
 CE835249 – County Engineer - Maintenance Engineer
 Other Expenses \$ 136,427.01

Appropriation transfers are requested to cover year end space maintenance and data processing charges. The Road and Bridge Fund’s revenues are from license fees and motor vehicle fuel taxes.

ITEMS SUBMITTED THROUGH DECEMBER 17, 2013

H. FROM: 20A606 – Fatherhood Initiative **BA1307125**
 SE507152 –Fatherhood Initiative
 Other Expenses \$ 4,200.00

TO: 20A606 – Fatherhood Initiative
 SE507152 – Fatherhood Initiative
 Personal Services \$ 4,200.00

Fatherhood Initiative has requested appropriation transfers to realign appropriations to cover projected salary and fringe charges for the remainder of the year. The funding source is the Health and Human Services Levy Fund.

I. FROM: 21A762 – Port Security Grant **BA1301606**
 JA767657 –Port Security Grant 8/1/08-7/31/2011
 Other Expenses \$ 2,512.07

TO: 21A762 – Port Security Grant
 JA767657 – Port Security Grant 8/1/08-7/31/2011
 Personal Services \$ 2,512.07

The appropriation transfer is in preparation of grant closure. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2008 through July 31, 2011.

J. FROM: 21A526 – JAIBG Block Grant **BA1301607**
 JA752956 –JAIBG Block Grant 2011
 Other Expenses \$ 1,194.05

TO: 21A526 – JAIBG Block Grant
 JA752956 – JAIBG Block Grant 2011
 Personal Services \$ 1,194.05

The appropriation transfer is in preparation of grant closure. Funding is from the Ohio Department of Youth Services covering the period January 1, 2011 through December 31, 2013.

K. FROM: 01A001 – General Fund **BA1301609**
 DV014100 –Economic Development
 Other Expenses \$ 84,000.00

TO: 01A001 – General Fund
 DV014100 – Economic Development
 Personal Services \$ 84,000.00

The appropriation transfer in Economic Development is to provide sufficient funding for payroll related expenses by year end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

L. FROM: 21A579 – VAWA Administration Grant **BA1301610**
 JA753467 –FY2011 VAWA Admin Fund CY2012
 Other Expenses \$ 4,672.59

TO: 21A579 – VAWA Administration Grant
 JA753467 – FY2011 VAWA Admin Fund CY2012
 Personal Services \$ 4,672.59

The appropriation transfer is in preparation of grant closure in the Violence Against Women Act Administration Grant. Funding is from the Ohio Criminal Justice Services Agency covering the period January 1, 2012 through June 30, 2013.

M. FROM: 01A001 – General Fund **BA1307218**
 DR391052 –Domestic Relations Court
 Other Expenses \$ 500.00

TO: 01A001 – General Fund
 DR391052 – Domestic Relations Court
 Capital Outlays \$ 500.00

The appropriation transfer in Domestic Relations Court is to provide sufficient funding for computer purchases by years end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

N. FROM: 01A001 – General Fund **BA1307219**
 DR391052 –Domestic Relations Court
 Personal Services \$ 59,500.00
 Other Expenses \$ 10,000.00

TO: 01A001 – General Fund
 DR495515 – Domestic Relations Child Support
 Personal Services \$ 69,500.00

The appropriation transfer in Domestic Relations Court is to provide sufficient funding for year-end payroll related expenses in the Child Support Division. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

O. FROM: 20A820 – Delinquent Real Estate Tax Assessment-
 Prosecutor **BA1307222**
 PR495572 –Delinquent Real Estate Tax Assessment-Prosecutor
 Personal Services \$ 120,000.00

TO: 20A820 – Delinquent Real Estate Tax Assessment-Prosecutor
 PR495572 – Delinquent Real Estate Tax Assessment-Prosecutor
 Other Expenses \$ 120,000.00

The appropriation transfer in the Prosecutor’s Delinquent Real Estate Tax Assessment account is to provide sufficient funding for year-end title work payments and other expenses. Funding is from delinquent real estate tax assessments covering the period January 1, 2013 through December 31, 2013.

P. FROM: 20A322 – Delinquent Real Estate Tax Assessment **BA1301604**
 FS109710 – Treasury – Delinquent Tax Assessment Collection
 Other Expenses \$ 55,000.00

TO: 20A322 – Delinquent Real Estate Tax Assessment
 FS109710 – Treasury – Delinquent Tax Assessment Collection
 Personal Services \$ 55,000.00

A transfer in appropriation would cover a salary deficit. Funding comes from fees on delinquent taxes and assessment per O.R.C. section 321.261.

Q1. FROM: 24A601 – Senior and Adult Services **BA1301596**
 SA138479 –Protective Services
 Personal Services \$ 60,728.21

TO: 24A601 – Senior and Adult Services
 SA138503 – Information and Outreach
 Personal Services \$ 60,728.21

Q2. FROM: 24A601 – Senior and Adult Services **BA1301602**
 SA138602 –Home Based Services
 Personal Services \$ 27,275.00

TO: 24A601 – Senior and Adult Services
 SA138701 – Options Program
 Personal Services \$ 27,275.00

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary and fringe charges for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

R. FROM: 01A001 – General Fund **BA1307244**
 CO380196 – Common Pleas-Arbitration
 Capital Outlays \$ 1,000.00

FROM: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Capital Outlays \$ 3,000.00

FROM: 01A001 – General Fund
 CO380410 – Common Pleas-Probation
 Capital Outlays \$ 5,000.00

TO: 01A001 – General Fund
 CO380121 – Common Pleas-Judicial/General
 Capital Outlays \$ 9,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

S. FROM: 01A001 – General Fund **BA1307246**
 CO380220 – Common Pleas-Center Scheduling
 Other Expenses \$ 80,000.00

TO: 01A001 – General Fund
 CO380121 – Common Pleas-Judicial/General
 Other Expenses \$ 80,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

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T. FROM: 24A601 – Senior and Adult Services **BA1307253**
 SA138479 –Protective Services
 Capital Outlay \$ 1,000.00

24A601 – Senior and Adult Services
 SA138503 –Information and Outreach
 Capital Outlay \$ 346.00

24A601 – Senior and Adult Services
 SA138602 –Home Based Services
 Capital Outlay \$ 2,000.00

24A601 – Senior and Adult Services
 SA138701 –Options Program
 Capital Outlay \$ 1,500.00

24A601 – Senior and Adult Services
 SA138354 –Management Services
 Capital Outlay \$ 2,000.00

TO: 24A601 – Senior and Adult Services
 SA138321 – Administrative Services
 Capital Outlay \$ 6,846.00

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary/fringe charges and capital outlay for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

Requesting to amend Resolution R2013-0286 on the floor of the regular Council meeting by submitting the following additional fiscal items to be added to the resolution:

U. FROM:	24A510 – Work & Training Admin WT137463 – VEB Building NSFC Other Expenses	\$ 910,000.00	BA1307290
TO:	24A510 – Work & Training Admin WT137315 – Work First Services Other Expenses	\$ 910,000.00	

Request to realign appropriation within the Department of Job and Family Services to cover projected contractual expenses for the remainder of the year. HHS Job and Family Services is funded by Federal, State, and HHS Levy Fund resources.

V. FROM:	01A001 – General Fund DR391052 – Domestic Relations Other Expenses	\$ 5,370.00	BA1307251
FROM:	01A001 – General Fund DR495515 – Domestic Relation Child Support Other Expenses	\$ 863.00	
TO:	01A001 – General Fund DR391052 – Domestic Relations Personal Services	\$ 533.00	
TO:	01A001 – General Fund DR495515 – Domestic Relation Child Support Personal Services	\$ 5,700.00	

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

W. FROM:	20A264 – County Law Library Resource Board (CLLRB) LL440008 – County Law Library Resource Board (CLLRB) Other Expenses	\$ 945.00	BA1307267
TO:	20A264 – County Law Library Resource Board (CLLRB) LL440008 – County Law Library Resource Board (CLLRB) Personal Services	\$ 945.00	

The appropriation transfer is necessary for year-end expenses within the County Law Library Resource Board. Funding is from court fines covering the period January 1, 2013 through December 31, 2013.

X. FROM:	01A001 – General Fund PC400051 – Probate Court Other Expenses	\$ 26,510.00	BA1307269
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TO: 01A001 – General Fund
 PC400051 – Probate Court
 Personal Services \$ 26,510.00

The appropriation transfer is necessary for year-end expenses within Probate Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013

Y. FROM: 01A001 – General Fund **BA1307275**
 SH350272 – Law Enforcement-Sheriff
 Personal Services \$ 1,702,444.00

TO: 01A001 – General Fund
 SH350470 – Jail Operations-Sheriff
 Personal Services \$ 1,342,644.00

TO: 01A001 – General Fund
 SH350272 – Law Enforcement-Sheriff
 Other Expenses \$ 217,000.00

TO: 01A001 – General Fund
 SH350579 – Sheriff Operations
 Personal Services \$ 142,800.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

Z. FROM: 61A608 – Central Security Services-Sheriff **BA1307278**
 SH352005 – Building Security Services-OPBA-Officers
 Personal Services \$ 162,345.00

TO: 61A608 – Central Security Services-Sheriff
 SH352005 – Building Security Services-OPBA-Officers
 Other Expense \$ 142,345.00
 Capital Outlays \$ 20,000.00

The appropriation transfer is necessary for year-end expenses within the Sheriff's Protective Services Division. Funding is from the charges to user agencies covering the period January 1, 2013 through December 31, 2013

AA.FROM: 01A001 – General Fund **BA1307280**
 JA302224 – Public Safety Grans Administration
 Personal Services \$ 70,000.00

TO: 01A001 – General Fund
 JA050088 – Justice Affairs Administration
 Personal Services \$ 70,000.00

The appropriation transfer is necessary for year-end expenses within the Department of Public Safety and Justice Services to provide funding for the reinstatement of employee. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AB.FROM:	01A001 – General Fund	BA1307284
	JA050088 – Justice Affairs Administration	
	Other Expenses	\$ 1,000.00

TO:	01A001 – General Fund	
	JA050088 – Justice Affairs Administration	
	Capital Outlays	\$ 1,000.00

The appropriation transfer is necessary for the purchase of a computer for the director by year-end. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AC.FROM:	20A390 – Emergency Management	BA1307285
	JA100123 – Justice Affairs-Emergency Management	
	Personal Services	\$ 954.00

TO:	21A390 – Emergency Management	
	JA100123 – Justice Affairs-Emergency Management	
	Capital Outlays	\$ 954.00

The appropriation transfer is necessary for the purchase of a computer for the operations manager by year-end. Funding is from a General Fund subsidy and grants covering the period January 1, 2013 through December 31, 2013.

AD.FROM:	01A001 – General Fund	BA1307286
	PR191056 – Prosecutor-General Office	
	Personal Services	\$ 174,000.00

TO:	01A001 – General Fund	
	PR191056 – Prosecutor-General Office	
	Other Expenses	\$ 144,000.00
	Capital Outlays	\$ 30,000.00

The appropriation transfer is necessary for the year end expenses in the Prosecutor's Office. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AE.FROM:	01A001 – General Fund	BA1307292
	DR391052 – Domestic Relations	
	Other Expenses	\$ 57,965.00

TO:	01A001 – General Fund	
	DR391052 – Domestic Relations	
	Personal Services	\$ 105.00

TO:	01A001 – General Fund	
	DR495515 – Domestic Relation Child Support	
	Other Expenses	\$ 57,860.00

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AF.FROM:	68A100 – Hospitalization Self-Insurance Fund	BA1307262
	CC499202 – Human Resources Benefits Office	
	Other Expenses	\$ 1,000.00
TO:	68A100 – Hospitalization Self-Insurance Fund	
	CC499202 – Human Resources Benefits Office	
	Other Expenses	\$ 1,000.00

An appropriation transfer is requested from contracts to fringe benefits at the Benefits Office to cover fringe benefit expenses through the end of the year. Funding for the benefits office comes from employee and employer payroll contributions.

AG.FROM:	54A100 – Sanitary Engineer	BA1307074
	ST540252 – Sanitary Engineer Administration	
	Capital Outlays	\$ 300,000.00
TO:	54A100 – Sanitary Engineer	
	ST540252 – Sanitary Engineer Administration	
	Other Expenses	\$ 300,000.00

A transfer is requested to cover space maintenance expenses. Revenues are generated from sewer district assessments.

AH.FROM:	26A651 – \$7.50 Road and Bridge Registration Tax	BA1307075
	CE417477 – \$7.50 License Tax Fund Capital Improvements	
	Capital Outlays	\$ 20,000.00
TO:	26A651 – \$7.50 Road and Bridge Registration Tax	
	CE417477 – \$7.50 License Tax Fund Capital Improvements	
	Other Expenses	\$ 20,000.00

A transfer is requested to cover remaining year debt service payments for the Schaaf Road project. Funding comes from motor vehicle license and fuel taxes.

AI. FROM:	26A601 – General Gas and License Fees	BA1307083
	CE835249 – County Engineer Maintenance Engineer	
	Personal Services	\$ 800,000.00
TO:	26A601 – General Gas and License Fees	
	CE835025 – County Engineer Administration	
	Personal Services	\$ 800,000.00

A transfer is requested to cover remaining year payroll expenses. Funding comes from motor vehicle license and fuel taxes.

AJ. FROM:	01A001 – General Fund	BA1307081
	CN017004 – County Council	
	Other Expenses	\$ 7,000.00
TO:	01A001 – General Fund	
	CN017004 – County Council	
	Personal Services	\$ 7,000.00

A transfer is requested to cover remaining year expenses.

AK.FROM:	61A607 – Centralized Custodial Services	BA1307081
	CT577411 – Buildings and Grounds – Other Services	
	Other Expenses	\$ 166,000.00
TO:	61A607 – Centralized Custodial Services	
	CT571000 – Buildings and Grounds – Administration	
	Other Expenses	\$ 166,000.00

A transfer is requested to cover remaining space maintenance expenses. Funding for the Centralized Custodial Fund comes from charges to user agencies for space maintenance.

AL1.FROM:	61A607 – Centralized Custodial Services	BA1307082
	CT577395 – Buildings and Grounds – Trades Services	
	Other Expenses	\$ 150,000.00
TO:	61A607 – Centralized Custodial Services	
	CT577411 – Buildings and Grounds – Other Services	
	Other Expenses	\$ 150,000.00

AL2.FROM:	61A607 – Centralized Custodial Services	
	CT577379 – Buildings and Grounds – Custodial Services	
	Personal Services	\$ 266,141.00
TO:	61A607 – Centralized Custodial Services	
	CT577395 – Buildings and Grounds – Trades Services	
	Personal Services	\$ 266,141.00

A transfer is requested to cover remaining year payroll and utilities expenses. Funding comes from charges to user agencies for space maintenance.

AM.FROM:	01A001 – General Fund	BA1307252
	FS109611 – Fiscal Administration	
	Personal Services	\$ 70,000.00
	01A001 – General Fund	
	FS109629 – Office of Budget & Management	
	Personal Services	\$ 10,000.00
	01A001 – General Fund	
	FS109637 – Financial Reporting	
	Personal Services	\$ 75,000.00

01A001 – General Fund
 FS109652 – Fiscal Operations – Contractual Services
 Personal Services \$ 23,000.00

TO: 01A001 – General Fund
 FS109645 – Fiscal Operations – Record/License/Outreach
 Personal Services \$ 155,000.00

01A001 – General Fund
 FS109686 – Fiscal Operations – Property Valuation
 Personal Services \$ 23,000.00

This request would transfer salary and benefits appropriation within the Fiscal Office General Fund budget to avoid year-end payroll deficits. Funding comes from the General Fund.

AN.FROM: 01A001 – General Fund **BA1307255**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 37,000.00

01A001 – General Fund
 JC372060 – Juvenile Court – Legal
 Personal Services \$ 13,000.00

TO: 01A001 – General Fund
 JC372052 – Juvenile Court – Judges
 Personal Services \$ 15,000.00

01A001 – General Fund
 JC375055 – Juvenile Court – Child Support
 Personal Services \$ 6,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 9,000.00
 Other Expenses \$ 20,000.00

The realignments would cover year-end expenses within the Juvenile Court. Funding comes from the General Fund.

AO.FROM: 01A001 – General Fund **BA1307259**
 IT601161 – Communications Services
 Other Expenses \$ 5,000.00

TO: 01A001 – General Fund
 IT601161 – Communications Services
 Capital Outlay \$ 5,000.00

A transfer in appropriation would allow a capital outlay purchase by the Department of Information Technology. Funding comes from the General Fund.

AP.FROM:	01A001 – General Fund	BA1307273
	IT601021 – IT Administration	
	Personal Services	\$ 8,800.00
	20N306 – Soil & Water Conserv.	
	SW500058 – Soil & Water Conserv. 80	
	Other Expenses	\$ 1,500.00
TO:	01A001 – General Fund	
	IT601047 – Web & Multi-Media Development	
	Personal Services	\$ 8,500.00
	01A001 – General Fund	
	IT601161 - Communications Services	
	Personal Services	\$ 300.00
	20N306 – Soil & Water Conserv.	
	SW500058 – Soil & Water Conserv. 80	
	Personal Services	\$ 1,500.00

The requested realignments would cover the last payroll of 2013. Funding for the Department of Information Technology budget lines comes from the General Fund. Funding for the Soil & Water Conservation District comes from local charges for pollution prevention services, watershed planning and service fees, State grants for watershed planning, private grants, a County General Fund subsidy, and a State match of all local funds.

AQ1.FROM:	24A601 – Senior and Adult Services	BA1307300
	SA138479 –Protective Services	
	Personal Services	\$ 6,810.12
TO:	24A601 – Senior and Adult Services	
	SA138503 – Information and Outreach	
	Personal Services	\$ 6,810.12
AQ2.FROM:	24A601 – Senior and Adult Services	
	SA138602 –Home Based Services	
	Personal Services	\$ 13,875.58
TO:	24A601 – Senior and Adult Services	
	SA138701 – Options Program	
	Personal Services	\$ 13,875.58

Request to realign appropriation within the Division of Senior and Adult Services to cover projected salary/fringe charges and capital outlay for the remainder of the year. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

AR.FROM:	24A510 – Work & Training Admin	BA1307299
	WT137463 –VEB Building NSFC	
	Personal Services	\$ 350,000.00

	24A510 – Work & Training Admin WT137943 – Information Services Personal Services	\$	162,000.00
TO:	24A510 – Work & Training Admin WT137414 – Southgate NFSC Personal Services	\$	170,000.00
	24A510 – Work & Training Admin WT137430 – Ohio City NFSC Personal Services	\$	78,000.00
	24A510 – Work & Training Admin WT137455 – Quincy Place NFSC Personal Services	\$	129,000.00
	24A510 – Work & Training Admin WT137539 – West Shore NFSC Personal Services	\$	135,000.00

Request to realign appropriation within the Department of Job and Family Services to cover projected salary/fringe and contractual expenses for the remainder of the year. HHS Job and Family Services is funded by Federal, State, and HHS Levy Fund resources.

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AS.FROM:	24A301 –Children and Family Services CF135467 – Administrative Services Other Expenses	\$	150,000.00	BA1307147
TO:	24A301 –Children and Family Services CF135616 – CFS Foster Homes/Resource Mgt Other Expenses	\$	150,000.00	

Request to transfer appropriation for the Department of Children and Family Services to cover pre encumbrance GE1300006 10 for the Placement tracking contract. The primary funding source is the Health and utilized Human Services Levy Fund.

AT.FROM:	01A001 – General Fund FS109611 – Fiscal Administration Other Expenses	\$	57,000.00	BA1307302
TO:	01A001 – General Fund FS109629 – Office of Budget & Management Other Expenses	\$	57,000.00	

The requested appropriation transfer would cover the 2012 reconciliation of space maintenance expenses to the Office of Budget & Management. Funding comes from the General Fund.

AU.FROM:	01A001 – General Fund IT601138 – Wide Area Network (WAN) Services Personal Services	\$	15,000.00	BA1307088
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TO: 01A001 – General Fund
 IT601138 – Wide Area Network (WAN) Services
 Other Expenses \$ 15,000.00

The requested appropriation transfer would cover remaining year expenses.

AV.FROM: 61A607 – Centralized Custodial Services **BA1307086**
 CT571000 – Buildings and Grounds Administration
 Personal Services \$ 245,000.00

TO: 61A607 – Centralized Custodial Services
 CT571000 – Buildings and Grounds Administration
 Other Expenses \$ 245,000.00

A transfer is requested to cover data processing charges. Revenues are generated from charges to user agencies for space maintenance.

AW.FROM: 01A001 – General Fund **BA1307312**
 SH350272 – Law Enforcement-Sheriff
 Personal Services \$ 112,000.00

TO: 01A001 – General Fund
 SH350272 – Law Enforcement-Sheriff
 Other Expenses \$ 112,000.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AX.FROM: 01A001 – General Fund **BA1307313**
 CO380410 – Common Pleas-Probation
 Other Expenses \$ 148,000.00

FROM: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Other Expenses \$ 150,000.00

TO: 01A001 – General Fund
 CO380410 – Common Pleas-Probation
 Personal Services \$ 298,000.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

AY.FROM: 20A192 – TASC **BA1307321**
 CO456533 – TASC
 Other Expenses \$ 21,872.00
 Capital Outlays \$ 327.00

TO: 20A192 – TASC
 CO456533 – TASC
 Personal Services \$ 22,199.00

The appropriation transfer is necessary for year-end expenses within the Common Pleas Court Treatment Alternatives to Street Crime (TASC). Funding is from a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

AZ.FROM: 20A658 - Fiscal Certificate of Title Administration **BA1307091**
 FS109694 – Fiscal Operations – Title Bureau
 Other Expenses \$ 10,000.00

TO: 20A658 - Fiscal Certificate of Title Administration
 FS109694 – Fiscal Operations – Title Bureau
 Personal Services \$ 10,000.00

A transfer in appropriation would cover year-end employee benefits. Funding comes from fees for the titling of motor vehicles and boats.

BA.FROM: 01A001 – General Fund **BA1307322**
 CO380121 – Common Pleas-Judicial/General
 Personal Services \$ 63,638.00

FROM: 01A001 – General Fund
 CO380196 – Common Pleas-Arbitration
 Personal Services \$ 7,809.00

FROM: 01A001 – General Fund
 CO380196 – Common Pleas-Central Scheduling
 Personal Services \$ 19,017.00

TO: 01A001 – General Fund
 CO380410 – Probation
 Personal Services \$ 90,464.00

The appropriation transfer is necessary for year-end fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BB.FROM: 01A001 – General Fund **BA1307326**
 JC372052 – Juvenile Court – Judges
 Other Expenses \$ 50,000.00

01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Capital Outlay \$ 9,000.00

TO: 01A001 – General Fund
 JC370056 – Juvenile Court – Detention Home
 Personal Services \$ 50,000.00
 Other Expenses \$ 9,000.00

Year-end resolution item to cover NSF for Union salary. According to Juvenile Court staff, the most recent bargaining unit agreement included an increase in holiday pay, which caused a year-end payroll NSF. A \$9,000 transfer would cover an NSF caused by the increase in food expenses caused by the significant increase in the average daily population at the detention center in the fourth quarter of 2013. Funding comes from the General Fund.

BC.FROM:	54A100 – Sanitary Engineer	BA1307328
	ST540252 – Sanitary Engineer Administration	
	Personal Services \$	109,000.00
TO:	54A100 – Sanitary Engineer	
	ST540252 – Sanitary Engineer Administration	
	Other Expenses \$	109,000.00

A transfer in surplus payroll appropriation would cover space maintenance charges. Funding comes from sewer district fees for most municipalities and charges for services on a few municipalities.

BD.FROM:	01A001 – General Fund	BA1307324
	DR495515 – Domestic Relations-Child Support	
	Personal Services \$	370.00
	Capital Outlays \$	2,280.00
TO:	01A001 – General Fund	
	DR495515 – Domestic Relations-Child Support	
	Other Expenses \$	1,560.00
TO:	01A001 – General Fund	
	DR391052 – Domestic Relations	
	Capital Outlays \$	1,090.00

The appropriation transfer is necessary for year-end expenses within the Domestic Relations Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BE.FROM:	61A607 – Centralized Custodial Services	BA1307102
	CT571000 – Buildings and Grounds Administration	
	Other Expenses \$	19,300.00
TO:	61A607 – Centralized Custodial Services	
	CT577395 – Buildings and Grounds - Trades Services	
	Other Expenses \$	11,000.00
TO:	61A607 – Centralized Custodial Services	
	CT577379 – Buildings and Grounds - Custodial Services	
	Other Expenses \$	8,300.00

A transfer is requested to cover fleet maintenance charges. Revenues are generated from charges to user agencies for space maintenance.

BF.FROM: 61A608 – Central Custodial Services **BA1307331**
 SH352005 – Building Security Services-OPBA-Officers
 Other Expenses \$ 7,100.00

TO: 61A608 – Central Custodial Services
 SH352005 – Building Security Services-OPBA-Officers
 Capital Outlays \$ 7,100.00

The appropriation transfer is necessary for year-end expenses within the Sheriff Department. Funding is from charges for security for county buildings covering the period January 1, 2013 through December 31, 2013.

BG.FROM: 01A001 – General Fund **BA1307332**
 CO380410 – Probation
 Personal Services \$ 33,500.00

TO: 01A001 – General Fund
 CO380220 – Common Pleas-Central Scheduling
 Personal Services \$ 33,500.00

The appropriation transfer is necessary for year-end wages and fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BH.FROM: 01A001 – General Fund **BA1307334**
 CO380410 – Probation
 Other Expenses \$ 111,758.00

TO: 01A001 – General Fund
 CO380410 – Probation
 Personal Services \$ 111,758.00

The appropriation transfer is necessary for year-end fringe benefits within the Common Pleas Court. Funding is from a General Fund covering the period January 1, 2013 through December 31, 2013.

BI.FROM: 20A192 – TASC **BA1307335**
 CO456533 – TASC
 Other Expenses \$ 15,487.00

TO: 20A192 – TASC
 CO456533 – TASC
 Personal Services \$ 15,487.00

The appropriation transfer is necessary for year-end wages and fringe benefits within the Common Pleas Court Treatment Alternatives to Street Crime (TASC). Funding is from a General Fund subsidy covering the period January 1, 2013 through December 31, 2013.

SECTION 3. That items approved in Resolution No. R2013-0286, passed on December 10, 2013, be corrected as follows to reconcile appropriations for 2013 in the County's financial system:

Fund Nos./Budget Accounts

Journal Nos.

Section 1, Page 4 Item M: Correcting the fund/subfund.

M.	40A51640A526 – Ohio Dept. of Transportation – Local Projects Admin.		BA1307072
	CE785006 – ODOT - LPA		
	Personal Services	\$	466,787.31
	Other Expenses	\$	106,550.76

Funding Source: Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal.

Section 2, Page 6 Item F: Correcting the fund/subfund.

F. FROM:	20A303 – Children Services Fund		BA1307135
	CF134049 – Purchased Congregate & Foster Care		
	Other Expenses	\$	50,000.00
TO:	24A303 20A303 – Children Services Fund		
	CF134015 – Client Supportive Services		
	Other Expenses	\$	50,000.00

Funding Source: The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

And that the remainder of said Resolution No. R2013-0286 is to remain in full force and effect.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President _____
Date

County Executive _____
Date

Clerk of Council _____
Date

Journal CC013
January 14, 2014



13

Item Details:

Agency/Dept. Name:	Office of Budget and Management	Agency/Dept. Head Name:	Matthew Rubino
Type of Request:	Other		
Request Prepared by:	Millie Antle	Telephone No.	443-7220
SUMMARY OF REQUESTED ACTION:			
Office of Budget & Management, submitting to Council for approval of the 2013 year-end budget appropriation and transfer resolution covering all changes made under resolution R2013-0227 per section 5 of the resolution.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

Click to download
No Attachments Available

History		
Time	Who	Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0007

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 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 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2014 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

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

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

SECTION 1. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 40A069 – Capital Projects Future Debt Issue **BA1407345**
CC768259 – County Hotel – Professional Services
Other Expenses \$ 250,000.00

Funding Source: Funding for the County Hotel will come from future debt issuance.

B. 40A069 – Capital Projects Future Debt Issue **BA1407345**
CC767327 – Jail I Kitchen Replacement – Justice Center
Capital Outlays \$ 493,000.00

Funding Source: Most recently, funding for the Jail I Kitchen project came from debt proceeds totaling \$4,050,000 from the 2012 LTGO debt offering. These bond proceeds were in addition to \$3.35 million already in place for the project. The total funding for the project will end up being \$7.89 million in funds. This change order creating a need for the increase will be funded by future debt issuance.

C. 40A099 – Maintenance Projects **BA1407345**
CC768325 – Fire Damper Inspection Project
Personal Services \$ 665,000.00
Capital Outlays \$ 95,000.00

Funding Source: Funding for maintenance projects such as the fire damper inspection project will come from the General Fund and other project surpluses that can be transferred into this project budget.

D. 40A069 – Capital Projects Future Debt Issue **BA1407345**
CC768127 – 2012 Emergency Response Initiative
Capital Outlays \$ 17,000.00

Funding Source: Funding for the 2012 Emergency Response Initiative will come from the General Fund.

E. 40A526 – Ohio Department of Transportation **BA1407361**
Local Projects Administration
CE785006 – ODOT - LPA
Personal Services \$ 254,518.26

Funding Source: Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal funds (see related appropriation transfer item).

F. 21A762 – Port Security Grant **BA1401654**
JA767905 – Port Security Grant FFY10-2010/2013
Other Expenses \$ (4,627.73)

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 May 31, 2013.

G. 21A525 – VAWA Block Grant **BA1407210**
 JA753475 – FY2011 VAWA Block Grant CY2012
 Other Expenses \$ (8,585.21)

Funding Source: Funding is from the United States Department of Justice passed through the Ohio Criminal Justice Services Agency covering the period January 1, 2012 through December 31, 2012.

H. 21A807 – Grant Admin Staffing **BA1407213**
 JA766766 – Grant Admin Staffing
 Personal Services \$ (37,381.00)

Funding Source: Funding is from the Ohio Emergency Management covering the period January 1, 2013 through December 31, 2013.

I. 21S679 – ARRA JAG Grant **BA1407220**
 SH719294 – Recovery Act-Justice Reform 2009/2013
 Other Expenses \$ 39,427.06

Funding Source: Funding is from the United States Department of Justice from Recovery Act funding awarded to the City of Cleveland and subsequently awarding a portion to Cuyahoga County for Justice Reform efforts by the various partners. Funding covered the period March 1, 2009 through February 28, 2013.

J. 21A359 –Internet Crimes Against Children **BA1407336**
 PR765057 – ICAC Continuation 2013-2014
 Personal Services \$ 358,977.00
 Other Expenses \$ 127,490.00
 Capital Outlays \$ 22,000.00

Funding Source: The award is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice funded under the federal fiscal year 2013. The grant period has been extended and now covers April 1, 2011 through June 30, 2014. No cash match is required

K. 21A066 – Second Chance Adult Reentry Demo **BA1407337**
 HS157388 – FY12 Second Chance Adult ReEntry Demo
 Other Expenses \$ 500,000.00

Funding Source: Funding is from the United States Department of Justice, Office of Justice Programs Bureau of Justice Assistance as supplemental FY2013 funding from a previous award and extended the period to cover October 1, 2012 through September 30, 2014. No cash match is required

L. 21A762 – Port Security Grant **BA1407339**
 JA767855 – Port Security Grant FFY09-2009/2012
 Other Expenses \$ (152,297.65)

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 May 31, 2013.

M.	21A578 – JJDP Block Grant		BA1407358
	JA757864 – JJDP-Cuyahoga County Title II 10		
	Other Expenses	\$	(28,548.13)

Funding Source: Funding is from the Ohio Department of Youth Services covering the period January 1, 2010 through June 30, 2012.

SECTION 2. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	40A526 – Ohio Department of Transportation Local Projects Administration CE785006 – ODOT - LPA	BA1407362
	Personal Services	\$ 106,192.32
	Other Expenses	\$ 20,949.64
TO:	40A526 – ODOT - LPA CE785006 – ODOT - LPA	
	Personal Services	\$ 127,141.96

Funding Source: Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal funds (see related additional appropriation item).

B. FROM:	61A608 – Central Security Services-Sheriff SH352005 – Building Security Services-OPBA-Officers	BA1401614
	Personal Services	\$ 1,562,086.00
TO:	61A608 – Central Security Services-Sheriff SH352013 – Building Security Services-OPBA-Sergeants	
	Personal Services	\$ 821,453.00
TO:	61A608 – Central Security Services-Sheriff SH352021 – Building Security Services-Non-Bargaining Personnel	
	Personal Services	\$ 240,469.00
TO:	61A608 – Central Security Services-Sheriff SH352039 – Building Security Services-Court Security Monitors	
	Personal Services	\$ 500,164.00

Funding Source: Funding is from the internal service fund which derives revenues from charges to county departments which utilize the services of security for the buildings. The internal service fund covers the period January 1, 2014 through December 31, 2014.

C. FROM:	21A837 – State Homeland Security	BA1407338
	JA763508 –SHSP FY12-Special Response Equipment 12/14	
	Capital Outlays	\$ 4,238.30

TO: 21A837–State Homeland Security
 JA763508 –SHSP FY12-Special Response Equipment 12/14
 Other Expenses \$ 4,238.30

Funding Source: Funding is from the United States Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2012 through May 30,2015.

D. FROM: 21A218 – State SHSP-Law Enforcement **BA1407340**
 JA768184 –FFY12 State Homeland-Law Enforcement 12/14
 Capital Outlays \$ 61,306.22

TO: 21A218–State SHSP-Law Enforcement
 JA768184 –FFY12 State Homeland-Law Enforcement 12/14
 Other Expenses \$ 61,306.22

Funding Source: Funding is from the United States Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through June 30, 2014.

E. FROM: 21A579 – VAWA Administration Grant **BA1407341**
 JA753889 –FY2012 VAWA Administration Fund CY2013
 Other Expenses \$ 2,123.11

TO: 21A579–VAWA Administration Grant
 JA753889 –FY2012 VAWA Administration Fund CY2013
 Personal Services \$ 2,123.11

Funding Source: Funding is from the Ohio Criminal Justice Services Agency covering the period January 1, 2013 through December 31, 2013.

F. FROM: 21A854 – DNA Backlog Reduction Program **BA1407342**
 CR753350 –11/13 DNA Backlog Reduction Program
 Personal Services \$ 33,382.57

TO: 21A854–DNA Backlog Reduction Program
 CR753350 –11/13 DNA Backlog Reduction Program
 Other Expenses \$ 33,382.57

Funding Source: Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the period October 1, 2011 through June 30, 2013.

SECTION 3. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following cash transfers between County funds.

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>
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A. FROM:	21A526–JAIBG Block Grant JA751388– JAIBG Block Grant 2008 Transfer Out	\$	2,201.99	JT1405235
TO:	01A001 –General Fund JA302224 – Public Safety Grants Administration Revenue Transfer	\$	2,201.99	

Funding Source: The original funding for the cash match was from the General Fund January 1, 2007 through December 31, 2007.

B. FROM:	21A500–Urban Area Security Initiative (UASI) JA741520– FY11 Urban Area Security Initiative Transfer Out	\$	13,046.36	JT1405236
TO:	21A281 –NEORFC-FY09 Urban Area Security initiative JA741447 – NEORFC-FY09 Urban Area Security Initiative Revenue Transfer	\$	13,046.36	

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

C. FROM:	21A500–Urban Area Security Initiative (UASI) JA741520– FY11 Urban Area Security Initiative Transfer Out	\$	12,443.95	JT1405237
TO:	21A281 –NEORFC-FY09 Urban Area Security initiative JA741447 – NEORFC-FY09 Urban Area Security Initiative Revenue Transfer	\$	12,443.95	

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC013
January 14, 2014



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



January 8, 2014

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 January 14, 2014, 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.

Grants/Projects	Amount
Capital Projects – Additional appropriation to cover a diversity outreach consultant for the County Hotel. Funding is from a future debt issuance.	\$250,000.00
Capital Projects – Additional appropriation to cover the cost of an engineering change order to complete the Jail I Kitchen project. Funding is from a future debt issuance.	\$493,000.00
Capital Projects – Additional appropriation to cover the inspection and repair of fire dampers in all county buildings. Funding is from a General Fund subsidy and other project surpluses.	\$760,000.00
Capital Projects – Additional appropriation to cover a contract amendment for the Emergency Response Initiative to cover repairs to the Court House Square Building. Funding is from the General Fund.	\$17,000.00
Public Works/Road & Bridge – Additional appropriation to transfer payroll costs associated with various Ohio Department of Transportation Local Projects Administration road projects. Funding is 80% Federal Highway and 20% from a combination of Road & Bridge funds and municipal funds.	\$254,518.26
Justice Services – Reducing appropriation in the Port Security Grant 2010/2013 in preparation of grant closure. Funding is from the U.S. Department of Homeland Security.	-\$4,627.73
Justice Services – Reducing appropriation in the Violence Against Women Act (VAWA) Block grant in preparation of grant closure. Funding is from the U.S. Department of Justice.	-\$8,585.21
Justice Services – Reducing appropriation in the Grant Administration Staffing grant in preparation of grant closure. Funding is from the Ohio Emergency Management.	-\$37,381.00
Sheriff – To appropriate interest accrued, remitted and deposited in the grant in preparation of returning the funds to the funding source. Funding is from the U.S. Department of Justice.	\$39,427.06
Prosecutor – To appropriate grant award for Internet Crimes Against Children(ICAC) Continuation 2013 – 2014 grant from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.	\$508,467.00
Office of ReEntry – To appropriate the Second Chance Adult ReEntry Demo grant from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.	\$500,000.00
Justice Services – Reducing appropriation in the Port Security Grant FFY09-2012 in preparation of	-\$152,297.65

grant closure. Funding is from the U.S. Department of Homeland Security.	
Justice Services – Reducing appropriation in the Juvenile Justice Delinquency Prevention (JJDP) Cuyahoga Title II FY2010 grant in preparation of grant closure. Funding is from the Ohio Department of Youth Services.	-\$28,548.13
TOTAL	\$2,590,972.60

Total Additional Appropriations - All Funds	\$2,590,972.60
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The following represents the overall changes made to the Annual Appropriation Measure for 2014 since its adoption on December 10, 2013 Resolution R2012-0229. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>01/14/14 Agenda</u>	<u>Year to Date*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ 377,204,012.00	\$ 377,204,012.00
HHS Levy Impact	\$ 0.00	\$ 235,311,170.00	\$ 235,311,170.00
Other Fund Impact	\$ <u>2,590,972.60</u>	\$ <u>695,686,134.60</u>	\$ <u>695,686,134.60</u>
Total Impact	\$ 29,412,357.60	\$1,305,610,344.00	\$ 1,308,201,316.60

* 2014-2015 appropriation levels adopted by resolution R2013-0229 on December 10, 2014.

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

Other Operating Funds	Amount
Sheriff – Realigning appropriation within the Protective Services Division to group by bargaining and non-bargaining units. Funding is from charges to user agencies.	\$1,562,086.00
TOTAL	\$1,562,086.00

Grants/Projects	Amount
Public Works/Road & Bridge – Realigning appropriation to cover payroll costs associated with various ODOT Local Projects Administration projects. Funding is 80% Federal Highway Administration dollars and 20% from a combination of County Road & Bridge and municipal funds.	\$127,141.96
Justice Services – Realigning appropriation within the State Homeland Security grant for a pending agreement with the City of Cleveland. Funding is from the U.S. Department of Homeland Security.	\$4,238.30
Justice Services – Realigning appropriation within the State Homeland Security Law Enforcement grant to cover pending agreements. Funding is from the U.S. Department of Homeland Security.	\$61,306.22
Justice Services – Realigning appropriation within the Violence Against Woman Act Administration Grant in preparation of grant closure. Funding is from the Ohio Criminal Justice Services Agency.	\$2,123.11
Medical Examiner – Realigning appropriation within the DNA Backlog Reduction Program in preparation of grant closure. Funding is from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.	\$33,382.57
TOTAL	\$228,192.16

Total Appropriation Transfers - All Funds	\$1,790,278.16
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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
Justice Services – A cash transfer from the Juvenile Accountability Block Grant 2008 to the General Fund to return a cash match that was not expended. Funding	\$2,201.99
Justice Services – A cash transfer from the Urban Area Security Initiative (UASI) to the Northeast Ohio Regional Fusion Center to cover expenses reported in October 2013 (\$13,046.36) and November 2013 (\$12,443.95). Funding is from the U.S. Department of Homeland Security.	\$25,490.31
TOTAL	\$27,692.30

Total Cash Transfers - All Funds	\$27,692.30
---	--------------------

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



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

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

DATE: January 8, 2014

RE: Fiscal Resolution 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 January 14, 2014. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	40A069 – Capital Projects Future Debt Issue	BA1407345
	CC768259 – County Hotel – Professional Services	
	Other Expenses	\$ 250,000.00

Additional appropriation is requested for the County Hotel project to cover the cost of a diversity outreach consultant. Funding for the County Hotel will come from future debt issuance.

B.	40A069 – Capital Projects Future Debt Issue	BA1407345
	CC767327 – Jail I Kitchen Replacement – Justice Center	
	Capital Outlays	\$ 493,000.00

Additional appropriation is requested for the Jail I Kitchen project to cover the cost of an engineering change order totaling \$493,000 necessary to complete the project. Most recently, funding for the Jail I Kitchen project came from debt proceeds totaling \$4,050,000 from the 2012 LTGO debt offering. These bond proceeds were in addition to \$3.35 million already in place for the project. The total funding for the project will end up being \$7.89 million in funds. This change order creating a need for the increase will be funded by future debt issuance.

C.	40A099 – Maintenance Projects	BA1407345
	CC768325 – Fire Damper Inspection Project	
	Personal Services	\$ 665,000.00
	Capital Outlays	\$ 95,000.00

Additional appropriation is requested for the inspection and repair of fire dampers in all county buildings. Fire Dampers have not been inspected for years and will be maintained by this project.

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

Funding for maintenance projects such as the fire damper inspection project will come from a General Fund subsidy and other project surpluses that can be transferred into this project.

D.	40A069 – Capital Projects Future Debt Issue	BA1407345
	CC768127 – 2012 Emergency Response Initiative	
	Capital Outlays	\$ 17,000.00

Additional appropriation is requested to amend a contract by \$23,454.40 in the 2012 Emergency Response Initiative to cover repairs to the Court House Square Building resulting from Hurricane Sandy. Funding for the 2012 Emergency Response Initiative will come from the General Fund.

E.	40A526 – Ohio Department of Transportation	BA1407361
	Local Projects Administration	
	CE785006 – ODOT - LPA	
	Personal Services	\$ 254,518.26

Appropriation is requested to transfer payroll costs associated with various ODOT Local Projects Administration road projects from the engineer operating accounts to the road capital projects. Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal funds (see related appropriation transfer item).

F.	21A762 – Port Security Grant	BA1401654
	JA767905 – Port Security Grant FFY10-2010/2013	
	Other Expenses	\$ (4,627.73)

Reduce appropriations in the Port Security Grant 2010/2013 in preparation of grant closure. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through May 31, 2013.

G.	21A525 – VAWA Block Grant	BA1407210
	JA753475 – FY2011 VAWA Block Grant CY2012	
	Other Expenses	\$ (8,585.21)

Reduce appropriations in the Violence Against Women Act (VAWA) Block Grant calendar year (CY) 2012 in preparation of grant closure. Funding is from the United States Department of Justice passed through the Ohio Criminal Justice Services Agency covering the period January 1, 2012 through December 31, 2012.

H.	21A807 – Grant Admin Staffing	BA1407213
	JA766766 – Grant Admin Staffing	
	Personal Services	\$ (37,381.00)

Reduce appropriations in the Grant Administration Staffing grant in preparation of grant closure. Funding is from the Ohio Emergency Management covering the period January 1, 2013 through December 31, 2013.

I.	21S679 – ARRA JAG Grant	BA1407220
	SH719294 – Recovery Act-Justice Reform 2009/2013	
	Other Expenses	\$ 39,427.06

Increase appropriations in the Recovery Act-Justice Reform 2009/2013 grant for interest accrued, remitted and deposited in the grant and in preparation of returning the funds to the funding source. Funding is from the United States Department of Justice from Recovery Act funding awarded to the City of Cleveland and subsequently awarding a portion to Cuyahoga County for Justice Reform efforts by the various partners. Funding covered the period March 1, 2009 through February 28, 2013.

J.	21A359 –Internet Crimes Against Children		BA1407336
	PR765057 – ICAC Continuation 2013-2014		
	Personal Services	\$	358,977.00
	Other Expenses	\$	127,490.00
	Capital Outlays	\$	22,000.00

Provide appropriations in the Prosecutor’s recent award for Internet Crimes Against Children (ICAC) Continuation 2013-2014 grant that is intended for investigating and solving internet crimes against children. The Prosecutor’s Office leads the Ohio ICAC unit-a multi-agency partnership between the Prosecutor’s Office, police and other prosecutor offices around the State of Ohio. The award is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice funded under the federal fiscal year 2013. The grant period has been extended and now covers April 1, 2011 through June 30, 2014. No cash match is required

K.	21A066 – Second Chance Adult Reentry Demo		BA1407337
	HS157388 – FY12 Second Chance Adult ReEntry Demo		
	Other Expenses	\$	500,000.00

Increase appropriations in the Office of ReEntry Second Chance Adult Reentry Demo grant that was awarded continued funding from \$749,679 to \$1,249,679 an increase of \$500,000. Funding is from the United States Department of Justice, Office of Justice Programs Bureau of Justice Assistance as supplemental FY2013 funding from a previous award and extended the period to cover October 1, 2012 through September 30, 2014. No cash match is required

L.	21A762 – Port Security Grant		BA1407339
	JA767855 – Port Security Grant FFY09-2009/2012		
	Other Expenses	\$	(152,297.65)

Decrease appropriations in the Port Security Grant FFY09-2009/2012 in preparation for closure. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through May 31, 2013.

M.	21A578 – JJDP Block Grant		BA1407358
	JA757864 – JJDP-Cuyahoga County Title II 10		
	Other Expenses	\$	(28,548.13)

Decrease appropriations in the Juvenile Justice Delinquency Prevention (JJDP) Cuyahoga County Title II FY2010 grant in preparation for closure. Funding is from the Ohio Department of Youth Services covering the period January 1, 2010 through June 30, 2012.

Resolution: Appropriation Transfers:

A.	FROM:	40A526 – Ohio Department of Transportation Local Projects Administration CE785006 – ODOT - LPA		BA1407362
		Personal Services	\$	106,192.32
		Other Expenses	\$	20,949.64
	TO:	40A526 – ODOT - LPA CE785006 – ODOT - LPA		
		Personal Services	\$	127,141.96

A transfer is requested to cover payroll costs associated with various ODOT Local Projects Administration road projects from the engineer operating accounts to the road capital projects. Most projects are funded 80% from Federal Highway Administration dollars passed through ODOT and 20% from a combination of County Road and Bridge funds and municipal funds (see related additional appropriation item).

B.	FROM:	61A608 – Central Security Services-Sheriff SH352005 – Building Security Services-OPBA-Officers		BA1401614
		Personal Services	\$	1,562,086.00
	TO:	61A608 – Central Security Services-Sheriff SH352013 – Building Security Services-OPBA-Sergeants		
		Personal Services	\$	821,453.00
	TO:	61A608 – Central Security Services-Sheriff SH352021 – Building Security Services-Non-Bargaining Personnel		
		Personal Services	\$	240,469.00
	TO:	61A608 – Central Security Services-Sheriff SH352039 – Building Security Services-Court Security Monitors		
		Personal Services	\$	500,164.00

The appropriation transfer is to update the beginning year realignment of appropriations within the Sheriff's Protective Services Division grouped by bargaining and non-bargaining units. Funding is from the internal service fund which derives revenues from charges to county departments which utilize the services of security for the buildings. The internal service fund covers the period January 1, 2014 through December 31, 2014.

C.	FROM:	21A837 – State Homeland Security JA763508 –SHSP FY12-Special Response Equipment 12/14		BA1407338
		Capital Outlays	\$	4,238.30
	TO:	21A837–State Homeland Security JA763508 –SHSP FY12-Special Response Equipment 12/14		
		Other Expenses	\$	4,238.30

Transfer appropriations within the Department of Public Safety and Justice Services, State Homeland Security FY2012 Special Response Equipment Grant 2012/2014 for a pending City of Cleveland agreement. Funding is from the United States Department of Homeland Security passed through Ohio Emergency Management Agency covering the period September 1, 2012 through May 30, 2015.

D.	FROM:	21A218 – State SHSP-Law Enforcement	BA1407340
		JA768184 –FFY12 State Homeland-Law Enforcement 12/14	
		Capital Outlays	\$ 61,306.22
	TO:	21A218–State SHSP-Law Enforcement	
		JA768184 –FFY12 State Homeland-Law Enforcement 12/14	
		Other Expenses	\$ 61,306.22

Transfer appropriations within the Department of Public Safety and Justice Services, State Homeland Security Law Enforcement grant for pending agreements. Funding is from the United States Department of Homeland Security passed through Ohio Emergency Management Agency covering the period August 1, 2010 through June 30, 2014.

E.	FROM:	21A579 – VAWA Administration Grant	BA1407341
		JA753889 –FY2012 VAWA Administration Fund CY2013	
		Other Expenses	\$ 2,123.11
	TO:	21A579–VAWA Administration Grant	
		JA753889 –FY2012 VAWA Administration Fund CY2013	
		Personal Services	\$ 2,123.11

Transfer appropriations within the Department of Public Safety and Justice Services, Violence Against Women Act Administration grant calendar year 2013 in preparation of closure. Funding is from the Ohio Criminal Justice Services Agency covering the period January 1, 2013 through December 31, 2013.

F.	FROM:	21A854 – DNA Backlog Reduction Program	BA1407342
		CR753350 –11/13 DNA Backlog Reduction Program	
		Personal Services	\$ 33,382.57
	TO:	21A854–DNA Backlog Reduction Program	
		CR753350 –11/13 DNA Backlog Reduction Program	
		Other Expenses	\$ 33,382.57

Transfer appropriations within the Medical Examiners, DNA Backlog Reduction Program 2011/2013 grant in preparation of closure. Funding is from the United States Department of Justice, Office of Justice Programs, National Institute of Justice covering the period October 1, 2011 through June 30, 2013.

Resolution: Cash Transfers:

A.	FROM:	21A526–JAIBG Block Grant JA751388– JAIBG Block Grant 2008 Transfer Out			JT1405235
			\$	2,201.99	
	TO:	01A001 –General Fund JA302224 – Public Safety Grants Administration Revenue Transfer			
			\$	2,201.99	

Transfer from the Juvenile Accountability Block Grant 2008 to the General Fund to return cash match that was not expended. The original funding for the cash match was from the General Fund January 1, 2007 through December 31, 2007.

B.	FROM:	21A500–Urban Area Security Initiative (UASI) JA741520– FY11 Urban Area Security Initiative Transfer Out			JT1405236
			\$	13,046.36	
	TO:	21A281 –NEORFC-FY09 Urban Area Security initiative JA741447 – NEORFC-FY09 Urban Area Security Initiative Revenue Transfer			
			\$	13,046.36	

Transfer from the Urban Area Security Initiative (UASI) to the Northeast Ohio Regional Fusion Center- FY09 Urban Area Security Initiative for expenses reported in October 2013. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

C.	FROM:	21A500–Urban Area Security Initiative (UASI) JA741520– FY11 Urban Area Security Initiative Transfer Out			JT1405237
			\$	12,443.95	
	TO:	21A281 –NEORFC-FY09 Urban Area Security initiative JA741447 – NEORFC-FY09 Urban Area Security Initiative Revenue Transfer			
			\$	12,443.95	

Transfer from the Urban Area Security Initiative (UASI) to the Northeast Ohio Regional Fusion Center- FY09 Urban Area Security Initiative for expenses reported in November 2013. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0294

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$805,000.00 to Remedi SeniorCare of Ohio-Northeast, LLC for relocation and expansion of a facility located at 26251 Bluestone Boulevard, Euclid, Ohio; and

WHEREAS, the primary goals of this project is to assist with the relocation and expansion of Remedi SeniorCare at the Bluestone Industrial Park in Euclid, specifically, the County funds would assist with the acquisition of an Uhlmann Packager for the new facility; and

WHEREAS, this project is anticipated to create 138 full-time equivalent jobs; and

WHEREAS, the total project costs are estimated at \$27,526,300.00 and the County will loan \$805,000.00 with a fixed interest rate of 3%, which must be repaid within seven (7) years; 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:

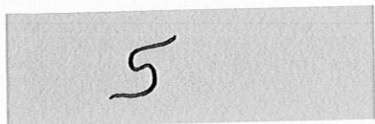
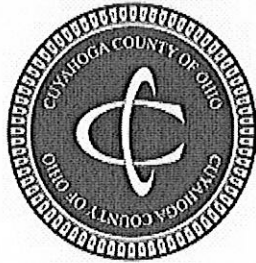
SECTION 1. That the Cuyahoga County Council authorizes an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed

Legislation Withdrawn at the Request of the Sponsors on behalf of Department of Development: December 10, 2013

Legislation Reintroduced at the Request of the Sponsor: January 14, 2014

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name:	Department Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Laura Clark	Telephone No.	698-2575
SUMMARY OF REQUESTED ACTION:			
TITLE: Development/2013/Remedi SeniorCare of Ohio-Northeast, LLC/Economic Development Loan/26251 Bluestone Boulevard/Euclid			
A. Scope of Work Summary			
1. Department of Development requesting approval of an Economic Development Large Scale Attraction Loan to Remedi SeniorCare of Ohio-Northeast, LLC in the amount not-to-exceed \$805,000 and authorizing the Director of Development to execute the loan documents, amendments, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.			
2. The primary goals of the project are to assist with the relocation and expansion of Remedi SeniorCare at the Bluestone Industrial Park in Euclid. Specifically, the County funds would assist with the acquisition of an Uhlmann Packager for the new facility. The project will create 138, new to Cuyahoga County, full-time jobs through the relocation from Eastlake and subsequent expansion of their operations. Total project costs are estimated at \$27,526,300 and the County loan is \$805,000.			
B. PROCUREMENT: Economic Development Loan			
The loan was considered by the Cuyahoga County Community Improvement Corporation on November 13, 2013. The Corporation recommends approval of the loan.			
C. CONTRACTOR AND PROJECT INFORMATION:			
1. Economic Development Loan borrower: Remedi SeniorCare of Ohio-Northeast, LLC 34099 Melinz Parkway, Unit G Eastlake, Ohio 44095			

2. Principal Owner of Remedi SeniorCare of Ohio-Northeast, LLC is Remedi SeniorCare Holding Corporation.

3. The location of the project is
New Office Building
26251 Bluestone Boulevard, Suite 1
Euclid, Ohio 44132
County Council District 11

D. PROJECT STATUS AND PLANNING: The Department of Development has Economic Development loans for eligible businesses that create employment opportunities and promote economic growth in the County.

E. FUNDING: This project will be funded by the Cuyahoga County Western Reserve Fund. The schedule of payments will be quarterly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE: Remedi SeniorCare of Ohio-Northeast, LLC will be relocating their operations from Eastlake to the Bluestone Industrial Park in Euclid. The long-term care pharmacy business will be the first tenant in the Industrial Park, which is a former brownfield site (Chase Brass). The County's \$805,000 loan will be utilized to assist with the acquisition of an Uhlmann Packager. The total project cost is \$27,526,300; the County's assistance is approximately 2.9% of the project.

The loan was considered by the Cuyahoga County Community Improvement Corporation on November 13, 2013. The Corporation recommends approval of the loan.

OUTCOMES: The project is expected to create 138, new to Cuyahoga County, full-time equivalent jobs within three years of project approval, which must be maintained for ten years. The loan has a fixed interest rate of 3% and must be repaid within 7 years.

PRINCIPAL OWNERS: Remedi SeniorCare of Ohio-Northeast, LLC is 100% Remedi SeniorCare Holding Corporation.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
General Fund	Cuyahoga County Western Reserve Fund

Total Amount Requested:

\$805,000

ATTACHMENTS:

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0008

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution authorizing a payment in the amount of \$350,000.00 to L.A.N.D Studio, Inc. for operational support of the Group Plan Commission; authorizing the County Executive to negotiate and execute any necessary contract or other documents for same; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, under the Medical Mart Agreement Regarding Final Project Finance Approval dated December 1, 2010, a County Contingency Fund was established in the amount of \$3,485,435.00 (“Contingency Fund”); and

WHEREAS, the County Executive and Department of Public Works have requested the authority to release a payment in the amount of \$350,000.00 from the Contingency Fund to L.A.N.D. Studio, Inc. for operational support of the Group Plan Commission; and

WHEREAS, L.A.N.D. Studio, Inc., is the fiscal agent for the Group Plan Commission; and

WHEREAS, the Group Plan Commission is a non-profit organization serving as the coordinator between the County of Cuyahoga, the City of Cleveland, and philanthropic and private sector partners who are working to revitalize Cleveland’s downtown and connect it to the Lake Erie waterfront; and

WHEREAS, the Contingency Fund is held at U.S. Bank, the Trustee for Medical Mart, and it is not a part of the County’s General Fund; and

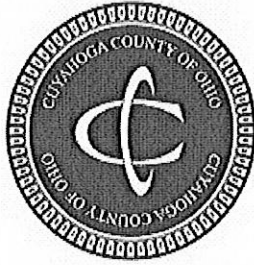
WHEREAS, Section 3.10(a)(11) of the Cuyahoga County Contracting and Purchasing Procedures Ordinance provides that the Cuyahoga County Council may review and approve any “contract, purchase, sale, lease, grant made by the County, loan made by the County, or any exemption, procedure, or other action within the process of completing any such contract, purchase, sale, lease, grant, exemption, or loan that does not otherwise require Council approval, but the County Executive, Board of Control, or Contracts and Purchasing Board determines to submit to Council for its consideration, review, and approval; and

WHEREAS, Section 3.18 of the Cuyahoga County Contracting and Purchasing Procedures Ordinance provides that the “County Executive may refer an item to the

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

Journal _____
_____, 20__

NovusAGENDA



Item Details:

Agency/Dept. Name:	Administrator's Office	Agency/Dept. Head Name:	Matt Carroll
Type of Request:	Other		
Request Prepared by:	Lindy Burt	Telephone No.	698-2064
SUMMARY OF REQUESTED ACTION:			
<p>A. Scope of Work Summary 1. County Executive and Department of Public Works Requesting approval to release payment to L.A.N.D. Studio, Inc., fiscal agent for the Group Plan Commission, in the amount of \$350,000. This funding will be used in support of the Group Plan Commission's operating costs. 2. The Group Plan Commission is a non-profit organization serving as a coordinating body between the County, the City of Cleveland, and philanthropic and private sector partners working to revitalize Cleveland's downtown and connect it to the Lake Erie waterfront. Objectives related to this goal include: transformation of Public Square; creation of a pedestrian connection from the Malls to the Lakefront; and enhancement of the Malls and other key Group Plan District connections. B. Procurement N/A C. Contractor and Project Information LAND Studio (Fiscal Agent) 1939 W. 25th Street, Suite 200 Cleveland, Ohio 44113 Ann Zoller, Executive Director, LAND Studio Anthony J. Coyne, Chair, Group Plan Commission D. Project Status and Planning Cuyahoga County is a key stakeholder in the Organization, appointing 4 of 11 members of the Group Plan Commission Board. Board appointments for the organization were completed in the Spring of 2013. As noted, projects to be completed include: transformation of Public Square; creation of a pedestrian connection from the Malls to the Lakefront; and enhancement of the Malls and other key Group Plan District connections, with a goal for completion of June 2016, following the timeline for the County's Convention Center Hotel project. E. Funding 1. The project is funded 100% by the Medical Mart Contingency Fund. 2. The schedule of payments is one lump sum payment.</p>			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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County Council of Cuyahoga County, Ohio

Resolution No. R2014-0009

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution authorizing a revenue generating Utility Agreement with City of Warrensville Heights for maintenance and repair of storm sewers, sanitary sewers and waterlines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has submitted an agreement with the City of Warrensville Heights for Storm Sewer, Sanitary Sewer and Waterline Maintenance; and

WHEREAS, the primary goal of this Agreement is to set forth the responsibilities of the respective parties under the Agreement as well as establish a rate which the County will charge the City of Warrensville Heights for services; and

WHEREAS, in accordance with the provisions of the Ohio Revised Code Section 6117.02, the County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements, and

WHEREAS, there is no cost associated with this agreement; and

WHEREAS, the Agreement is effective immediately upon approval; 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 authorizes an Agreement with the City of Warrensville Heights for Storm Sewer, Sanitary Sewer and Waterline Maintenance.

SECTION 2. That the County Executive is authorized to execute an agreement with the City of Warrensville Heights 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

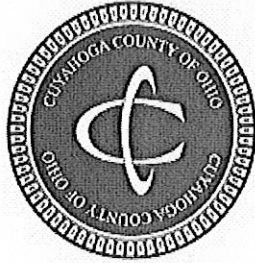
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



3

Item Details:

Agency/Dept. Name:	County Engineer/Sanitary Engineering Division	Agency/Dept. Head Name:	Jamal Husani
Type of Request:	Agreement/Amendment		
Request Prepared by:	Paul Wilson	Telephone No.	216-348-3984
SUMMARY OF REQUESTED ACTION:			
A. SCOPE OF WORK SUMMARY			
1. Department of Public Works requesting the approval of an agreement with the City of Warrensville Heights for Storm Sewer, Sanitary Sewer and Waterline Maintenance. <u>There is no cost associated with this specific contract.</u> The agreement is effective immediately upon approval with the anticipated date of December 16, 2013. declaring the necessity that this Resolution become immediately effective.			
2. The primary goal of this Agreement is to set forth the responsibilities of the respective parties under the Agreement as well as establish a rate which the County will charge the City of Warrensville Heights for services.			
3. Under the provision of the Ohio Revised Code Section 6117.02, this County may levy an assessment to pay the cost and expense of the maintenance and operation of such sewerage improvements.			
B. PROCUREMENT			
1. N/A			
2. N/A			
3. N/A			
C. CONTRACTOR AND PROJECT INFORMATION			
1a. The address for contact is: City of Warrensville Heights 4301 Warrensville Center Road Warrensville Heights, OH 44128			
2. The owner is the City of Warrensville Heights.			
3a. N/A			
3b. The City of Warrensville Heights is located in Council District 9.			

D. PROJECT STATUS AND PLANNING

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

E. FUNDING

- 1. As noted, there is no cost associated with this specific contract with the City of Warrensville Heights.
- 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:

Total Amount Requested:

\$

ATTACHMENTS:

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[sewer agreement](#)

History

Time	Who	Approval
12/9/2013 10:14 AM	Clerk of the Board	Yes
12/20/2013 3:04 PM	Department of Law Clerk of the Board	Yes



County Council of Cuyahoga County, Ohio

Resolution No. R2014-0010

<p>Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Department of Public Safety and Justice Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for the period 9/1/1998 - 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; 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/Department of Public Works has recommended an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC, c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for use by the Department of Public Safety and Justice Services for the period 9/1/1998 – 12/31/2012 to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$498,300.12; and,

WHEREAS, the office space is used by the Department of Public Safety and Justice Services, Cuyahoga Emergency Communication System and Cuyahoga Regional Information System to provide critical and vital public safety services; and,

WHEREAS, this project is funded through 911 funds, grants and the General 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.

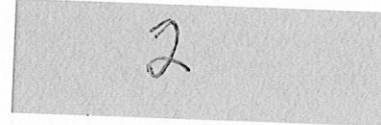
NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE10241-04, 06 with Sterling Telecom Office Building, LLC, c/o Colliers International for lease of office space located at 1255 Euclid Avenue, Cleveland, for use by the Department of Public Safety and Justice Services

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

Journal _____
_____, 20__

NovusAGENDA



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept.Head Name:	Jamal H. Husani, P.E.
Type of Request:	Agreement/Amendment		
Request Prepared by:	John Myers	Telephone No.	216-698-2517

SUMMARY OF REQUESTED ACTION:

Summary of Request Action:

A. Scope of Work Summary

Department of Public Works, 2013, Submitting an amendment to Sterling Office Building LLC lease Contract No. CE10241 of approximately 10,000 square feet of office space located at 1255 Euclid Avenue, Cleveland, Ohio, for the Cuyahoga County Public Safety and Justice Services, CECOMS (Cuyahoga Emergency Communication System) and CRIS (Cuyahoga Regional Information System), for 2 3 years Term (1/1/13-12/31/15). These vital agencies provide critical and vital public safety services (911 call center and criminal background checks for safety forces).

Term

The **23 year lease** Term (1/1/2013-12/31/2015) monthly rent of \$12,341.67, plus \$1,500.00 per month for use of the generator with a total cost of \$332,200.08 for (~~24~~36) months.

The Term should read "36 months" (01/01/2013 to 12/31/2015) with 6 month termination avail after June of 2014. Dollar amounts:BASE RENT:\$12,341.67 per month base rent\$148,100.04 annual base rent\$444,300.12 36 month base rentGENERATOR RENT:\$1,500.00 per month\$18,000 per year\$54,000 for 36 month Term\$498,300.12 TOTAL COST OF 36 MONTH LEASE AMENDMENT

B. Procurement Method

The Department of Public Works plans to amend contract with Sterling Telecom Office Building, LLC. This lease was originally entered into pursuant to a public bid process, RQ0448.

C. Project Information

These County Agencies have been located here for a number of years. Given the high technological nature of these agencies, it would be both expensive and impractical to move prior to a long term solution being identified. A temporary move would also be disruptive to the critical public safety services delivered to the community by these agencies.

D. Project Status and Planning

This lease will be in place for 3 years (36) months.

E. Funding

Funding through 911, grants and general fund.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

As the building is in foreclosure it has been difficult to obtain all the supporting documentation.

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:

Other

Explanation:

Funding thru 911, grants and general fund

Total Amount Requested:

ATTACHMENTS:

Click to download

- [Sterling Amendment to Lease](#)
- [Secretary of State](#)
- [Business Search Sterling](#)
- [W9](#)
- [Auditor of State](#)
- [Primary Owner](#)
- [Property Search Sterling](#)
- [Certificate of Compliance](#)
- [Justification](#)
- [Sterling Related Prior Resolution Nos.](#)
- [Sterling Telecom Executed Lease](#)
- [Ethics Training 2 pg.](#)
- [Sterling Authority to Sign](#)
- [Contract Blue Back](#)
- [Contract History Sterling](#)

History

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0011

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with Cuyahoga County District Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014-12/31/2016; 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

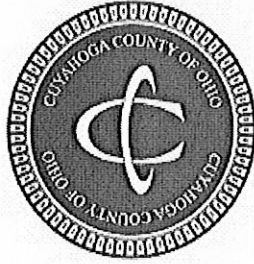
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council authorizes an agreement with the Cuyahoga County Board of Health for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the Cuyahoga County Board of Health 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



5

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:	Agreement/Amendment		
Request Prepared by:	Brittany Jones	Telephone No.	698-6436
SUMMARY OF REQUESTED ACTION:			
Cuyahoga County, submitting an agreement of cooperation with the Cuyahoga County Board of Health for participation in the Cuyahoga County Benefits Regionalization Program.			
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	Self-insurance Funds
Total Amount Requested:	
\$	

ATTACHMENTS:

Click to download

- [Board of Health Agreement](#)
- [Benefits Regionalization Presentation](#)

History

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0012

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 Human Resources has submitted an agreement with the City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; and

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

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

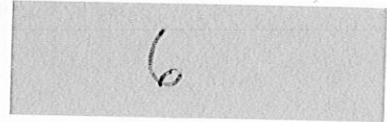
NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council authorizes an agreement with the City of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the City of Fairview Park 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

NovusAGENDA



Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:			
Request Prepared by:	Brittany Jones	Telephone No.	698-6436
SUMMARY OF REQUESTED ACTION:			
Cuyahoga County, submitting an agreement of cooperation with the city of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program.			
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	Self-insurance Funds
Total Amount Requested:	
\$	

ATTACHMENTS:

- Click to download
- [Benefits Regionization Presentation](#)
 - [Agreement](#)

History

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0013

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an agreement with Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; 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 Human Resources has submitted an agreement with the Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016; and

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

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

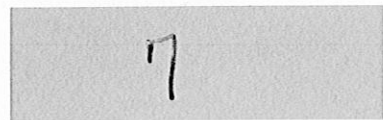
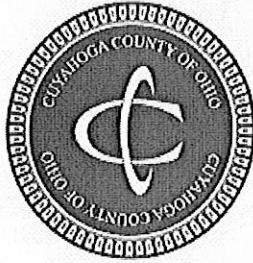
NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council authorizes an agreement with the Village of Walton Hills for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2014 - 12/31/2016.

SECTION 2. That the County Executive is authorized to execute an agreement of cooperation with the Village of Walton Hills 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; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the

Novus AGENDA



Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:			
Request Prepared by:	Brittany Jones	Telephone No.	698-6436
SUMMARY OF REQUESTED ACTION:			
Cuyahoga County, submitting an agreement of cooperation with the city of Fairview Park for participation in the Cuyahoga County Benefits Regionalization Program.			
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	Self-insurance Funds
Total Amount Requested:	
\$	

ATTACHMENTS:

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- [Benefits Regionalization Presentation](#)
- [Agreement](#)

History

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0014

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, this Resolution was originally submitted as Ordinance No. O2013-0008 which was subsequently withdrawn and resubmitted in the following Resolution; and,

WHEREAS, on December 20, 2013, County Charter amendments became effective which provided for the Human Resource Commission to be renamed the Personnel Review Commission.

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

WHEREAS, 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 then known as 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 and December 5, 2013, the then known as Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through R), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue 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 adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Deletion of the following Classifications: (See Attached Classification Specifications)

- | | | |
|------------|--------------|---|
| Exhibit A: | Class Title: | <i>Building & Grounds Superintendent</i> |
| | Number: | 1042114 |
| | Pay Grade: | 9 |
| Exhibit B: | Class Title: | <i>Community & Economic Development Manager</i> |
| | Number: | 1055241 |
| | Pay Grade: | 15 |
| Exhibit C: | Class Title: | <i>Facility Services Manager</i> |
| | Number: | 1042161 |
| | Pay Grade: | 17 |
| Exhibit D: | Class Title: | <i>Hazardous Materials Supervisor</i> |
| | Number: | 1062421 |
| | Pay Grade: | 10 |
| Exhibit E: | Class Title: | <i>Juvenile Justice Center Building Project Manager</i> |
| | Number: | 1042181 |
| | Pay Grade: | 17 |
| Exhibit F: | Class Title: | <i>Personnel Administrator 1</i> |
| | Number: | 1053631 |
| | Pay Grade: | 12 |
| Exhibit G: | Class Title: | <i>Personnel Administrator 2</i> |
| | Number: | 1053632 |
| | Pay Grade: | 13 |
| Exhibit H: | Class Title: | <i>Personnel Administrator 3</i> |
| | Number: | 1053633 |
| | Pay Grade: | 14 |

Exhibit I:	Class Title:	<i>Personnel Manager</i>
	Number:	1053634
	Pay Grade:	15
Exhibit J:	Class Title:	<i>Personnel Officer</i>
	Number:	1053621
	Pay Grade:	6
Exhibit K:	Class Title:	<i>Personnel Technician</i>
	Number:	1053611
	Pay Grade:	4
Exhibit L:	Class Title:	<i>Program Officer Manager</i>
	Number:	1052416
	Pay Grade:	17
Exhibit M:	Class Title:	<i>Risk & Compliance Manager</i>
	Number:	1055363
	Pay Grade:	15
Exhibit N:	Class Title:	<i>Security Camera Coordinator</i>
	Number:	1024101
	Pay Grade:	2
Exhibit O:	Class Title:	<i>Senior Family Services Supervisor</i>
	Number:	1014212
	Pay Grade:	7
Exhibit P:	Class Title:	<i>Senior Personnel Officer</i>
	Number:	1053622
	Pay Grade:	8
Exhibit Q:	Class Title:	<i>Senior Risk Analyst</i>
	Number:	1055362
	Pay Grade:	9
Exhibit R:	Class Title:	<i>Training Assistant</i>
	Number:	1053641
	Pay Grade:	4

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

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:	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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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.

- 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. 75% +/- 15%
- 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. 10 +/- 5%
- Conducts yearly inventory; tags equipment for inventory. 5% +/- 5%

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
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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.



Kathleen Walsh, Chairwoman
 Robert M. Wolff, Commissioner

MEMORANDUM

DATE: December 5, 2013

TO: Cuyahoga County Council President C. Ellen Connally
 Members of Cuyahoga County Council

FROM: Chairwoman Kathleen Walsh, *Kathleen Walsh*
 Cuyahoga County Human Resource Commission

RE: Proposed Deletions to the County's Classification Plan

On January 29, 2013, the HRC notified County Council that it had approved the proposed deletions to the County's Classification Plan as recommended by the Human Resources Director. Those proposed deletions included the following:

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

On 2/8/13, the HRC notified Council that it had approved the HR Director's request to rescind the recommendation that the following classification be removed from the list of those recommended for deletion:

1062231	Inspection & Permit Supervisor	Development, only	E	12
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At the December 4, 2013 HRC meeting, the Commission considered and approved an additional request from the Human Resources Director to rescind the following classifications from the list of those recommended for deletion:

1042321	Assistant Airport Manager	Development, only	E	13
1062435	Emergency Services Administrator	Justice Affairs, only	E	16

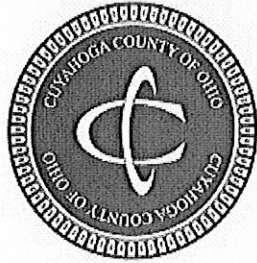
The Commission is aware that while two of these classifications, Inspection and Permit Supervisor (in the department of Development), along with the Emergency Services Administrator (in the department of Public Safety and Justice Services) have been filled due to operational needs of their respective departments, the Assistant Airport Manager classification is under review because of the reorganization of the County Airport into the department of Public Services. The HRC is also aware that depending on the results of the review of the County Airport's operational needs, the HR department may make additional requests pertaining to the classification of Assistant Airport Manager.

Please feel free to contact our Administrator, Rebecca Kopcienski at 443-5675 if you have any questions.

cc: Commissioner Robert Wolff
 Chairperson Yvonne Conwell, Human Resources, Appointments & Equity Committee
 Clerk of Council Jeanne Schmotzer
 Employment Counsel/Human Resources Director Elise Hara
 Law Director Majeed Makhoulouf

KW:rk

Novus AGENDA



8

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elisa Hara
Type of Request:	Other		
Request Prepared by:	Kelli Neale	Telephone No.	216/443-5611
SUMMARY OF REQUESTED ACTION:			
A Resolution providing for the deletion of 18 Non-bargaining Classification Specifications from the Cuyahoga County Non-bargaining Classification Plan.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
County re-organization and job abolishment's in 2011-2012 have made 18 classifications unnecessary.			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

- Click to download
- [Exibits for Deletion](#)
 - [Resolution](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0015

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution approving the appropriation of funds for Year 2014 based on the Statement of Appropriation Status dated 12/31/2013, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/Office of Budget & Management, recommends the appropriation of funds for Year 2014 based on the attached Statement of Appropriation Status dated 12/31/2013 for: a) free balances for grants and capital projects, b) encumbrances for grants and capital projects, and c) encumbrances for all other funds; and,

WHEREAS, pursuant to R.C. 5705.38, each year the County must appropriate funds for each of its non-trust and agency accounts; and,

WHEREAS, the County appropriates the full amount of a grant or capital project when it is first identified; and,

WHEREAS, the free balance (the unexpended and unencumbered appropriation) is then appropriated each following year until the grant or capital project is completed; and,

WHEREAS, encumbrances for capital projects, grant funds and all other funds must also be appropriated and these encumbrances represent payments in process or contract in place at the end of the year that span more than one (1) calendar year; and,

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

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

SECTION 1. The County Council hereby approves the appropriation of funds for Year 2014 based on the attached Statement of Appropriation Status dated 12/31/2013 for: a) free balances for grants and capital projects, b) encumbrances for grants and capital projects, and c) encumbrances for all other funds.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2014



14a-c

Item Details:

Agency/Dept. Name:	Office of Budget and Management	Agency/Dept. Head Name:	Matthew Rubino
Type of Request:		Telephone No.:	443-7220
Request Prepared by:	Millie Antle		
SUMMARY OF REQUESTED ACTION:			
Office of Budget & Management recommending the appropriation of funds for the Year 2014 based on Financial Reporting's Statement of Appropriation Status dated 12/31/13:			
<ul style="list-style-type: none"> a) free balances for grants and capital projects; b) encumbrances for grants and capital projects; and c) encumbrances for all other funds. 			
<p>Each year the County must appropriate funds for each of its non-trust and agency accounts per ORC 5705.38. The County appropriates the full amount of a grant or capital project when it is first identified. The free balance (the unexpended and unencumbered appropriation) is then appropriated each following year until the grant or capital project is completed. Encumbrances for capital projects, grants, and all other funds must also be appropriated. These encumbrances represent payments in process or contracts in place at the end of the year that span more than one calendar year. Report 11 will be provided once it is available.</p>			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Additional reporting will be provided when available in January 2014.			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
Total Amount Requested:	
\$	

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2014-0016

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755 LLC for purchase and renovation of a facility located at 24755 Highpoint Drive, Beachwood; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755, LLC to assist with the purchase and renovation of a 40,753 square foot facility located at 24755 Highpoint Drive, Beachwood, Ohio 44122; and

WHEREAS, this project is anticipated to retain forty-eight (48) existing jobs and create twelve (12) new jobs; and

WHEREAS, the total cost of this project is \$5,000,000.00 of which the County will loan \$2,000,000.00 with a term of fifteen (15) years at an interest rate of two percent (2%); and

WHEREAS, the proposed funding source for the loan is the Cuyahoga County Western Reserve Fund; and

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

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

SECTION 1. That the Cuyahoga County Council authorizes an Economic Development Loan in the amount not-to-exceed \$2,000,000.00 to Highpoint Realty 24755, LLC to assist in the purchase and renovation of a 40,753 square foot facility located at 24755 Highpoint Drive, Beachwood, Ohio 44122.

SECTION 2. That the Director of Development or the Deputy Chief of Staff of Development is authorized to execute all documents required in connection with said loan agreement on behalf of the County Executive.

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

SUMMARY OF REQUESTED ACTION:

Department of Development/2013/Highpoint Realty 24755 LLC-Ancora Group /Economic Development Loan/24755 Highpoint Drive/Beachwood

A. Scope of Work Summary:

1 . Department of Development is requesting approval of an Economic Development Loan to Highpoint Realty 24755 LLC in the amount not-to-exceed \$2,000,000 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

2. The primary goal of the project is to assist Highpoint Realty 24755 LLC in the purchase and renovation of a 40,753 square foot facility located at 24755 Highpoint Drive Beachwood, Ohio 44122. The project will retain 48 jobs and create twelve (12) new jobs. The total cost of the project is \$5,000,000; the County's participation is an Economic Development Loan for \$2,000,000 with a term of 15 years at an interest rate of 2%.

B. Procurement :

Economic Development Loan reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its December 11, 2013 meeting.

C. Contractor and Project Information:

1. Highpoint Realty 24755 LLC
 24755Highpoint Drive
 Beachwood, Ohio 44122

2. Principal Owners:

Terrance Fergus
David Lightner
Fredrick DiSanto

3. The location of the project is:

24755 Hightpoint Drive
Beachwood, Ohio 44122

Council District 11, Sunny Simon

D. Project Status and Planning:

1. The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga County.

E. Funding:

- 1. Cuyahoga County Western Reserve Fund
- 2. The loan funds will be disbursed at the completion of the project
- 3. The loan payments will be fully amortized over 15 years at interest rate of 2%

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Purpose : To assist Hightpoint Realty 24755 LLC finance the cost associated with expansion of the company. The project will retain 48 existing jobs and create twelve (12) new jobs. The total cost of the project is \$5,000,000. The County's loan for \$2,000,000 will be utilized to assist with the building purchase and redevelopment. The County's assistance is 40% of the total project cost.

The loan was considered by the Cuyahoga County Community Improvement Corporation on December 11, 2013. The Corporation recommends approval of the 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:
\$2,000,000

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0017

Sponsored by: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3	A Resolution amending Resolution No. R2013-0073 dated 4/9/2013, which amended Resolution No. R2011-0293 dated 10/25/2011, which established a list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 - 6/30/2014, to add various providers; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/ Department of Workforce Development in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3 has recommended to amend Resolution No. R2013-0073 dated 4/9/2013, which amended Resolution No. R2011-0293 dated 10/25/2011, which established a list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 – 6/30/2014, by adding the following providers; and,

- a) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- b) Ohio Guidestone
- c) South University of Ohio, LLC dba South University; and,

WHEREAS, this project is funded 100% by the federal Workforce Investment Act; 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 authorizes an amendment to Resolution No. R2013-0073 dated 4/9/2013, which amended Resolution No. R2011-0293 dated 10/25/2011, which established a list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 – 6/30/2014, by adding the following providers:

- a) American Center for Conflict Resolution Institute, Inc. dba Lakewood College
- b) Ohio Guidestone
- c) South University of Ohio, LLC dba South University.

SECTION 2. That the remainder of Resolution Nos. R2011-0293 and R2013-0073 remain in full force and effect.

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

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

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

Yeas:

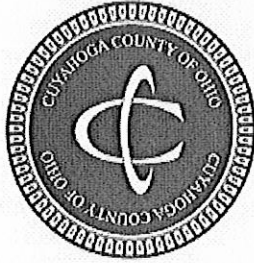
Nays:

County Council President	Date
County Executive	Date
Clerk of Council	Date

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

Journal _____
_____, 20__

NovusAGENDA



9a-c

Item Details:

Agency/Dept. Name:	Department of Workforce Development	Agency/Dept. Head Name:	Dave Reines
Type of Request:	Agreement/Amendment		
Request Prepared by:	Rosie Dean	Telephone No.:	216-698-2385
SUMMARY OF REQUESTED ACTION:			
Title: Approval to amend previous resolutions that established a list of certified training providers and to add additional training providers to the list.			
A. Scope of Work Summary			
<p>1. County Executive/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3, recommending to amend Resolutions No. R2011-0293 and R2013-0073 which established list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 - 6/30/2014 by adding the following training providers:</p> <ul style="list-style-type: none"> a. American Center for Conflict Resolution Institute, Inc. DBA Lakewood College b. OhioGuidestone c. South University of Ohio, LLC DBA South University <p>2. The primary goals of the project are to provide job seekers options to choose the best training that meet their needs and upgrade their skills and to provide job seekers the opportunity to upgarde their skills through occupational skills training so they can find unsubsidized employment.</p> <p>3. The project is mandated by the federal Workforce Investment Act.</p>			
B. Procurement: a. A bidding exemption to the procurement process was received for this item. The program is mandated by the Federal Workforce Investment Act (sections 663.400			

and 663.500 - federal register dated 8/11/2000).

C. Contractor and Project Information

All Council Districts are served by the vendors identified.

The owners, executive director, for the vendors are as follows:

- a) American Center for Conflict Resolution Institute DBA Lakewood College - Tanya Haggins, President and CEO
- b) OhioGuidestone - Richard R. Frank, President and CEO
- c) South University of Ohio, LLC DBA South University - Scott Behmer, President

The training programs being offered by these additional training providers have been evaluated by the Employment Connection for effectiveness and cost.

D. Project Status and Planning.

- 1. The project's term has already begun.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Occupational skills training provide job seekers the opportunity to upgarde their skills so they can find unsubsidized employment. The employers benefit as well by having trained job applicants that meets their current needs.

Explanation for late submittal:

providers needing time to consult with their legal department

Contract/Agreement Information:

Procurement Method:

Other

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

Financial Information:

Funding source: Explanation:

Federal WIA funds

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [additional providers](#)
- [OhioGuidestone Certificate Audit](#)
- [Lakewood CertificateAudit](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0018

Sponsored by: County Executive FitzGerald/Department of Workforce Development	A Resolution authorizing amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Workforce Development has recommended amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; and,

WHEREAS, the amendments with various providers for Workforce Investment Act In-School and Out-of School Youth Training for additional funds are as follows:

- 1) Contract No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00,
- 2) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$120,000.00; and,

WHEREAS, the primary goal of the project is to serve approximately over 100 Workforce Investment Act eligible economically disadvantaged youth. The youth will be provided year round education and training, and the organizations will be reimbursed on a cost reimbursement basis; and,

WHEREAS, this project is funded 100% by the Federal Workforce Investment Act 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 hereby authorizes amendments to contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds as follows:

- 1) Contract No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$80,000.00,
- 2) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed 120,000.00.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

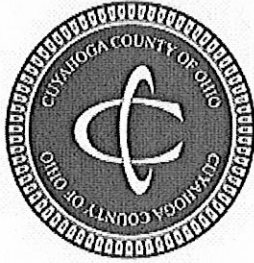
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



10 a-b

Item Details:

Agency/Dept. Name:	Department Workforce Development	of Agency/Dept. Head Name:	Dave Reines
Type of Request:	Contract/Amendment		
Request Prepared by:	Candace James	Telephone No.	(216) 698-2510
SUMMARY OF REQUESTED ACTION:			
*OPD review (7-3-13). OK to process as RFP exemption for the Contracts and Purchasing Board approval. Contract amendment - contract has expired.			
Workforce Development requesting approval of contract amendment with various youth contractors by amending the performance date from 9/1/2011 thru 6/30/2013 to 9/1/2011 to 6/30/2014 and for additional funds in the total amount of \$200,000.00. The funds are to be distributed to 11 various youth service providers (contractors). Please note that nine contracts have already been submitted. The two service providers listed below were not included in the previous submission.			
<ol style="list-style-type: none"> 1. Open Doors, Inc. in the amount of \$80,000 CE1100665 2. Lutheran Metropolitan Ministry in the amount of \$120,000 CE1100669 			
A. Scope of Work Summary			
<ol style="list-style-type: none"> 1. The City of Cleveland/Cuyahoga County Workforce Development is requesting approval of amendments to two contracts for the anticipated cost of not more than \$200,000.00. The purpose of the amendments is to continue the provision of Workforce Investment Act (WIA) services to youth for the period 7/1/13 - 6/30/14. 2. The primary goal of the project is to serve approximately over 100 WIA eligible economically disadvantaged youth. The youth will be provided year round education and training. Organizations will be reimbursed on a cost reimbursement basis. 			

3. The project is federally funded by the Department of Labor and passed through from the Ohio Department of Job and Family Services.

B. Procurement

Workforce Development issued an RFP in 2011 and procured the organizations. The RFP allows for contract extensions through 6/30/14.

C. Contractor and Project Information

Open Doors, Inc.
2460 Fairmount Blvd., Cleveland, Oh. 44106

Lutheran Metropolitan Ministry
1468 West 25th St.; Cleveland, Oh. 44113

2. The Principal Owners are as follows:

Open Doors, Inc. - Dr. AnneMarie Grassi, CEO

Lutheran Metropolitan Ministry - Carol M. Fredrich, President & CEO

D. Project Status and Planning

- 1. These are contract amendments with providers that perform well under their current contract.
- 2. Services have already begun. The reason for the delay in this request is the contract negotiations with the organizations.

E. Funding

- 1. The project is funded 100% by Federal Workforce Investment Act (WIA) Funds.
- 2. The schedule of payments is by monthly invoice received from the organization on a monthly basis.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The amendments are necessary to continue to offer over 100 economically disadvantaged youth comprehensive year-round training. The services are for both in-school and out-of-school youth. The services procured will result in a coordinated set of activities that will enable youth: - Improve basic skills;- Develop work readiness skills;- Receive post-secondary occupational skills;- Find and retain employment;- Progressively increase earnings;- Receive a credential, including High School Diploma,/GED attainment

Explanation for late submittal:

Budget negotiations with providers

Contract/Agreement Information:

Procurement Method:

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

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

Contractor: Open Doors Academy, Inc.

Contract/Agreement No.: CE1100665

Time Period: 7/1/12 – 6/30/13

Service Description: Provide 50 eligible, low-income youth with educational services, work-readiness training, supportive services, and post-secondary education preparation

Original Contract/Agreement Amount: \$259,000

Prior Amendment(s) Amount(s): \$120,000, \$103,354

Performance Indicators: Serve 50 WIA-eligible youth, increase gains in math and reading, matriculate/graduate to the next grade, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 50 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education at 65% or higher of all program exits
 - Attainment of a high school diploma, GED, or training certificate at 60% or higher of all program exits

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Anticipate contract benchmarks will be achieved

Workforce Development
User Department

9/9/13

Date

s: evaluation

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

Contractor: Lutheran Metropolitan Ministry

Contract/Agreement No.: CE1100669 Time Period: 7/1/12 – 6/30/13

Service Description: Provide 50 eligible, low-income youth with educational services, work-readiness training, supportive services, and employment and post-secondary education preparation.

Original Contract/Agreement Amount: \$175,000

Prior Amendment(s) Amount(s): \$164,000, \$100,000

Performance Indicators: Serve 50 WIA-eligible youth, increase gains in math and reading, attain occupational skills training certification, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 50 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @60% of all program exits
 - Increase in basic skills attainment: @50% of all Basic Skills Deficient youth

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating:

Workforce Development
User Department

9/9/13
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0019

Sponsored by: County Executive FitzGerald/Department of Workforce Development	A Resolution authorizing amendments to agreements and contracts with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Workforce Development has recommended amendments to contracts and agreements with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the total amount not-to-exceed \$545,082.00; and,

WHEREAS, the amendments with various providers for Workforce Investment Act In-School and Out-of School Youth Training for additional funds are as follows:

Agreements

- 1) Agreement No. AG1100140-01 with Cuyahoga Community College District YTA in the amount not-to-exceed \$120,000.00
- 2) Agreement No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00
- 3) Agreement No. AG1100142-01 with Cuyahoga Community College District ATA in the amount not-to-exceed \$75,000.00; and,

Contracts

- 1) Contract No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00

- 2) Contract No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00
- 3) Contract No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00
- 4) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00
- 5) Contract No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00

WHEREAS, the primary goal of the project is to serve approximately over 150 Workforce Investment Act eligible economically disadvantaged youth who are in foster care. The youth will be provided year round education and training, and the organizations will be reimbursed on a cost reimbursement basis; and,

WHEREAS, this project is funded 100% by Temporary Assistance to Needy Family 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 hereby authorizes amendments to contracts and agreements with various providers for Workforce Investment Act In-School and Out-of-School Youth Training for the Connect the Dots Program for the period 9/1/2011 – 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the total amount not-to-exceed \$545,082.00 as follows:

Agreements

- 1) Agreement No. AG1100140-01 with Cuyahoga Community College District YTA in the amount not-to-exceed \$120,000.00
- 2) Agreement No. AG1100141-01 with Mayfield City School District in the amount not-to-exceed \$6,000.00
- 3) Agreement No. AG1100142-01 with Cuyahoga Community College District ATA in the amount not-to-exceed \$75,000.00.

Contracts

- 1) Contract No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$17,857.00

- 2) Contract No. CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$50,000.00
- 3) Contract No. CE1100667-01 with Ohio Guidestone fka Guidestone in the amount not-to-exceed \$176,225.00
- 4) Contract No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$75,000.00
- 5) Contract No. CE1100700-01 with Towards Employment in the amount not-to-exceed \$25,000.00

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



11a-h

Item Details:

Agency/Dept. Name: Department of Workforce Development
Agency/Dept. Head Name: Dave Reines

Type of Request: Contract/Amendment

Request Prepared by: Candace James
Telephone No.: 216-698-2510

SUMMARY OF REQUESTED ACTION:

***OPD review (9-25-13). OK to process as RFP exemption for the Contracts and Purchasing Board approval. Contract amendment for expired contract.

A. Scope of Work Summary:

Department of Workforce Development requesting approval to amend contracts/agreements with Connect the Dots contracted youth providers to extend the time period to June 30, 2014 and for additional funds in the amount of \$545,082 to support services from July 1, 2013 to June 30, 2014 for the provision of TANF funded employment and training related services to youth in foster care. The department has entered into contracts/agreements with seven

(7) providers. The contract /agreement amendment increases will be as follows:

- a.) Baldwin-Wallace in the amount of \$17,857.00. CE1100660-01
- b.) Mayfield City School District in the amount of \$6,000.00. AG1100141-01
- c.) Cuyahoga Community College (Youth Technology Academy) in the amount of \$120,000.00. AG1100140-01
- d.) Cuyahoga Community College (Advanced Technology Academy) in the amount of \$75,000.00. AG1100142-01
- e.) Guidestone in the amount of \$176,225.00. CE1100667-01
- f.) Lutheran Metropolitan Ministry in the amount of \$75,000.00. CE1100669-01
- g.) Towards Employment in the amount of \$25,000.00. CE1100700-01
- h.) Youth Opportunities Unlimited in the amount of \$50,000.00 CE1100666-01

2. The primary goal of the project is to serve approximately over 150 WIA eligible, economically disadvantaged youth who are in foster care. The youth will be provided year .

round education and training. Organizations will be reimbursed on a cost reimbursement basis.

3. The project is federally funded through TANF allocation from the Ohio Department of Job and Family Services.

B. Procurement:

1. Workforce Development issued an RFP in 2011 and procured the organizations.

C. Contractor and Project Information:

Baldwin-Wallace College
275 Eastland Road, Berea, OH 44017

Cuyahoga Community College
700 Carnegie Avenue, Cleveland, OH 44115

Mayfield City School District
1101 SOM Center Road, Mayfield Hts., OH 44124

Guidestone (previously Berea Children's Home)
202 East Bagley Road, Berea, OH 44017

Lutheran Metropolitan Ministry
1468 W. 25th Street, Cleveland, OH 44113

Towards Employment
1255 Euclid Avenue, Ste. 300, Cleveland, OH 44115

Youth Opportunities Unlimited
1361 Euclid Avenue, Cleveland, OH 44115

2. The Executive Officers are as follows:

Baldwin-Wallace College - Richard Durst, University President

Cuyahoga Community College - Alex Johnson, President

Mayfield City School District - Phillip Price, Superintendent

Guidestone - Richard Frank, Executive Director

Lutheran Metropolitan Ministry - Carol M. Fredrich, President & CEO

Towards Employment - Jill Rzika, Executive Director

Youth Opportunities Unlimited - Carol Rivchun, Executive Director

Project Status and Planning

1. Connect the Dot is a Pilot project by State of Ohio to serve Foster youth who are aging out of foster care. It is a two and a half year project that started in April of 2013 and will go through June of 2015.

The contract amendments submitted are with seven youth providers performing well under their current contracts.

2. Services have already begun. The reason for the delay in this request is late word by the State of Ohio regarding the continuation of funding and contract negotiations with the organizations.

Funding:

This project is 100% funded by TANF funds.
The schedule of payment is monthly, by invoice on a reimbursement basis.
This is the fourth amendment to the original contract.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The amendments are necessary to continue to offer more than 150 economically disadvantaged youth comprehensive year-round training. The services are for both in-school and out-of school youth who are in foster care. The services procured will result in a coordinated set of activities that will enable youth to: improve basic skills; develop work readiness skills; receive post-secondary occupational skills; find and retain employment; progressively increase earning; receive a credential, including High School Diploma/GED attainment.

Explanation for late submittal:

contract negotiations

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: Explanation:

Federal TANF funds

Total Amount Requested:

\$545,082.00

ATTACHMENTS:

Click to download

- [Guidestone Signed Amendment](#)
- [Guidestone Blue Back](#)
- [Guidestone Audit Search, Signature Authority, Eval, Insurances](#)
- [Baldwin Wallace Blue Back](#)
- [Mayfield City School Blue Back](#)
- [Mayfield City School Signed Amendment](#)
- [TE Blue Back](#)
- [TE Signed Amendment](#)
- [Y.O.U. Blue Back](#)
- [Mayfield City School Audit Search, Signature Authority, Eval, Insurances](#)
- [Guidestone State Certificate](#)
- [TE Audit Search, Authority to Sign, Eval, Insurances, Certificate](#)

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

Contractor: Baldwin-Wallace College

Contract/Agreement No.: CE11006600

Time Period: 7/1/12 – 6/30/13

Service Description: Provide 30 eligible youth with educational services, work-readiness training, supportive services, and post-secondary education preparation

Original Contract/Agreement Amount: \$110,180.00

Prior Amendment(s) Amount(s):

Performance Indicators:

Serve 30 low-income youth, increase gains in math and reading, matriculate/graduate to the next grade, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 30 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Benchmarks related to numbers served, matriculation to next grade, and attainment of work-readiness and basic skills have been met. Provider has historically reported numbers, which exceed performance standards

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Youth Opportunities Unlimited

Contract/Agreement No.: CE1000666 **Time Period:** 7/1/12 – 6/30/13

Service Description: Provide 150 eligible, low-income youth with educational services, work-readiness training, supportive services, and post-secondary education preparation

Original Contract/Agreement Amount: \$450,000.00

Prior Amendment(s) Amount(s): \$434,000

Performance Indicators:
Serve 150 WIA-eligible, increase gains in math and reading, matriculate/graduate to the next grade, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 150 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contract performs well and has historically met performance standards

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Guidestone (formerly known as Berea Children's Home, then Guidestone)

Contract/Agreement No.: CE1000667 **Time Period:** 7/1/12 – 6/30/13

Service Description: Provide 125 eligible, low-income youth with educational services, work-readiness training, supportive services, and employment and post-secondary education preparation

Original Contract/Agreement Amount: \$490,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:
Serve 125 WIA-eligible, increase gains in math and reading, attain occupational skills training certification, and enter post-secondary education or immediate employment upon exit

- Actual performance versus performance indicators (include statistics):
- Satisfactorily identified 125 eligible youth
 - Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits
 - Increased in basic skills attainment: @ 50% of all Basic Skills Deficient youth

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contract performs well and has historically exceeded performance standards

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Lutheran Metropolitan Ministry

Contract/Agreement No.: CE1100669

Time Period: 7/1/12 – 6/30/13

Service Description: Provide 50 eligible, low-income youth with educational services, work-readiness training, supportive services, and employment and post-secondary education preparation

Original Contract/Agreement Amount: \$175,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:

Serve 50 WIA-eligible, increase gains in math and reading, attain occupational skills training certification, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 50 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits
 - Increased in basic skills attainment: @ 50% of all Basic Skills Deficient youth

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contractor performs well and has historically exceeded performance standards

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Towards Employment

Contract/Agreement No.: CE1100700 **Time Period:** 7/1/12 – 6/30/13

Service Description: Provide 300 Out-of-School Youth with supportive services and career counseling/case management services

Original Contract/Agreement Amount: \$175,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:
300 Out-of-School youth receive supportive services and career counseling through collaboration with Out-of-School Providers and on-site supports at Youth Resource Center

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 300 eligible youth
- Satisfactorily supported Out-of-School Providers in meeting performance outcomes of entered employment/post-secondary education at 65% and attainment of occupational skills certification at 60%

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contractor has met performance expectations

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Cuyahoga Community College District

Contract/Agreement No.: AG 1100140 **Time Period:** 7/1/12 – 6/30/13

Service Description: Provide 125 eligible, low-income youth with educational services, work-readiness training, supportive services, and post-secondary education preparation

Original Contract/Agreement Amount: \$400,000

Prior Amendment(s) Amount(s): \$360,000

Performance Indicators:
Serve 125 low-income youth, increase gains in math and reading, matriculate/graduate to the next grade, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 125 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Anticipate that contract benchmarks will be achieved

Workforce Development

User Department

9/9/13

Date

s: evaluation

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

Contractor: Mayfield City School District

Contract/Agreement No.: AG1100141 **Time Period:** 7/1/12 – 6/30/13

Service Description: Provide 200 eligible, low-income youth with educational services, work-readiness training, supportive services, and post-secondary education preparation

Original Contract/Agreement Amount: \$370,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:
Serve 200 WIA-eligible, disabled youth by providing work-readiness, vocational training, academic and transitional supports

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 200 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contractor has historically exceeded performance standards and is expected to deliver similar outcomes during current contract.

Workforce Development

9/9/13

User Department

Date

s: evaluation

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

Contractor: Cuyahoga Community College District

Contract/Agreement No.: AG1100142

Time Period: 7/1/12 – 6/30/13

Service Description: Provide 50 eligible, low-income youth with educational services, work-readiness training, supportive services, and employment and post-secondary education preparation

Original Contract/Agreement Amount: \$220,000.00

Prior Amendment(s) Amount(s):

Performance Indicators:

Serve 50 WIA-eligible, increase gains in math and reading, attain occupational skills training certification, and enter post-secondary education or immediate employment upon exit

Actual performance versus performance indicators (include statistics):

- Satisfactorily identified 50 eligible youth
- Appears to be on target for performance outcomes, which are:
 - Entered employment or post-secondary education: @ 65% of all program exits
 - Attainment of a high school diploma, GED, or training certificate: @ 60% of all program exits
 - Increased in basic skills attainment: @ 50% of all Basic Skills Deficient youth

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Contractor performs well and has historically exceeded performance standards

Workforce Development

9/9/13

User Department

Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0020

<p>Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00, to authorize funding decreases and/or increases with various previously approved providers and to make awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015; 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>
--	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1300268-01 for residential treatment services for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00 and to authorize funding decreases and/or increases with various previously approved providers; and,

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015 for the following approximate amounts reasonably anticipated to be:

- 1) Central Ohio Youth Center in the approximate amount of \$5,000.00;
- 2) Community Specialists Corporation dba The Academy in the approximate amount of \$5,000.00;
- 3) George Junior Republic in Pennsylvania in the approximate amount of \$5,000.00;
- 4) Muskegon River Youth Homers in the approximate amount of \$5,000.00;
- 5) Rite of Passage, Inc. in the approximate amount of \$5,000.00; and

- 6) Summit School, Inc. dba The Academy in the approximate amount of \$5,000.00; and,

WHEREAS, the primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs; and,

WHEREAS, this 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 authorizes an amendment to Master Contract No. CE1300268 for residential treatment services for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,250,000.00 to \$3,850,000.00 and to authorize funding decreases and/or increases with various previously approved providers.

SECTION 2. That the Cuyahoga County Council hereby authorizes awards on RQ28779 to additional providers for the period 2/1/2014 - 1/31/2015 for the following:

- 1) Central Ohio Youth Center
- 2) Community Specialists Corporation dba The Academy
- 3) George Junior Republic in Pennsylvania
- 4) Muskegon River Youth Homers
- 5) Rite of Passage, Inc.
- 6) Summit School, Inc. dba The Academy

SECTION 3. That the County Executive is authorized to execute all documents required in connection with said amendment and this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council,

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

SECTION 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:

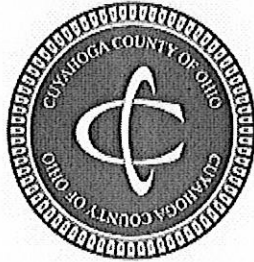
County Council President		Date

County Executive		Date

Clerk of Council		Date

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

Journal _____
_____, 20__



161a-20

Item Details:

Agency/Dept. Name:	Juvenile Court	Agency/Dept. Head Name:	Marita Kavalec
Type of Request:	Contract/Amendment		
Request Prepared by:	Sarah Baker	Telephone No.	443-8268

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary 1. Juvenile Court is requesting approval of a Master Contract Amendment and award recommendation for new vendors to be added onto the Master Contract for Residential Treatment Services for the time period of February 1, 2013 through January 31, 2015, to increase the funds in the amount of \$1,600,000.00. Juvenile Court currently contracts with the following vendors: 'Applewood Centers, Inc. 'Beech Brook 'Bellefaire Jewish Children's Bureau 'Carrington Youth Academy, LLC 'Catholic Charities Corporation 'Cleveland Christian Home, Inc. 'Cornell Abraxas Group, Inc. 'The Glen Mills Schools 'Guidestone, fka Berea Children's Home 'The House of Emmanuel, Inc. 'Keystone Richland Center, LLC dba Foundations for Living 'New Directions, Inc. 'Safe House Ministries, Inc. 'The Village Network The Court wishes to add the following vendors to the Master Contract: 'Central Ohio Youth Center 'Community Specialists Corporation dba The Academy 'George Junior Republic in Pennsylvania 'Muskegon River Youth Homes 'Rite of Passage, Inc. 'Summit School, Inc. dba Summit Academy 2. The primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs. 3. N/A

B. Procurement 1. The procurement method for the original project was an alternative procurement process and an exemption from the aggregation of contracts. An RFP was originally done for those services and the Court then chose to utilize this alternative procurement method to enter into a Master Contracts for these services. The Court then issued a RFP to procure new and additional vendors for these services that could be added onto the Master Contract Amendment. 2. The original procurement method was closed on December 8, 2011. There was no SBE goal for this project. The second RFP that was utilized to add in additional vendors for this service was closed on November 13, 2013 and there was no SBE goal. 3.

At the time of the original RFP, there were a total of sixteen (16) proposals submitted for review. The proposals were reviewed and fourteen (14) vendors were selected, as they all met requirements of the RFP. This alternative procurement process will allow us to enter into Master Contracts with the prior fourteen (14) vendors previously selected. At the time of the second RFP process, there was a total of thirteen (13) proposals submitted for review. The proposals were reviewed and the Court chose to contract with six (6) new vendors and to allow two (2) current vendors to add on additional programs. The rest of the proposals were submitted by current vendors who submitted for the exact same program that they already have a contract for, therefore, the proposals were unnecessarily submitted.

C. Contractor and Project Information

1. The address of the vendors and/or contractor is:

- a. Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, Ohio 44102 Council District: 3
- b. Beech Brook 3737 Lander Road Pepper Pike, Ohio 44124 Council District: 9
- c. Bellefaire Jewish Children's Bureau 22001 Fairmount Boulevard Shaker Heights, Ohio 44118 Council District: 9
- d. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, Ohio 44112 Council District: 10
- e. Catholic Charities Corporation 6753 State Road Parma, Ohio 44134 Council District: 4
- f. Cleveland Christian Home, Inc. 2202 Prame Avenue Cleveland, Ohio 44109 Council District: 3
- g. Cornell Abraxas Group, Inc. 2840 Liberty Avenue Suite 300 Pittsburgh, Pennsylvania 15222 Council District: N/A
- h. The Glen Mills Schools P.O. Box 5001 Concordville, Pennsylvania 19331 Council District: N/A
- i. Ohio Guidestone 202 East Bagley Road Berea, Ohio 44107 Council District: 5
- j. The House of Emmanuel, Inc. 1946 N. 13th Street Suite 380 Toledo, Ohio 43604 Council District: N/A
- k. Keystone Richland Center, LLC dba Foundations for Living 1451 Lucas Road Mansfield, Ohio 44903 Council District: N/A
- l. New Directions, Inc. 30800 Chagrin Boulevard Cleveland, Ohio 44124 Council District: 9
- m. Safe House Ministries, Inc. 100 Broadway Avenue Youngstown, Ohio 44505 Council District: N/A
- n. The Village Network P.O. Box 518 Smithville, Ohio 44677 Council District: N/A
- o. Central Ohio Youth Center 18100 State Route 4 Marysville, Ohio 43040 Council District: N/A
- p. Community Specialists dba The Academy 900 Agnew Road Pittsburgh, PA 15227 Council District: N/A
- q. George Junior Republic in Pennsylvania P.O. Box 1058, 233 George Junior Road Grove City, PA 16127 Council District: N/A
- r. Muskegon River Youth Homes 3030 Long Lane Evart, Michigan 49631 Council District: N/A
- s. Rite of Passage, Inc. 2560 Business Parkway Suite A Minden, Nevada 89423 Council District: N/A
- t. Summit School, Inc. dba Summit Academy 839 Herman Road Herman, PA 16039 Council District: N/A

2. Executive Director of Applewood Centers, Inc. is Melanie Falls
 Executive Director of Beech Brook is Debra Rex

Executive Director of Bellefaire Jewish Children's Bureau is Adam Jacobs

Principal owner of Carrington Youth Academy, LLC is Bernard Pawlikowsky
 Executive Director of Catholic Charities Corporation is Maureen Dee

Executive Director of The Cleveland Christian Home Incorporated is David Lundeen

Senior Vice Presidents of Cornell Abraxas Group, Inc. is Jon Swatsburg & Benjamin Erwin
 Executive Director of The Glen Mills Schools is Garrison Ipock, Jr.
 The President and CEO of Ohio Guidestone is Richard Frank

Vice President, Operations of The House of Emmanuel, Inc. is Marcus Goodwin
 Executive Director of Keystone Richland Center, LLC dba Foundations for Living is Connie Rebane
 Executive Director of New Directions, Inc. Michael Matoney

The Administrator of Safe House Ministries, Inc. is TJ Perkins
 The President/CEO of The Village Network is Richard Graziano
 The Superintendent of Central Ohio Youth Center is Victoria M. Jordan
 The Executive Director of Community Specialists Corporation dba The Academy is Frank Wentzel
 The Chief Executive Officer of George Junior Republic in

Pennsylvania is Richard L. Losasso The CEO of Muskegon River Youth Homes is Ronald D. Hunter The CEO of Rite of Passage, Inc. is S. James Broman The Executive Director of Summit School, Inc. DBA Summit Academy is John D. McCloud

3.a The address or location of the project is: a. Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, Ohio 44102 Council District: 3 b. Beech Brook 3737 Lander Road Pepper Pike, Ohio 44124 Council District: 9 c. Bellefaire Jewish Children's Bureau 22001 Fairmount Boulevard Shaker Heights, Ohio 44118 Council District: 9 d. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, Ohio 44112 Council District: 10 e. Catholic Charities Corporation 6753 State Road Parma, Ohio 44134 Council District: 4 f. Cleveland Christian Home, Inc. 2202 Prame Avenue Cleveland, Ohio 44109 Council District: 3 g. Cornell Abraxas Group, Inc. 2840 Liberty Avenue Suite 300 Pittsburgh, Pennsylvania 15222 Council District: N/A h. The Glen Mills Schools P.O. Box 5001 Concordville, Pennsylvania 19331 Council District: N/A i. Ohio Guidestone 202 East Bagley Road Berea, Ohio 44107 Council District: 5 j. The House of Emmanuel, Inc. 1946 N. 13th Street Suite 380 Toledo, Ohio 43604 Council District: N/A k. Keystone Richland Center, LLC dba Foundations for Living 1451 Lucas Road Mansfield, Ohio 44903 Council District: N/A l. New Directions, Inc. 30800 Chagrin Boulevard Cleveland, Ohio 44124 Council District: 9 m. Safe House Ministries, Inc. 100 Broadway Avenue Youngstown, Ohio 44505 Council District: N/A n. The Village Network P.O. Box 518 Smithville, Ohio 44677 Council District: N/A o. Central Ohio Youth Center 18100 State Route 4 Marysville, Ohio 43040 Council District: N/A p. Community Specialists dba The Academy 900 Agnew Road Pittsburgh, PA 15227 Council District: N/A q. George Junior Republic in Pennsylvania P.O. Box 1058, 233 George Junior Road Grove City, PA 16127 Council District: N/A r. Muskegon River Youth Homes 3030 Long Lane Ewart, Michigan 49631 Council District: N/A s. Rite of Passage, Inc. 246 Bonham Road Cincinnati, Ohio 45215 Council District: N/A t. Summit School, Inc. dba Summit Academy 839 Herman Road Herman, PA 16039 Council District: N/A" 3.b. N/A

D. Project Status and Planning

1. The project is an ongoing project for the Court. 2. N/A 3. N/A 4. N/A 5. N/A

E. Funding
1. The project is 100% funded by General Funds. 2. The schedule of payments is by invoice on a monthly basis. 3. N/A.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

The decrease in funds is due to the budget amount that the County allocated the Court for this service.

Financial Information:

[Empty box for financial information]

Funding source: General Fund	Explanation: 100% Health and Human Services Levy Funds (General Funds)
Total Amount Requested: \$1,600,000.00	

ATTACHMENTS:

Click to download

- [Justification](#)
- [Justification Approval](#)
- [RFP 28779 \(To add additional vendors\)](#)
- [Applewood Department Acknowledgement](#)
- [Applewood Signature Authorization](#)
- [Applewood Certificate of Liability Insurance](#)
- [Applewood Worker's Compensation](#)
- [Applewood W9](#)
- [Applewood Auditor of State](#)
- [Applewood Contract Evaluation](#)
- [Beech Brook Department Acknowledgement](#)
- [Beech Brook Signature Authorization](#)
- [Beech Brook Certificate of Liability Insurance](#)
- [Beech Brook Worker's Compensation](#)
- [Beech Brook W9](#)
- [Beech Brook Auditor of State](#)
- [Beech Brook Contract Evaluation](#)
- [Bellefaire JCB Award Letter](#)
- [Bellefaire JCB Bidder Compliance](#)
- [Bellefaire JCB Department Acknowledgement](#)
- [Bellefaire JCB Proposal \(Back Up Material Part1of1\)](#)
- [Bellefaire JCB Financials CONFIDENTIAL](#)
- [Bellefaire JCB Signature Authorization](#)
- [Bellefaire JCB Non-Collusion](#)
- [Bellefaire JCB Certificate of Liability Insurance](#)
- [Bellefaire JCB Worker's Compensation](#)
- [Bellefaire JCB W9](#)
- [Bellefaire JCB Auditor of State](#)
- [Bellefaire JCB Contract Evaluation](#)
- [Carrington Department Acknowledgement](#)
- [Carrington Signature Authoriztion](#)
- [Carrington Certificate of Liability Insurance](#)
- [Carrington Worker's Compensation](#)
- [Carrington W9](#)
- [Carrington Auditor of State](#)
- [Carrington Contract Evaluation](#)
- [Catholic Charities Department Acknowledgement](#)
- [Catholic Charities Signature Authorization](#)
- [Catholic Charities Certificate of Liability Insurance](#)
- [Catholic Charities Worker's Compensation](#)
- [Catholic Charities W9](#)
- [Catholic Charities Auditor of State](#)
- [Catholic Charities Contract Evaluation](#)
- [Cleveland Christian Home Department Acknowledgment](#)
- [Cleveland Christian Home Signature Authorization](#)

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

Contractor: Applewood Centers, Inc.

Contract/Agreement No.: CE1300268-01

Time Period: 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$5,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, no youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this time, no youth have been referred to this vendor for services.

Sarah Baker

User Department

12.11.13

Date

s: evaluation

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

Contractor: Beech Brook

Contract/Agreement No.: CE1300268-02 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$50,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, five (5) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: The vendor has done well with the youth that have been referred to their agency.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: Bellefaire Jewish Children's Bureau

Contract/Agreement No.: CE1300268-03 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$50,000.00

Prior Amendment(s) Amount(s): None

- Performance Indicators:**
1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, five (5) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: The vendor has done well with the youth that have been referred to their agency.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: Carrington Youth Academy, LLC

Contract/Agreement No.: CE1300268-04 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$5,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, no youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, no youth have been referred to this vendor for this service.

Sarah Balew
User Department

12.11.13
Date

si: evaluation

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

Contractor: Cleveland Christian Home, Inc.

Contract/Agreement No.: CE1300268-06

Time Period: 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$120,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, four (4) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, four (4) youth have been referred to this vendor for this service.

Sarah Balew
User Department

12.11.13
Date

s: evaluation

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

Contractor: Catholic Charities Corporation

Contract/Agreement No.: CE1300268-05 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$85,000.00

Prior Amendment(s) Amount(s): None

- Performance Indicators:**
1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, seven (7) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, seven (7) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: Cornell Abraxas Group, Inc.	
Contract/Agreement No.: CE1300268-07	Time Period: 2/1/13-1/31/15
Service Description: Residential Treatment Services	
Original Contract/Agreement Amount: \$310,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: <ol style="list-style-type: none">1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, forty eight (48) youth were referred to this vendor for traditional residential treatment services.
--

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, forty eight (48) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: The Glen Mills Schools	
Contract/Agreement No.: CE1300268-08	Time Period: 2/1/13-1/31/15
Service Description: Residential Treatment Services	
Original Contract/Agreement Amount: \$830,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: 1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program. 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program. 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program. 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program. 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility. 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, forty three (43) youth were referred to this vendor for traditional residential treatment services.
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Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, forty three (43) youth have been referred to this vendor for this service.

Saran Balew
User Department

12.11.13
Date

s: evaluation

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

Contractor: Ohio Guidestone

Contract/Agreement No.: CE1300268-09 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$140,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, eleven (11) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, eleven (11) youth have been referred to this vendor for this service.

Barbara Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: The House of Emmanuel, Inc.

Contract/Agreement No.: CE1300268-10 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$5,000.00

Prior Amendment(s) Amount(s): None

- Performance Indicators:**
1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, no youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, no youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.12.13
Date

s: evaluation

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

Contractor: Keystone Richland Center, LLC dba Foundations for Living

Contract/Agreement No.: CE1300268-11 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$225,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, fifteen (15) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, fifteen (15) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: New Directions, Inc.	
Contract/Agreement No.: CE1300268-12	Time Period: 2/1/13-1/31/15
Service Description: Residential Treatment Services	
Original Contract/Agreement Amount: \$5,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: <ol style="list-style-type: none">1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, no youth were referred to this vendor for traditional residential treatment services.
--

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, no youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

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

Contractor: Safe House Ministries, Inc.

Contract/Agreement No.: CE1300268-13

Time Period: 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$5,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, two (2) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, two (2) youth have been referred to this vendor for this service.

Darany Babu
User Department

12.11.13
Date

ss: evaluation

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

Contractor: The Village Network

Contract/Agreement No.: CE1300268-14 **Time Period:** 2/1/13-1/31/15

Service Description: Residential Treatment Services

Original Contract/Agreement Amount: \$415,000.00

Prior Amendment(s) Amount(s): None

- Performance Indicators:**
1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, nineteen (19) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, nineteen (19) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.11.13
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0021

<p>Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 - 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; 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 on behalf of Cuyahoga County Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2013 – 1/31/2015 to change the total amount not-to-exceed from \$2,700,000.00 to \$4,578,277.50 and to authorize funding decreases and/or increases with various previously approved providers; and,

WHEREAS, the primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court’s delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs; and,

WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

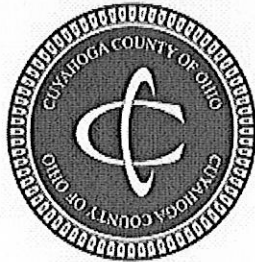
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Master Contract No. CE1300269-01-08 for residential treatment services for the Youth and Family Community Partnership Program for the period

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

Journal _____
_____, 20__



171a-2f

Item Details:

Agency/Dept. Name:	Juvenile Court	Agency/Dept. Head Name:	Marita Kavalec
Type of Request:	Contract/Amendment		
Request Prepared by:	Sarah Baker	Telephone No.	443-8268

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary 1. Juvenile Court is requesting the approval of an amendment to the master contract for Residential Treatment Services through the Youth and Family Community Partnership Program for the time period of February 1, 2013 through January 31, 2015, for an increase in the amount of \$1,878,277.50 for a new not-to-exceed amount of \$4,578,277.50. Juvenile Court currently contracts with the following vendors: ·Applewood Centers, Inc. ·Beech Brook ·Bellefaire Jewish Children's Bureau ·Carrington Youth Academy, LLC ·Catholic Charities Corporation ·Cleveland Christian Home, Inc. ·New Directions, Inc. ·The Village Network 2. The primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs. 3. N/A

B. Procurement 1. The procurement method for this project was an alternative procurement process and an exemption from the aggregation of contracts. An RFP was originally done for these services and the Court has utilized this alternative procurement method to enter into a Master Contract for these services. 2. The original procurement method was closed on December 8, 2011. There was no SBE goal for this project. 3. At the time of the original RFP, there were a total of twelve (12) proposals submitted for review. The proposals were reviewed and eight (8) vendors were selected, as they all met requirements of the RFP. This alternative procurement process allowed us to enter into a Master Contract with the prior eight (8) vendors previously selected.

C. Contractor and Project Information 1. The address of the vendors and/or contractor is: a. Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, Ohio 44102 Council District: 3 b. Beech Brook 3737 Lander Road Pepper Pike, Ohio 44124 Council District: 9 c. Bellefaire Jewish Children's Bureau 22001 Fairmount Boulevard Shaker Heights, Ohio 44118 Council District: 9 d. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, Ohio

44112 Council District: 10 e. Catholic Charities Corporation 6753 State Road Parma, Ohio
 44134 Council District: 4 f. Cleveland Christian Home, Inc. 2202 Prame Avenue Cleveland, Ohio
 44109 Council District: 3 g. New Directions, Inc. 30800 Chagrin Boulevard Cleveland, Ohio
 44124 Council District: 9 h. The Village Network P.O. Box 518 Smithville, Ohio 44677
 Council District: N/A 2. Executive Director of Applewood Centers, Inc. is Melanie Falls
 Executive Director of Beech Brook is Debra Rex
 Executive Director of Bellefaire Jewish Children's Bureau is Adam Jacobs
 Principal owner of Carrington Youth Academy, LLC is Bernard Pawlikowsky Executive
 Director of Catholic Charities Corporation is Maureen Dee
 Executive Director of The Cleveland Christian Home Incorporated is David Lundeen
 Executive Director of New Directions, Inc. Michael Matoney
 The President/CEO of The Village Network is Richard Graziano
 3.a The address or location of the project is: a. Applewood Centers, Inc. 10427 Detroit
 Avenue Cleveland, Ohio 44102 Council District: 3 b. Beech Brook 3737 Lander Road Pepper
 Pike, Ohio 44124 Council District: 9 c. Bellefaire Jewish Children's Bureau 22001 Fairmount
 Boulevard Shaker Heights, Ohio 44118 Council District: 9 d. Carrington Youth Academy, LLC
 2114 Noble Road Cleveland, Ohio 44112 Council District: 10 e. Catholic Charities
 Corporation 6753 State Road Parma, Ohio 44134 Council District: 4 f. Cleveland Christian
 Home, Inc. 2202 Prame Avenue Cleveland, Ohio 44109 Council District: 3 g. New
 Directions, Inc. 30800 Chagrin Boulevard Cleveland, Ohio 44124 Council District: 9 h. The
 Village Network P.O. Box 518 Smithville, Ohio 44677 Council District: N/A 3.b. N/A **D.**
Project Status and Planning 1. The project is an ongoing project for the Court. 2. N/A
 3. N/A 4. N/A 5. N/A **E. Funding** 1. The project is 100% funded by the Health & Human
 Services Levy Funds. 2. The schedule of payments is by invoice on a monthly basis. 3. N/A.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The primary goal of this project is to implement a comprehensive program to provide a wide range of services to the Juvenile Court's delinquent youth population in a series of residential programs. Youth referred to this program will have demonstrated unsuccessful participation and/or completion in other community-based programs.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

The decrease in funds is due to the Court being allocated less money for this service in the upcoming year.

Financial Information:

Funding source:

Other

Explanation:

100% Health & Human Services Levy Funds

Total Amount Requested:

\$2,100,000.00

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

Contractor: Applewood Centers, Inc.	
Contract/Agreement No.: CE1300269-01	Time Period: 2/1/13-1/31/15
Service Description: Youth & Family Community Partnership (YFCP)	
Original Contract/Agreement Amount: \$475,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: <ol style="list-style-type: none">1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, nineteen (19) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, nineteen (19) youth have been referred to this vendor for this service.
--

Sarah Baker
User Department

12.12.13
Date

s: evaluation

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

Contractor: Beech Brook

Contract/Agreement No.: CE1300269-02

Time Period: 2/1/13-1/31/15

Service Description: Youth & Family Community Partnership (YFCP)

Original Contract/Agreement Amount: \$450,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, twenty (20) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, twenty (20) youth have been referred to this vendor for this service.

Sarah Balew
User Department

12.12.13
Date

s: evaluation

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

Contractor: Bellefaire Jewish Children's Bureau	
Contract/Agreement No.: CE1300269-03	Time Period: 2/1/13-1/31/15
Service Description: Youth & Family Community Partnership (YFCP)	
Original Contract/Agreement Amount: \$500,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: 1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program. 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program. 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program. 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program. 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility. 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, eighteen (18) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, eighteen (18) youth have been referred to this vendor for this service.
--

Sarah Baker
User Department

12.12.13
Date

SI evaluation

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

Contractor: Carrington Youth Academy, LLC	
Contract/Agreement No.: CE1300269-04	Time Period: 2/1/13-1/31/15
Service Description: Youth & Family Community Partnership (YFCP)	
Original Contract/Agreement Amount: \$160,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: <ol style="list-style-type: none">1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, eleven (11) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, eleven (11) youth have been referred to this vendor for this service.
--

Sarah Baker
User Department

12.10.13
Date

s: evaluation

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

Contractor: Catholic Charities Corporation

Contract/Agreement No.: CE1300269-05 **Time Period:** 2/1/13-1/31/15

Service Description: Youth & Family Community Partnership (YFCP)

Original Contract/Agreement Amount: \$250,000.00

Prior Amendment(s) Amount(s): None

- Performance Indicators:**
1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, eleven (11) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: At this point in time, eleven (11) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12/12/13
Date

s: evaluation

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

Contractor: Cleveland Christian Home, Inc.

Contract/Agreement No.: CE1300269-06 **Time Period:** 2/1/13-1/31/15

Service Description: Youth & Family Community Partnership (YFCP)

Original Contract/Agreement Amount: \$400,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, twenty six (26) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, twenty six (26) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.12.13
Date

sr: evaluation

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

Contractor: New Directions, Inc.	
Contract/Agreement No.: CE1300269-07	Time Period: 2/1/13-1/31/15
Service Description: Youth & Family Community Partnership (YFCP)	
Original Contract/Agreement Amount: \$250,000.00	
Prior Amendment(s) Amount(s): None	

Performance Indicators: 1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program. 2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program. 3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program. 4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program. 5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility. 6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.
--

Actual performance versus performance indicators (include statistics): During the time frame of the contract, eleven (11) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, eleven (11) youth have been referred to this vendor for this service.
--

Sarah Baker
User Department

12.12.13
Date

s: evaluation

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

Contractor: The Village Network

Contract/Agreement No.: CE1300269-08

Time Period: 2/1/13-1/31/15

Service Description: Youth & Family Community Partnership (YFCP)

Original Contract/Agreement Amount: \$215,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators:

1. 75% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 100% of the YOUTH and/or their families will be contacted within 48 hours of youth's admission to the program.
3. 100% of the YOUTH will be assessed and will have Individualized Service Plans developed for them within 30 days of admission to the program.
4. 100% of YOUTH will be enrolled in an educational/vocational program within 3 days of successful release from program.
5. 100% of YOUTH will demonstrate a drop in the OYAS score at the time of discharge from the VENDOR'S residential facility.
6. 100% of YOUTH discharged on medication will have an appointment with a community-based psychiatrist within 30 days of successful release from program.

Actual performance versus performance indicators (include statistics): During the time frame of the contract, twenty (20) youth were referred to this vendor for traditional residential treatment services.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: At this point in time, twenty (20) youth have been referred to this vendor for this service.

Sarah Baker
User Department

12.12.13
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0022

Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ28083 to various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended making awards on RQ28083 in the total amount not-to-exceed \$3,273,852.00 for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016 to the following providers:

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85,
- 2) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$1,163,432.15; and

WHEREAS, the primary goal of the program is to provide Staff Secure Shelter Care Services to Court-involved youth as an alternative to secure detention; and

WHEREAS, this is an ongoing project for the Court; and

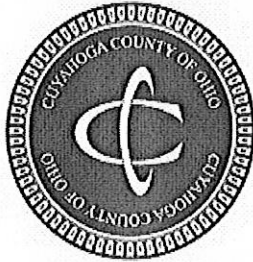
WHEREAS, this project is funded with: (a) the Health & Human Services Levy Funds, (b) RECLAIM Ohio Grant Funds, and (c) Title IV-E Funds; and

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 hereby approves awards on RQ28083 in the total amount not-to-exceed \$3,273,852.00 for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016 to the following providers:

- 1) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,110,419.85, and



18a-b

Item Details:

Agency/Dept. Name:	Juvenile Court	Agency/Dept. Head Name:	Marita Kavalec
Type of Request:	Contract/Amendment		
Request Prepared by:	Sarah Baker	Telephone No.	443-8268

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary 1. Juvenile Court is requesting approval of award recommendation and contract for Staff Secure Shelter Care Services for the time period of March 1, 2014 through February 29, 2016 with the not-to-exceed amounts as listed below: Carrington Youth Academy, LLC with a not-to-exceed amount of \$2,110,419.85 Cleveland Christian Home with a not-to-exceed amount of \$1,163,432.15 2. The primary goal of the program is to provide Staff Secure Shelter Care services to Court-involved youth as an alternative to secure Detention. 3. N/A B. Procurement 1. The procurement method for this project is an RFP. The total value of the RFP is \$5,255,689.10. 2. The RFP was closed on August 16, 2013. 3. When the RFP was closed, a total of two (2) vendors submitted proposals. The Court chose to contract with both of the vendors. C. Contractor and Project Information 1. The address of the vendors and/or contractor is: a. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, Ohio 44112 Council District: 10 b. Cleveland Christian Home 1400 West 25th Street, 2nd Floor Cleveland, Ohio 44113 Council District: 3 2. Cleveland Christian Home Executive Director is David Lundeen Carrington Youth Academy, LLC Principal Owner is Bernard Pawlikosky 2a. The address or location of the project is: a. Carrington Youth Academy, LLC 2114 Noble Road Cleveland, Ohio 44112 b. Cleveland Christian Home 11401 Lorain Avenue Cleveland, Ohio 44111 3.b. N/A D. Project Status and Planning 1. The project is an ongoing project for the Court. 2. N/A 3. N/A 4. N/A 5. N/A E. Funding 1. The project is part Health & Human Services Levy Funds, RECLAIM Ohio Grant Funds, and Title IV-E Funds. 2. The schedule of payments is by invoice on a monthly basis. 3. N/A.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The primary goal of the program is to provide Staff Secure Shelter Care services to Court-involved youth as an alternative to secure Detention.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

The decrease in funds is due to only encumbering one years funds.

Financial Information:

Funding source:

Other

Explanation:

Health & Human Services Levy Funds, RECLAIM Ohio Grant Funds, and Title IV-E Funds

Total Amount Requested:

\$3,273,852.00

ATTACHMENTS:

Click to download

- [Final RFP Shelter Care](#)
- [Carrington Award Letter](#)
- [Carrington Bidder Compliance Form](#)
- [Carrington Department Acknowledgement Form](#)
- [Carrington Contract Cover](#)
- [Carrington Contract \(Part1of1\) TAB](#)
- [Carrington Proposal- Back Up Material](#)
- [Carrington Financial Statements CONFIDENTIAL](#)
- [Carrington Signature Authorization](#)
- [Carrington Non-Collusion Affidavit](#)
- [Carrington Certificate of Liability Insurance](#)
- [Carrington Worker's Compensation](#)
- [Carrington W9](#)
- [Carrington Auditor of State](#)
- [Carrington Secretary of State](#)
- [Carrington Contract Evaluation](#)
- [Cleveland Christian Home Award Letter](#)
- [Cleveland Christian Home Bidder Compliance Form](#)
- [Cleveland Christian Home Department Acknowledgement Form](#)
- [Cleveland Christian Home Contract Cover](#)
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- [Cleveland Christian Home Proposal- Back Up Material](#)
- [Cleveland Christian Home Financial Statements- CONFIDENTIAL](#)
- [Cleveland Christian Home Signature Authorization](#)
- [Cleveland Christian Home Non-Collusion Affidavit](#)
- [Cleveland Christian Home Certificate of Liability Insurance](#)
- [Cleveland Christian Home Worker's Compensation](#)
- [Cleveland Christian Home W9](#)
- [Cleveland Christian Home Auditor of State](#)
- [Cleveland Christian Home Secretary of State](#)
- [Cleveland Christian Home Contract Evaluation](#)
- [Contract History](#)

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

Contractor: Carrington Youth Academy, LLC

Contract/Agreement No.: CB1200344 **Time Period:** 3/1/12 – 2/28/14

Service Description: The primary goal of the program is to provide staff secure shelter care services for Court- involved youth as an alternative to secure Detention.

Original Contract/Agreement Amount: \$1,618,852.00

Prior Amendment(s) Amount(s): The first amendment to this contract added an additional \$2,121,340.00 for a new not-to-exceed amount of \$3,740,192.00.

Performance Indicators:
1. 75% of youth admitted to the program during the contract period will successfully complete the program.
2. 95% of the youth will not have new charges filed while assigned to the program.

Actual performance versus performance indicators (include statistics):
The vendor is currently on track to meet the requirements of the contract.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: The Court is satisfied with the service that the vendor provides to Court-involved youth.

Sarah Baker 11.00.13
User Department Date

es: evaluation

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

Contractor: Cleveland Christian Home

Contract/Agreement No.: CE12003445

Time Period: 3/1/12 – 2/28/14

Service Description: The primary goal of the program is to provide staff secure shelter care services for Court- involved youth as an alternative to secure Detention.

Original Contract/Agreement Amount: \$534,000.00

Prior Amendment(s) Amount(s): The first amendment to this contract added an additional \$1,152,512.00 for a new not-to-exceed amount of \$1,686,512.00.

Performance Indicators:

1. 75% of youth admitted to the program during the contract period will successfully complete the program.
2. 95% of the youth will not have new charges filed while assigned to the program.

Actual performance versus performance indicators (include statistics):
The vendor is currently on track to meet the requirements of the contract.

Rating of Overall Performance of Contractor (Check One):

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: The Court is satisfied with the service that the vendor provides to Court-involved youth.

Sarah Babo

User Department

11.20.13

Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0023

<p>Sponsored by: County Executive FitzGerald on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing various revenue generating agreements with Council for Economic Opportunities in Greater Cleveland for lease of space at various Cuyahoga County Board of Developmental Disabilities Centers for operation of Head Start Programs for the period 2/1/2014 - 1/31/2017; 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.</p>
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WHEREAS, the County Executive on behalf of the Cuyahoga County Board of Developmental Disabilities (“CCBDD”) has submitted various revenue generating agreements with the Council for Economic Opportunities in Greater Cleveland (“CEOGC”) for lease of space at the following CCBDD Centers for the operation of Head Start and pre-school programs for the period 2/1/2014 - 1/31/2017;

- 1) Green Road Services Center (GRSC), located at 4329 Green Road, Highland Hills, will generate revenue of \$342,824.04 over the three years of its lease term, and
- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, will generate revenue of \$410,788.17 over the three years of its lease term; and

WHEREAS, the rent per square foot for both leases is \$13.26 for all three years; and

WHEREAS, the primary goals of these leases is for the CCBDD to: (a) continue to partner with CEOGC to enable it to continue to provide head start programs to children in Cuyahoga County; (b) to further CCBDD’s mission of providing early childhood service to children with developmental disabilities; and (c) to offset the CCBDD’s cost to operate the building, which, would not be utilized to full capacity without the lease with CEOGC; and

WHEREAS, no CCBDD or County funds will be expended and rental payments will be made monthly, directly to the CCBDD; and

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

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

SECTION 1. The Cuyahoga County Council authorizes revenue generating agreements with the Council for Economic Opportunities in Greater Cleveland for lease of the following space at the Cuyahoga County Board of Developmental Disabilities Centers for the operation of Head Start and pre-school programs for the period 2/1/2014 - 1/31/2017:

- 1) Green Road Services Center, located at 4329 Green Road, Highland Hills, will generate revenue of \$342,824.04 over the three years of its lease term, and
- 2) William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, will generate revenue of \$410,788.17 over the three years of its lease term.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

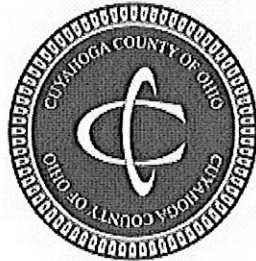
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



18a-b

Item Details:

Agency/Dept. Name: Cuyahoga County Board of Mental Retardation and Developmental Disabilities
Agency/Dept. Head Name: Kelly A. Petty

Type of Request: Contract/Amendment

Request Prepared by: Chuck Corea
Telephone No.: 216-736-4522

SUMMARY OF REQUESTED ACTION:

I am hereby requesting that the leases between the CCBDD and the Council for Economic Opportunities in Greater Cleveland (CEOGC) concerning the CCBDD's Pat Day and Green Road facilities be approved by Council at their first reading on January 14, 2014. I am making this request because the leases are to go into effect on 2/1/14, therefore, I do not believe this deadline can be met if the leases are first sent to committee. **Title:**

1. Renewal of a Lease Agreement between the County of Cuyahoga, Ohio, on behalf of the Cuyahoga County Board of Developmental Disabilities (CCBDD) and the Council of Economic Opportunities in Greater Cleveland (CEOGC) for the rental of space in the CCBDD's William Patrick Day Services Center located at 2421 Community College Avenue, Cleveland, Ohio 44115.
2. Renewal of a Lease Agreement between the County of Cuyahoga, Ohio, on behalf of the Cuyahoga County Board of Developmental Disabilities (CCBDD) and the Council of Economic Opportunities in Greater Cleveland (CEOGC) for the rental of space in the CCBDD's Green Road Services Center located at 4329 Green Road, Highland Hills, Ohio 44128.

CEOGC's offices are located at the Halle Building, 1228 Euclid Avenue, Suite 700, Cleveland, Ohio 44115. The lease for Pat Day will affect children and families around the Downtown area including CMHA housing projects. The Green Road lease will affect children in the southeast portion of the City of Cleveland and the southeast inner ring suburbs of Cleveland.

A.Scope of Work Summary

1.The CCBDD is requesting approval to renew two leases with CEOGC for space in the above mentioned CCBDD facilities which are titled to the County of Cuyahoga, Ohio. The two facilities have been operated/maintained/improved for the past 32 years by the CCBDD exclusively with CCBDD funds.

Each of the renewal leases is for a term of three years as opposed to the initial leases' term of one year. The Pat Day Lease will generate rent to the CCBDD in an amount of \$410,788.17 over the three year term of the lease and the Green Road lease in an amount of \$342,824.04 over the three years. Both leases commence on February 1, 2014 and end on January 31, 2017.

The square footage in the renewal lease for Pat day will increase from 7850 to 10,326.5 square feet and the square footage in the Green Road lease will increase from 5,602 to 8,618.

The rent per square foot for both leases for all three years of the lease is \$13.26.

2.Primary goals:

- For the CCBDD to continue to partner with COEGC to enable CEOGC to continue to provide Head Start programs to children in Cuyahoga County. This partnership dates back to the 1990s when both were partners in the Cuyahoga County Collaborative effort concerning early education services to families.
- Further CCBDD's mission of providing early childhood services to children with developmental disabilities and to collaborate with other agencies to do such as the Head Start programs offered by COEGC include developmentally disabled children
- Off set the CCBDD's cost to operate the buildings which but for the lease with CEOGC would not be utilized to full capacity.

B.ProcurementThe procurement of this project was not done via a RFB, RFP, RFQ, etc. because the initial leases are being renewed.

C. Contractor and Project Information

1. Lessee

Council for Economic Opportunities in Greater Cleveland
1228 Euclid Ave.
Halle Building #700
Cleveland 44115

William Patrick Day Services Center – Cuyahoga County Council District 7
Green Road Services Center – Cuyahoga County Council District 9

2. CEOGC is a 501 (c 0 (3) non-profit Community Action Agency established in 1964 under the Economic Opportunities Act of 1964 with the mission of promoting economic self-sufficiency among low income families and individuals of Cuyahoga County. Jacquelyn A. Middleton is the Executive Director of CEOGC.

3. The project, leases, affect the Downtown and southeast areas of Cleveland and the southeast inner ring suburbs of Cleveland.

D.Project Status and Planning

1. Both renewal leases need to be approved by County Council and executed by the County Executive by February 1, 2014, the leases' commencement date.

- 2. Both renewal leases have been approved by the CCBDD Board and CEOGC prior to being entered into Novus.

E. Funding

- 1. No CCBDD or County funds will be expended.
- 2. Rental payments will be made monthly directly to the CCBDD.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

For the Cuyahoga County, Ohio to renew these two leases on behalf of the CCBDD in order for the CCBDD to continue to partner with CEOGC to provide Head Start programs for children in Cuyahoga County; further the CCBDD's mission to provide early childhood services to children with developmental disabilities; and offset the CCBDD's cost to operate the facilities that would not be occupied to full capacity but for the leases.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: **Explanation:**

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [CCBDD Board Memo WPD](#)
- [Resolution WPD 8m](#)
- [\(TAB 2\) Lease Agreement WPD](#)
- [CCBDD Board Memo GRD](#)
- [Resolution GRD 8n](#)
- [\(TAB 2\) Lease Agreement GRD](#)
- [Evaluation Form](#)
- [CEOGC Vendor Reg. proof](#)

History

Time

Who

Office of Procurement & Diversity

Approval

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

Contractor: Council of Economic Opportunities in Greater Cleveland (CEOGC)

Contract/Agreement No.: _____ **Time Period:** 3/1/13 to 1/31/14

Service Description: Lease of 7,850 square feet of space in the CCBDD's William Patrick Day Early Childhood Center and a lease for 5,602 square feet of space in the CCBDD's Green Road Developmental Center to COEGC for Head Start programs.

Original Contract/Agreement Amount: William Patrick Day - \$119,183.29
Green Road - \$65,473.38

Prior Amendment(s) Amount(s):

Performance Indicators: 1. No breaches of lease. 2. Timely payment of rent. 3. Premises kept clean and in good repair. 4. Adherence to CCBDD building rules/procedures.

Actual performance versus performance indicators (include statistics): 100% achievement of performance indicators

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: No issues regarding CEOGC meeting all of its obligations under the lease.

Cuyahoga County Board of Devel. Dis.

November 21, 2013

User Department

Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0024

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development Programs for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29582 with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher Education and Compensation Helps Professional Development programs for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goal of this project is to develop programs and services that are core elements to having a quality Early Care and Education Professional Development System for Child Care Centers, in addition to planning; policy and procedural development; oversight and implementation of the Teacher Education and Compensation Help Program; and,

WHEREAS, this 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 authorizes a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for administration and coordination of the Early Care/Education Professional Development and Teacher

Education and Compensation Helps Professional Development Programs for the period 1/1/2014 – 12/31/2015.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



20

Item Details:

Agency/Dept. Name:	Administrator's Office/Office of Early Childhood	Agency/Dept. Head Name:	Rebekah Dorman
Type of Request:	Contract/Amendment		
Request Prepared by:	Nakiaa Robinson	Telephone No.	(216) 443-6573
SUMMARY OF REQUESTED ACTION:			
<p>Submitting a contract with Starting Point in the amount not-to-exceed \$1,241,864.00 for the management and coordination of the Early Care and Education Professional Development & Teacher Education and Compensation Helps (TEACH) programs for the period January 2014 through December 31, 2015. \$620,932.00 shall be allocated for each year of the contract.</p>			
<p>Title: Office of Early Childhood 2014-2015 Starting Point Contract ECE Professional Development & T.E.A.C.H. A. Scope of Work Summary1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$620,932.00 per year for two years for a total of \$1,241,864.00, not-to-exceed. The anticipated start-completion dates of this project are 01/01/2014- 12/31/2015. The primary goal of the project is to develop programs and services that are core elements to having a quality Early Care and Education Professional Development System for Child Care Centers, in addition to planning; policy and procedural development; oversight and implementation of the Teacher Education and Compensation Help (T.E.A.C.H.) ProgramB. Procurement1. Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and the services provided under this contract are complementary to this role and serve to leverage existing state funds. A Justification for Other than Full and Open Competition has been submitted separately for the Special Meeting on 12/24/13.C. Contractor and Project Information1. The address of the vendor is:Starting Point 4600 Euclid Avenue, Suite 500 Cleveland, OH 44103Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-FearsD. Project Status and Planning1. The project reoccurs annually. E. Funding1. The project is funded 100% by Health and Human Services levy funds. 2. The</p>			

schedule of payments is monthly by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of the Early Care and Education Professional Development & Teacher Education and Compensation Helps program is to develop programs and services that are core elements of a quality early care and education system including the provision of scholarships through the TEACH program in collaboration with the Ohio Child Care Resource and Referral Association.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

The current request is for a 2-year contract period.

Financial Information:

Funding source:

Other

Explanation:

Health and Human Services Levy

Total Amount Requested:

\$1,241,864.00

ATTACHMENTS:

Click to download

- [Prof Dev TEACH Cover](#)
- [S. P. Prof Dev TEACH Contract](#)
- [Prof Dev TEACH Exhibits](#)
- [Prof Dev TEACH Budget](#)
- [S. P. Signature Authority](#)
- [S.P. Liability Insurance](#)
- [S.P. Worker's Comp](#)
- [S. P. Auditor's Findings](#)
- [S.P. Secretary of State Certificate](#)
- [Prof Dev TEACH Eval](#)
- [Additional Reso Numbers](#)

History

Time

Who

Office of Procurement & Diversity

Approval

Cuyahoga County
Contract Evaluation Form

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

Contractor: Starting Point
Contract No: CE 1300020-01,02
Time Period: January 1, 2013 through December 31, 2013

Service Description: Coordination and management of the Early Care and Education Professional Development System and the Teacher Education and Compensation Helps (T.E.A.C.H.) programs for the Office of Early Childhood.

Original Contract Amount: \$646,571.00

Performance Indicators: Include the following:

- Enroll 28 TEACH scholars.
- Maintain an information system for contractors and providers.
- Develop and implement early care and education provider recruitment activities.
- Attend periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Collect, update and report data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- Work with evaluation team and OEC staff to develop evaluation component to determine impact of professional development on improving quality of care.
- Continue to refine coordinated plan and materials for recruiting providers for participation in professional development activities.
- Review, revise and develop Child Development Associate credential (CDA) training modules that align with the State of Ohio Early Childhood Core Knowledge and Competencies, step Up to Quality and Center for Early Childhood Development requirements.
- Develop and revise train-the-trainer modules that align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements.
- Develop and implement Leadership Development training.
- Implement a voluntary tiered rating system, Step-Up to Quality, that includes providing assessments, TA, college scholarships, community based training, Quality Achievement Awards, and staff professional development.
- Administer community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Sponsor Early Childhood Leadership Development Summit.
- Disseminate information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education.
- Hold recognition event for early care and education staff completing training and encourage continued participation.
- Negotiate and monitor master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- Staff and support countywide Center Professional Development Committee.
- Maintain a lending library of educational resources and materials.
- Collect, update, and report data on the System's operations, activities and outcomes.
- Submit required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.
- Ensure accountability for the use of all funds provided as a result of this agreement.
- Recruitment and participation of 200 centers in professional development activities.

- Assessment of 50 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and ECERS).
- Revise or create 140 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- The provision of 2 to 24 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- Administer community-based training that leads to the CDA to 250 early care and education practitioners.

Actual performance versus performance indicators (include statistics):

- Starting Point has enrolled 28 TEACH (AAS and Bachelors degrees) scholars to date.
- Starting Point maintains an information system for contractors and providers (the Ohio Professional Development registry).
- Starting Point developed and implemented early care and education provider recruitment activities.
- Starting Point attended periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Starting Point collected, updated and reported data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- An evaluation component for this contract was not implemented in 2011 but Starting point continued to work with OEC staff to determine appropriate indicators to be reported on an ongoing basis.
- Starting Point continues to refine a coordinated plan and materials for recruiting providers for participation in professional development activities (ie. Quarterly training calendar).
- Starting Point revised the Child Development Associate credential (CDA) training modules, as appropriate, so that they align with the State of Ohio Early Childhood Core Knowledge and Competencies; Step Up to Quality Center for Early Childhood Development requirements.
- Starting Point revised the train-the-trainer modules, as appropriate, so that they align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements
- Starting Point developed and implemented Leadership Development training.
- Starting Point continues to play a primary role in the implementation of Ohio's voluntary tiered rating system, Step-Up to Quality, including providing assessments, TA, college scholarships, community based training, and staff professional development.
- Starting Point administers community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Starting Point sponsored an Early Childhood Leadership Development Summit.
- Starting Point disseminated information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education (ie. The Good Child Care Book).
- Starting Point held a recognition event for early care and education staff completing training.
- Starting Point negotiated master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- The countywide Center Professional Development Committee has discontinued meeting as the OEC has engaged in strategic planning resulting in a new organization structure for Invest in Children. Professional development will continue to be a focus within the new structure of the Invest in Children goal committees.
- Starting Point maintains a lending library of educational resources and materials.
- Starting Point collects, updates, and reports data on the System's operations, activities and outcomes.

- Starting Point submitted required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.
- Starting Point provided the required documentation to justify expenses to the program and use of all funds.
- Starting Point has revised and added training to address the Ohio Early Learning Content Standards, approved Ohio Department of Education training, and the State of Ohio Early Childhood Core Knowledge and Competencies including adding all training offerings to the Ohio Professional Development Registry.
- 161 centers are currently participating in Step Up to Quality.
- Starting point assessed 13 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and ECERS).
- Starting Point assisted with revising or creating 150 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- Starting Point provided 70 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Starting Point continues to track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- 326 early care and education practitioners are enrolled in CDA training.

Rating of overall performance of contractor (check one)

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

Justification of Rating:

Starting Point is on track to meet or exceed its contract deliverables.



 User Department

12/13/13

 Date

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0025

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood	A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29587 with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goals of this project are the management and coordination of the Special Needs Child Care program including increasing the capacity of Care available to children with special needs; and,

WHEREAS, this 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 authorizes a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration of the Special Needs Child Care Program for the Invest in Children Program for the period 1/1/2014 – 12/31/2015.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

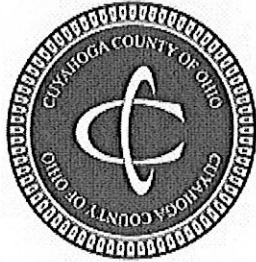
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



21

Item Details:

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

Request Prepared by:	Nakiaa Robinson	Telephone No.	(216) 443-6573
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SUMMARY OF REQUESTED ACTION:

Submitting a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for coordination and management of the Special Needs Child Care program for the period January 1, 2014 through December 31, 2015. \$1,983,993.00 shall be allocated per year.

Title: Office of Early Childhood 2014-2015 Starting Point Contract Special Needs Child Care

A. Scope of Work Summary1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$1,983,993.00 per year for two years for a total of \$3,967,986.00, not-to-exceed. The anticipated start-completion dates of this portion of the project are 01/01/2014- 12/31/2015. The primary goals of the project are the management and coordination of the Special Needs Child Care program including increasing the capacity of care available to children with special needs.

B. Procurement1. Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and the services provided under this contract are complementary to this role and serve to leverage existing state funds.

C. Contractor and Project Information1. The address of the vendor is: Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, OH 44103 Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears

D. Project Status and Planning1. The project reoccurs annually.

E. Funding1. The project is funded 100% by Health and Human Services levy funds. 2. The schedule of payments is monthly by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Special Needs Child Care program is designed to increase the inclusion of young children with identified disabilities, challenging behaviors, medical needs, and those at risk

in typical child care settings. The program provides child assessments, technical assistance, training, special equipment, and resources for families who are in need of specialized child care.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

The current request is for a 2-year contract period. Additional adjustments have been made to reflect the true cost of the program.

Financial Information:

Funding source:

Other

Explanation:

Health and Human Services Levy

Total Amount Requested:

\$3,967,986.00

ATTACHMENTS:

Click to download

- [SNCC Cover](#)
- [SNCC Contract](#)
- [SNCC Exhibits](#)
- [SNCC Budget](#)
- [S.P. Signature Authority](#)
- [S.P. Liability Insurance](#)
- [S. P. Worker's Comp Certificate](#)
- [S.P. Auditor's Findings](#)
- [S.P. Secretary of State Certificate](#)
- [SNCC Eval](#)
- [Add'l Reso Numbers](#)

History

Time

Who

Office of Procurement & Diversity

Approval



Cuyahoga County
Contract Evaluation Form

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

Contractor: Starting Point
Contract No: CE1300069-01
Time Period: January 1, 2013 through December 31, 2013

Service Description: Coordination and management of the Special Needs Child Care program for the Office of Early Childhood.

Original Contract Amount: \$1,832,782.00

Amended Contract Amount: N/A

Performance Indicators: Include the following:

- Conduct three trainings on the Individualize Family Service Plan for child care providers
- Collect, update and report data on operations, activities and outcomes
- As System Coordinator for the Special Needs Child Care program, subcontract with at least six Training and Technical Assistance Providers.
- Maintain MIS and provide quarterly performance measures and reports.
- Submit required program and financial reports.
- Coordination of the Special Needs Child Care component with Invest in Children's Evaluation process.
- Maintain inventory of providers who are available to accommodate children with special needs.
- Collaborate and coordinate sharing of data with other Service Providers, and community organizations that provide services to children with special needs.
- Conduct four (4) Quarterly Assessments for each Training and Technical Assistance Provider.
- Provide **70** Technical Assistance sessions for Training and Technical Assistance providers and/or their staff.
- Conduct **4** training sessions for Training and Technical Assistance providers and/or their staff.
- Service Coordination (enhanced referrals) for at least **300 children** with special needs
- Maintain the equipment fund to be used by sub-contracting agencies.
- Provide technical assistance and consultation on behalf of at least 1,193 children with special needs.
- Conduct **Twenty-two (22)** Community- wide training sessions for child care providers on working with children with special needs.
- Develop and maintain on-site lending library for child care providers.

Actual performance versus performance indicators (include statistics):

- Starting Point conducted 10 trainings on the Individualize Family Service Plan for child care providers
- Conducted 5 trainings on the Ages and Stages Questionnaire.
- Starting Point collected, updated and reported data on operations, activities and outcomes
- Starting Point subcontracts with eight Training and Technical Assistance Providers.
- Starting Point maintains MIS and provides quarterly performance measures and reports.
- Starting Point submits required program and financial reports.
- Starting Point provides appropriate coordination of the Special Needs Child Care component with Invest in Children's Evaluation process in collaboration with contractors and Case Western Reserve University.
- Starting Point maintains a database of providers who are available to accommodate children with special needs.
- Starting Point collaborates and coordinate sharing of data with other Service Providers, and community organizations that provide services to children with special needs.

- Starting Point conducted 4 Quarterly Assessments for each Training and Technical Assistance Provider.
- Starting Point provided 70 Technical Assistance sessions for Training and Technical Assistance providers and/or their staff.
- Starting Point conducted 4 training sessions for Training and Technical Assistance providers and/or their staff.
- Starting Point provided Service Coordination (enhanced referrals) for 341 children with special needs
- Starting Point maintains an equipment fund to be used by sub-contracting agencies.
- Starting Point provided technical assistance and consultation on behalf of 1,144 children with special needs.
- Starting Point conducted 22 Community- wide training sessions for child care providers on working with children with special needs.
- Starting Point maintains an on-site lending library for child care providers.

Rating of overall performance of contractor (check one)

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

Justification of Rating:

Starting Point is on track to meet or exceed all of its contract deliverables while providing high-quality services.


User Department

12/13/13
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0026

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest In Children Program for the period 1/1/2014 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a contract for Council's approval for RQ29585 with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest in Children Program for the period 1/1/2014 – 12/31/2015; and,

WHEREAS, the primary goal of this project is the management and coordination of the Family Child Care Home Regional System including enhancement of quality in family child care homes; and,

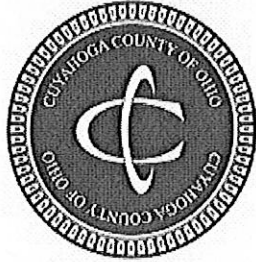
WHEREAS, this project is funded 100% by the Health and Human Services Levy; and,

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 authorizes a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for administration of the Family Child Care Home Regional System for the Invest in Children Program for the period 1/1/2014 – 12/31/2015.

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



22

Item Details:

Agency/Dept. Name:	Administrator's Office/Office of Early Childhood	Agency/Dept. Head Name:	Rebekah Dorman
Type of Request:	Contract/Amendment		
Request Prepared by:	Nakiaa Robinson	Telephone No.	(216) 443-6573

SUMMARY OF REQUESTED ACTION:

Submitting a contract with Starting Point in the amount not-to-exceed \$3,549,202.00 for coordination and management of the Family Child Care Home Regional System for the period January 1, 2014 through December 31, 2015. \$1,774,601.00 shall be allocated per year.

Title: Office of Early Childhood 2013 Starting Point Contract Family Child Care Home Regional System **A. Scope of Work Summary**1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$1,774,601.00 per year for two years for a total of \$3,549,202.00, not-to-exceed. The anticipated start-completion dates of this portion of the project are 01/01/2014- 12/31/2015.2. The primary goal of the project is management and coordination of the Family Child Care Home Regional System including enhancement of quality in family child care homes.**B. Procurement**1. Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and the services provided under this contract are complementary to this role and serve to leverage existing state funds. A Justification for Other than Full and Open Competition has been submitted separately for the Special Meeting on 12/24/13.**C. Contractor and Project Information**1. The address of the vendor is:Starting Point 4600 Euclid Avenue, Suite 500 Cleveland, OH 44103Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears**D. Project Status and Planning**1. The project reoccurs annually. **E. Funding**1. The project is funded 100% by Health and Human Services levy funds. 2. The schedule of payments is monthly by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of the Family Child Care Home regional System is to increase the quality of care available through family child care homes. Resources are provided to focus on the quality of family child care defined as supporting an optimal learning environment for all children.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

The current request is for a 2-year contract period.

Financial Information:

Funding source: Explanation:

Other Health and Human Services Levy

Total Amount Requested:

\$3,549,202.00

ATTACHMENTS:

Click to download

- [FCCH Cover](#)
- [S. P. FCCH Contract](#)
- [FCCH Exhibits](#)
- [FCCH Budget](#)
- [S. P. Signature Authority](#)
- [S. P. Liability Insurance](#)
- [Worker's Comp Certificate](#)
- [S. P. Auditor's Findings](#)
- [S. P. Secretary of State Certificate](#)
- [FCCH Eval](#)
- [Add'l Reso Numbers](#)

History

Time

Who

Office of Procurement &
Diversity

Approval

Cuyahoga County
Contract Evaluation Form

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

Contractor: Starting Point
Contract No: CE 1300028-01
Time Period: January 1, 2013 through December 31, 2013

Service Description: Management and coordination of the Family Child Care Home Regional System for the Office of Early Childhood.

Original Contract Amount: \$2,038,762.00

Performance Indicators: Include the following:

- Administration of 399 Family Day Care Rating Scale Assessments of certified homes.
- Serve 789 of the active professional certified family child care providers, approximately 100 Limited Providers and 100 Substitute Providers in Cuyahoga County
- Conduct 114 Technical Assistance visits to Regional Managers and their staff.
- Offer a minimum of 210 community based in-service training sessions
- Recruitment of and re-enrollment of 399 providers in the Care for Kids Program
- Conduct 10 Training sessions for Regional Managers and staff.
- Conduct quarterly assessments (12 total) of each of the three (3) Regions
- Provide 2,379 visits per contract period for providers

Actual performance versus performance indicators (include statistics):

- Starting Point has administered 576 Family Day Care Rating Scale Assessments of certified homes.
- Starting Point served 974 of the active professional certified family child care providers, Limited Providers, and Substitute Providers in Cuyahoga County.
- Starting Point conducted 122 Technical Assistance visits to Regional Managers and their staff.
- 464 community-based in-service training sessions were offered.
- 362 providers participated in Care for Kids.
- 10 training sessions were conducted with Regional Managers and staff.
- Starting Point conducted 12 quarterly assessments of the Regions
- 2889 visits were provided to family child care home providers

Rating of overall performance of contractor (check one)

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

Justification of Rating:

Starting Point is on track to meet or exceed its contract deliverables.



User Department

12/13/13

Date

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0289

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution amending Resolution No. R2012-0025 dated 4/10/2012, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of Cleveland and Garfield Heights, by changing the total estimated project cost from \$4,125,000.00 to \$4,925,000.00 and by authorizing the County Executive to enter into an agreement of cooperation with the City of Cleveland; 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 to amend Resolution No. R2012-0025, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of Cleveland and Garfield Heights; and

WHEREAS, by changing the termini of the project, the total estimated project cost will increase from \$4,125,000.00 to \$4,925,000.00; and

WHEREAS, the funding percentages for this project remain the same with 80% being paid for with federal funds, and 20% from the County Road and Bridge Fund; and

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

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

SECTION 1. That the County Council hereby approves an amendment to Resolution No. R2012-0025, which declared that public convenience and welfare requires resurfacing of Turney Road, by changing the termini from Sladden Avenue to Hathaway Road in the City of Garfield Heights to Warner Road to Hathaway Road in the Cities of

Cleveland and Garfield Heights, and by changing the total estimated project cost from \$4,125,000.00 to \$4,925,000.00.

SECTION 2. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents with the City of Cleveland in connection with this project.

SECTION 3. That the remainder of Resolution No. R2012-0025 remains in full force and effect.

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

SECTION 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: December 10, 2013

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0290

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; total estimated project cost \$3,260,200.00; 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.</p>
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WHEREAS, the County Executive/ Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires the resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; and,

WHEREAS, the anticipated construction cost for this improvement is \$3,260,200.00; and,

WHEREAS, this project will be funded \$442,000.00 with the County's Road and Bridge Fund, and \$2,818,200.00 by the City of Euclid; and,

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

WHEREAS, this project is located at East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid in Council District 11; 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.

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 resurfacing of East 222nd Street from Tungsten Road to Euclid Avenue in the City of Euclid; total estimated project cost \$3,260,200.00.

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

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

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

SECTION 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: December 10, 2013

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0291

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Germana</p>	<p>A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; directing the County Executive to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on December 6, 2011, County Council adopted Resolution R2011-0317, which authorized the County Executive to acquire the necessary Right-of-Way to proceed with the improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; and,

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of Right-of-Way, a fair market value analysis was conducted; and,

WHEREAS, the County's agent, O.R. Colan Associates, together with the County and Cities of Middleburg Heights and Parma, has endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owner, but equitable settlement agreements could not be reached on the property set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

- 1) Parcel No(s): 1-WD & T
Permanent Parcel No(s): 374-02-0019 (WD & T), 374-02-005 (T), 374-02-092 (T), and 374-02-094 (T)
Owner(s): McDonald's Corporation, a Delaware Corporation
Approved Appraisal (Fair Market Value Estimate): \$21,175.00

- 2) Parcel No(s): 29-T
 Permanent Parcel No.: 374-04-015
 Owner(s): L.F. & C.S. Rodecker
 Approved Appraisal (Fair Market Value Estimate): \$300.00

- 3) Parcel No(s): 30-WD & T
 Permanent Parcel No.: 374-08-045
 Owner(s): M.J. & J.A. Kolk
 Approved Appraisal (Fair Market Value Estimate): \$300.00

- 4) Parcel No(s): 57-T
 Permanent Parcel No.: 374-05-012
 Owner(s): R.J. & R.M. Scirpo
 Approved Appraisal (Fair Market Value Estimate): \$300.00

- 5) Parcel No(s): 146-WD & T
 Permanent Parcel No.: 457-11-005
 Owner(s): B.K. & P.A. Stapleton
 Approved Appraisal (Fair Market Value Estimate): \$470.00

- 6) Parcel No(s): 161-WD, T & T1
 Permanent Parcel No.: 457-29-007
 Owner(s): C.A. Poole
 Approved Appraisal (Fair Market Value Estimate): \$600.00

- 7) Parcel No(s): 162-WD & T
 Permanent Parcel No.: 457-30-041
 Owner(s): P. LaFrance
 Approved Appraisal (Fair Market Value Estimate): \$920.00

- 8) Parcel No(s): 185-T
 Permanent Parcel No.: 457-34-011
 Owner(s): J.M. Cornelius, M.M. Calderone, D.F. Calderone, G.E. Calderone, C.C. Burnet & M.A. Barnes
 Approved Appraisal (Fair Market Value Estimate): \$300.00

- 9) Parcel No(s): 187-T
 Permanent Parcel No.: 457-34-015
 Owner(s): J. & C. Mancuso
 Approved Appraisal (Fair Market Value Estimate): \$300.00

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 certain real property as required for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma, as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

- 1) Parcel No(s): 1-WD & T
Permanent Parcel No(s): 374-02-0019 (WD & T), 374-02-005 (T),
374-02-092 (T), and 374-02-094 (T)
Owner(s): McDonald's Corporation, a Delaware Corporation
Approved Appraisal (Fair Market Value Estimate): \$21,175.00
- 2) Parcel No(s): 29-T
Permanent Parcel No.: 374-04-015
Owner(s): L.F. & C.S. Rodecker
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 3) Parcel No(s): 30-WD & T
Permanent Parcel No.: 374-08-045
Owner(s): M.J. & J.A. Kolk
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 4) Parcel No(s): 57-T
Permanent Parcel No.: 374-05-012
Owner(s): R.J. & R.M. Scirpo
Approved Appraisal (Fair Market Value Estimate): \$300.00
- 5) Parcel No(s): 146-WD & T
Permanent Parcel No.: 457-11-005
Owner(s): B.K. & P.A. Stapleton
Approved Appraisal (Fair Market Value Estimate): \$470.00
- 6) Parcel No(s): 161-WD, T & T1
Permanent Parcel No.: 457-29-007
Owner(s): C.A. Poole
Approved Appraisal (Fair Market Value Estimate): \$600.00
- 7) Parcel No(s): 162-WD & T
Permanent Parcel No.: 457-30-041
Owner(s): P. LaFrance
Approved Appraisal (Fair Market Value Estimate): \$920.00

- 8) Parcel No(s): 185-T
Permanent Parcel No.: 457-34-011
Owner(s): J.M. Cornelius, M.M. Calderone, D.F. Calderone, G.E. Calderone, C.C. Burnet & M.A. Barnes
Approved Appraisal (Fair Market Value Estimate): \$300.00

- 9) Parcel No(s): 187-T
Permanent Parcel No.: 457-34-015
Owner(s): J. & C. Mancuso
Approved Appraisal (Fair Market Value Estimate): \$300.00

SECTION 2. That the County Executive, through the Department of Public Works, be, and is, hereby directed to proceed with filing the necessary action to acquire the property as described above.

SECTION 3. The County Fiscal Officer be, and is, hereby authorized to issue the monetary warrant in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrant to be deposited with the Probate Court at the time of filing the petitions to appropriate.

SECTION 4. That the Clerk of Council is hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Bonita Teeuwen, P.E., Director of Public Works and to Mark Parks, Interim County Fiscal Officer.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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: December 10, 2013

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

Additional Sponsorship Requested on the Floor: December 10, 2013

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0292

Sponsored by: County Executive FitzGerald/Department of Public Works on behalf of Fiscal Officer	A Resolution making an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018; 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.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West for the period 12/1/2013 - 11/30/2018; and

WHEREAS, the new space consists of approximately 3,192 square feet in the Cherandon Shopping Plaza located at 27029 Brookpark Extension Road, North Olmsted, Ohio near the intersection of Dover Center Road and Brookpark (PPN 232-25-007); and

WHEREAS, the initial term will be from 12/1/2013 – 11/30/2018 with one five year renewal option. The lease may be terminated at any time with a twelve month notice; and

WHEREAS, this lease will be paid from the Auto Title Fees 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 hereby makes an award on RQ25834 to Cherandon Plaza, LLC in the amount of \$534,500.40 for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0293

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution making an award on RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 - 12/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 – 12/31/2014; and,

WHEREAS, this project will be funded 100% from Hospitalization Self-Insurance Funds; and,

WHEREAS, County Council has determined that entering into the proposed contract is in the best interest of the County; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award to RQ28684 to Reliastar Life Insurance Company dba ING Employee Benefits in the amount not-to-exceed \$2,091,441.00 for stop loss insurance services for County employees and their eligible dependents for the period 1/1/2014 – 12/31/2014.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: December 10, 2013

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0295

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Fund Loan in the amount not-to-exceed \$1,280,000.00 to SWP Acquisition LLC for purchase and renovation of a facility located at 3750 Park East Drive, Beachwood; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an economic development fund loan in the amount not-to-exceed \$1,280,000.00 to SWP Acquisition LLC for purchase and renovation of a 41,000 square foot facility located at 3750 Park East Drive, Beachwood, Ohio; and,

WHEREAS, this project is anticipated to retain forty eight (48) existing jobs and create twenty (20) new jobs; and,

WHEREAS, the total cost of this project is \$3,200,000.00 of which the County will loan \$1,280,000.00 with a term of twenty (20) years at an interest rate of two percent (2%); and,

WHEREAS, the proposed funding source for the loan is by the Cuyahoga County Western Reserve Fund; and,

WHEREAS, the loan payment will be fully amortized over twenty (20) years at the two percent (2%) interest rate; 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 Economic Development Fund Loan in the amount not-to-exceed \$1,280,000.00 to SWP

First Reading/Referred to Committee: December 10, 2013
Committee(s) Assigned: Economic Development & Planning

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0296

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry	A Resolution authorizing amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013 to extend the time period to 9/30/2014; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Service/Division of Community Initiatives/Office of Re-entry has submitted amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 – 9/30/2013 to extend the time period to 9/30/2014 as follows:

- 1) for additional funds:
 - a) No. CE1300229-01 with Case Western Reserve University – Begun Center for Violence Prevention Research and in the amount of \$80,000.00;
 - b) No. CE1300231-01 with Community Assessment and Treatment Services, Inc. and in the amount of \$384,355.00;
 - c) No. CE1300232-01 with Community Reentry, Inc. and in the amount of \$285,647.00; and,
- 2) no additional funds required:
 - a) No. CE1300230-01 with Center for Families and Children; and,

WHEREAS, the primary goal of the project is to provide comprehensive case management, direct services and referral services to an additional 150 clients returning to Cuyahoga County from incarceration in local prisons; and,

WHEREAS, this project is funded by the U.S. Department of Justice, Bureau of Justice Assistance (\$500,000.00) and the Health and Human Service Levy Funds (\$250,000.00); 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 amendments to contracts with various providers for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 – 9/30/2013 to extend the time period to 9/30/2014 as follows:

- 1) for additional funds:
 - a) No. CE1300229-01 with Case Western Reserve University – Begun Center for Violence Prevention Research and in the amount of \$80,000.00;
 - b) No. CE1300231-01 with Community Assessment and Treatment Services, Inc. and in the amount of \$384,355.00;
 - c) No. CE1300232-01 with Community Reentry, Inc. and in the amount of \$285,647.00; and,
- 2) no additional funds required:
 - a) No. CE1300230-01 with Center for Families and Children; and,

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

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0297

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing amendments to various agreements with Cleveland Municipal School District for Universal Pre-Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted amendments to contracts with Cleveland Municipal School District for Universal Pre-Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds as follows:

1. No. AG1200340-01 with Marion-Sterling Elementary School in the amount not-to-exceed \$48,703.79.
2. No. AG1200341-01 with Tremont Montessori School in the amount not-to-exceed \$30,105.52; and

WHEREAS, the primary goals of the project are to provide an early care and education experience of a quality that will ensure that children three to five years of age are adequately prepared for kindergarten; and

WHEREAS, this 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 authorizes amendments to various agreements with Cleveland Municipal School District for Universal Pre-

Kindergarten services for the period 8/22/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds as follows:

1. No. AG1200340-01 with Marion-Sterling Elementary School in the amount not-to-exceed \$48,703.79.
2. No. AG1200341-01 with Tremont Montessori School in the amount not-to-exceed \$30,105.52; and

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: December 10, 2013
Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0002

Sponsored by: County Executive FitzGerald/Office of Procurement & Diversity	An Ordinance amending Cuyahoga County Code Chapter 503: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 2/15/2014; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Executive/Office of Procurement & Diversity has submitted a revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective 2/15/14; and,

WHEREAS, the Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual was previously adopted by Council in Ordinance No. O2011-0054, as codified in Chapter 503 of the Cuyahoga County Code; and,

WHEREAS, the primary goal of the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures is to ensure that, if the SBE Grievance Hearing Board has granted a waiver to a business with securities held in trust, the waiver is to continue in effect upon recertification provided that the ownership structure of the business remains unchanged; 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. Chapter 503 of the Cuyahoga County Code is hereby amended to read as follows:

Section 503.01 Policies and Procedures Manual

The revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, attached to Ordinance No. O2014-_____ as Exhibit A, is hereby adopted effective 2/15/14.

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

or safety in the County; and any additional reasons set forth in the preamble. Provided that this 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



COUNTY OF CUYAHOGA, OHIO

SMALL BUSINESS ENTERPRISE PROGRAM POLICIES AND PROCEDURES

Revised effective February 15, 2014

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APPENDIX A CUYAHOGA COUNTY SBE BIDDER'S MANUAL

I. INTRODUCTION

Policy Statement: It is the policy of the Cuyahoga County to develop a strategic plan and establish administrative rules and procedures to insure that all businesses participate fully and fairly in Cuyahoga County's procurement and contract awards. In an effort to ameliorate the effects of past and present arbitrary barriers that Small Business Enterprises (SBEs) have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Small Business Enterprise (SBE) Program.

Promotion of Equal Opportunity: No person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award performance, and/or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

Program Objectives: Accordingly, the objective of this SBE Program is to promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County; encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to buildings, facilities and other erected structures on real estate of Cuyahoga County such as architectural engineering, new construction, rehabilitation, remodeling and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail and other non-professional services.

III. THE OFFICE OF PROCUREMENT & DIVERSITY

The Office of Procurement and Diversity (OPD) develops, administers and enforces the SBE Program. OPD shall encourage equal business opportunities and achieve the policies and objectives of the SBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (2) Establishing written rules, regulations and procedures consistent with this SBE Program;
- (3) Publishing and making public said rules, regulations and procedures;
- (4) Maintaining outreach and assistance programs to promote equal contracting opportunities for SBEs that wish to contract with the Cuyahoga County;
- (5) Establishing, enhancing and maintaining relationships with agencies and stakeholders in the area;
- (6) Maintaining a current database of available SBEs and making this database accessible to interested parties;
- (7) Monitoring and collecting data and informational on the utilization of SBEs in Cuyahoga County's procurement activities;
- (8) Establishing and assessing the reasonableness of SBE participation goals for Cuyahoga County procurements;
- (9) Attending pre-bid/proposal conferences for all contract solicitations by Cuyahoga County;
- (10) Attending kick-off meetings for major projects;
- (11) Participating on evaluation panels for request for proposals and requests for qualifications;
- (12) Investigating written complaints related to the SBE Program;
- (13) Mediating payment disputes between prime contractors and SBE sub-contractors
- (14) Notifying affected parties in writing as to the right to review and appeal an adverse decision by OPD;
- (15) Monitoring Cuyahoga County's purchasing activities and determining compliance with SBE Program policies and procedures;
- (16) Preparing annual reports on the SBE Program;

- (17) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (18) Developing and revising SBE Program policies and procedures to implement current best practices and maintaining records of SBE Program activities; and
- (19) Performing other tasks as may be required to fulfill the above-stated duties of OPD.

Authority to Investigate Discriminatory Practices: Should a Participant submit a written complaint of discrimination, OPD shall be authorized to submit the complaint for investigation to the pertinent county authority including but not limited to the County Executive, County Council, and the Inspector General or his/her designee. Further, such investigations may be initiated when OPD receives information, which provides a reasonable basis to believe that an individual contractor seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts awarded by Cuyahoga County.

All firms submitting applications for SBE consideration must be certified prior to submission of bid.

Applications for certification will be on standard forms provided by the SBE Program and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified SBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control and operation.

The Director of Procurement & Diversity shall grant certification of an approved SBE for a period of one (1) year. The Director may grant a provisional SBE certification prior to specific bids or proposals. All companies must recertify their business on an annual basis on the anniversary of their certification. **Should provisional certification be granted to a business and be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the SBE participation percentage goal of the original proposal or specifications.**

If an SBE is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by OPD for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR SBE CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Small Business Enterprise:

1. To become eligible for the SBE Program a Small Business Enterprise firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year, that majority ownership has at least one (1) year of work experience relevant to the business' certification category, that its annual gross revenues or its' total workforce are at or less than the amounts established by the Small Business Administration.
2. A business applying for certification as a SBE must establish that it has a physical presence located within the geographical limits of Cuyahoga County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.
3. SBE ownership and control shall be real, substantial and continuing and shall go beyond the "pro forma" ownership as reflected in the ownership document. The SBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
4. SBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the SBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements or charter requirements for cumulative voting rights or otherwise that prevent the SBE owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
5. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers can, for the purpose of this part, be deemed to be controlling the business.
6. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation. If a business denied certification due to securities held in trust appeals to and is granted a waiver of this eligibility requirement by the SBE Grievance Hearing Board, then the waiver granted by the SBE Grievance Hearing Board shall remain in effect for that business provided that the ownership structure remains unchanged.
7. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
8. In addition to the above standards, the SBE Program shall give special consideration to the following circumstances in determining eligibility for certification:

- a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.
- b. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
- c. Any relationship between a Small Business Enterprise and a business which is not a Small Business Enterprise, which has an interest in the Small Business Enterprise is carefully reviewed to determine if the interest of the non-Small Business Enterprise conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

OPD shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement, which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

1. The applicant should have some experience in the industry for which certification is being sought.
2. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
3. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

OPD shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many

ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant's control, thereby preventing the applicant from making those decisions, which affect the future of the business.
2. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - a) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - b) Authority to negotiate and signature authority for insurance and/or bonds;
 - c) Authority to negotiate for banking services.
3. Agreements for support services that do not lessen the applicant's control of the company are permitted as long as the applicant's power to manage the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, OPD will continue to encourage, monitor, and track SBE participation in the procurement process through SBE Participation Goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of SBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall thirty percent (30%) subcontracting goal for SBE Participation in county procurements. If desired, Cuyahoga County may establish a revised overall SBE Participation Goal for Cuyahoga County. To establish a revised SBE overall goal, Cuyahoga County shall conduct an analysis of SBE participation in county purchasing activities. First, Cuyahoga County shall evaluate the levels of SBE participation for the Cuyahoga County overall procurement program for the previous year. As part of the review, Cuyahoga County may also consider data regarding SBE participation for the past three (3) fiscal years for a more accurate portrayal of SBE participation. Secondly, OPD shall review available SBE totals and percentages for the Cuyahoga County area. Based on the data, OPD shall make a recommendation for a revised overall SBE Participation Goal for review and approval by the County Executive and County Council.

Procedure for Establishing Individual Goals: To achieve the overall goal for SBE participation, the Director of OPD will establish SBE goals on a contract by contract basis based on an analysis of market availability and a commercially useful function within the contract. The Director of OPD may also waive the SBE goals for particular procurements.

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual SBE goal:

- 1) The total dollar value of the subcontract may be counted toward determining the specified goal. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.
- 2) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of race-neutral means.

Contract goals will only be established on those contracts that have subcontracting opportunities for SBE participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of SBEs to perform the particular type of work) and functionality within the contract.

SBE Participation in Meeting Goals: All Participants, including SBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all SBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an SBE will be counted towards any goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain an SBE goal, the Participant may only count said SBE subcontractor or sub-subcontractor work toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to SBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.
- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the SBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
 - i) The nature and amount of supplies to be furnished;
 - ii) Whether the SBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
 - iii) Whether the SBE actually performs, manages and supervises the work to furnish the supplies; and
 - iv) Whether the SBE intends to purchase supplies from a non-SBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. EXCLUSIONS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL

1. Exclusions: This Small Business Enterprise policy shall not apply to the following:
 - a) “Sole Source” procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - b) County purchases from political subdivisions/government entities;
 - c) County purchases off state contracts, off federal contracts, and from joint purchasing programs.
 - d) The acquisition of any interest in real property including lease holdings.
 - e) Direct and indirect employee payments including payroll expenditures, pensions and unemployment compensation and other employee-related expenditures;
 - f) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Ohio of Procurement & Diversity and approval by the Cuyahoga County Executive and Cuyahoga County Council.

2. Application for Waiver. If the Contractor, consultant, supplier or vendor does not meet the project goal, the bidder or offer or may seek a partial or total waiver of the project goal. The application for waiver of all or part of the project goal shall include full documentary evidence of the Participant’s good faith efforts to meet the project goal and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the SBE Program to substantiate good faith efforts. (See the Good Faith Effort Certification, SBE-3, 2 pages, in the attached Bidder’s Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.

3. Waiver for Detriment to Public Health, Safety or Financial Welfare. The SBE Program goal may be waived if the same causes a detriment to public health, safety or the financial welfare of the County. The SBE Program goal may also be waived in the event available SBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached Bidder's Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached Bidder’s Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

XII. AWARD OF CONTRACTS

Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no “good faith effort” has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD’s report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the

total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to OPD who will notify the SBE Grievance Hearing Board. The SBE Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts and any other grievances called by the provisions of this program.

SBE Grievance Hearing Board: The SBE Grievance Hearing Board consist of the following five (5) members:

- Deputy Chief of Staff, Development or his/her designee
- Director of Public Works or his/her designee
- Deputy Chief of Staff, Justice or his/.her designee
- Two (2) County Council Members appointed by the President of County Council

The SBE Grievance Hearing Board meets as required to hear grievances pertaining to the SBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of an OPD determination or decision by filing a written Request for Review with OPD within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other SBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, OPD shall forward the request for review to the SBE Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include OPD and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The SBE Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of OPD's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (1) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (2) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (3) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (4) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (5) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (6) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with county authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation however, may come from the SBE Grievance Hearing Board or OPD.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable county ordinances, state laws, and federal laws.
- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:

- (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or OPD with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or OPD; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (1) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent **representations to Cuyahoga County**. Cuyahoga County may impose sanctions against any person making such false representation in connection with the SBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of SBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of SBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (i) Understanding the purpose of the Program.
- (ii) Understanding the benefits of doing business with SBEs.
- (iii) Understanding how the Program is administered.

- (iv) Developing innovative techniques to increase SBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County's contracts are available to the widest feasible universe of willing, available and qualified businesses, OPD shall develop and engage in outreach designed to increase public awareness of the Program. This outreach may consist of any of the following:

- (1) Public Awareness of the Program. To increase the visibility of OPD and to increase the awareness of the Program, OPD shall disseminate at community events, trade shows, and other appropriate business functions, and publish at regular intervals information describing the Program. This information shall also identify ongoing contracting opportunities. OPD will actively participate in the various advocacy groups to provide constant feedback and to keep SBEs abreast of the Program and contracting opportunities.
- (2) Outreach to SBEs. OPD shall assist SBEs by providing workshops and seminars on Cuyahoga County's procurement policies and procedures.

XVII. GRADUATION BY SBE PROGRAM PARTICIPANTS

If a certified and otherwise eligible SBE achieves annual gross revenues or similar indicators of business size for three (3) consecutive years in its respective industry in excess of the pertinent SBA Size Standards for its certification category, then it shall be deemed to have overcome the effects of size and to have reached a competitive status in the marketplace. Upon achievement of such status, said firm(s) shall be graduated from the program and shall thereafter be ineligible for utilization to fulfill enforceable SBE Program participation goals. A graduated SBE may not subsequently re-enter the program unless, after the expiration of two calendar years, the SBE demonstrates:

1. that its annual gross receipts have declined to levels below those as set forth above and;
2. that during said two calendar years it was unable to achieve meaningful participation in Cuyahoga County contracts and/or in the public and private sectors of the larger local economy despite its good faith efforts to do so.

XVIII. MENTOR-PROTÉGÉ PROGRAM

OPD may develop a Mentor-Protégé program and encourage all contractors and subcontractors to participate. If the program has been established, OPD shall make available a database of potential Mentor and Protégé firms. Participation in this program is strictly voluntary. No contractor or vendor shall be penalized or preferred based upon participation or non-participation in the program. Any Participants volunteering for this program shall be given recognition by OPD.

XIX. BOND ASSISTANCE PROGRAM

As an initiative to enhance SBE participation, Cuyahoga County may investigate, develop, and implement a bond assistance program.

XX. SEVERABILITY

If any of the provisions set forth in this Program or any section, subsection, paragraph, sentence, clause, phrase, or word thereof shall be found to be invalid, illegal or unenforceable for any reason, the application of the remainder of this Program shall not be affected by such invalidity.

XXI. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases and abbreviations shall have the following meanings:

“Certification”: shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of the database which performs a commercially useful function.

“Commercially Useful Function”: shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a “conduit”, “front” or “pass-through” for another business shall not be deemed to perform a commercially useful function. In determining whether a business is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the SBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the SBE actually performs, manages and supervises the work;
- iv) Whether the SBE intends to purchase commodities and/or services from a non-SBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, an SBE subcontractor may enter into second tier

subcontracts. If an SBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-SBE inconsistent with standard industry practices, the SBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of SBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against SBEs.

“Department”: Shall mean a department, division or elected officials office which solicits proposals through OPD.

“Goal”: shall mean an aspirational effort to attain a certain level of SBEs participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available SBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve an SBE goal and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control and activity of a SBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-SBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the SBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“OPD”: shall mean the Office of Procurement & Diversity, which is responsible for administration of the SBE Program.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of the SBE.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of an MBE or WBE goal is a primary example of a race-conscious measure.

“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by OPD, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in this Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with SBEs which is less than would be expected based on SBE availability in the County.



RQ {ENTER RQ#}

BIDDERS' MANUAL

Small Business Enterprise Program

For Construction, Services, Supplies and Professional Service Contracts

The goal of the Small Business Enterprise (SBE) Program is to support small businesses by creating positive partnerships in County contracting and other procurement opportunities. The Small Business Enterprise Program will achieve this goal by providing and supporting opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities.

THE SBE SUBCONTRACTOR PARTICIPATION GOAL
FOR THIS BID/PROPOSAL IS

{ENTER SBE %} %

OF THE CONTRACT AWARD

Cuyahoga County
Is an Equal Opportunity Employer

SBE BIDDERS' MANUAL

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REQUIRED FORMS:

- Covenant of Non-Discrimination (SBE-1)
- SBE Subcontractor Participation Plan (SBE-2)
- Good Faith Effort Certification (SBE-3, 2 pages)
- Sample of Completed SBE forms (4 pages)

INSTRUCTIONS TO BIDDERS

I. Small Business Enterprise (SBE) Certification

Only those Small Business Enterprises certified by the Cuyahoga County 's Office of Procurement & Diversity (OPD) shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Office of Procurement & Diversity. If a Small Business Enterprise elects to compete for county business without being certified as such, they may do so, but any bid submitted will not be counted towards fulfillment of the SBE participation goal.

An SBE desiring certification with OPD must complete the certification application. SBE applications may be obtained from the:

Office of Procurement & Diversity
County Administration Building, Room 110
1219 Ontario Street
Cleveland, Ohio 44113
(216) 443-7230
or downloaded at www.opd.cuyahogacounty.us

II. SBE Participation Goal

The SBE Participation goal can be achieved in the following manner(s):

1. A prime vendor subcontracts with one or more certified SBEs to meet or exceed the SBE goal;
2. A prime vendor subcontracts with one or more certified SBEs in an amount short of the SBE goal, but submits a complete Good Faith Effort (further described below);
3. A certified SBE who bids as a prime contractor subcontracts a portion of the work to another certified SBE. Certified SBEs bidding as prime contractors will receive a 20% credit towards the SBE participation goal. However, the certified SBE must secure additional certified SBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the SBE goal.

III. Mandatory Bidding Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached B) for each SBE subcontractor proposed.

Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:

- a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
- b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
- c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to OPD. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by OPD.

Other Information and Data: OPD may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT’S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY OPD SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

IV. Good Faith Efforts

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting OPD or reviewing the database on the website at <http://opd.cuyahogacounty.us/>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;

- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, OPD will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. OPD may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

OPD will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondence and responses thereto, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached Bidder’s Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist. The completed document must contain an original signature, notarizations, and date of signature.

V. Award of Contracts

Award of Contract: Proposals/ bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no “good faith effort” has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,001 – 1,000,000	10% up to max \$80,000 (10-8)	50,000 – 80,000
1,000,0001 – 3,000,000	8% up to max \$210,000 (8-7)	80,000 – 210,000
3,000,001 – 5,000,000	7% up to max \$250,000 (7-5)	210,000 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

VI. Monitoring and Post-Award Reporting

Office of Procurement and Diversity Authorization to Monitor: OPD shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

OPD shall continuously monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

OPD will provide written reports on an annual basis. OPD's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period and the size, quantity and quality of SBE involvement by dollar volume.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports, during the course of, and at the end of the contract as requested by OPD. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. The final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBE designation of the subcontractor if any. OPD reserves the right to audit a contract for SBE participation at his/her discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to OPD immediately. Prior approval by the Director of OPD is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to OPD statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

OPD will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify OPD immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, OPD may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, OPD may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of all subcontractors and sub-consultants. This report shall include all modifications/amendments/change orders and shall reflect the contact information, race, gender, business size, scope of work, and amount paid to each firm.

REQUIRED DOCUMENTS

The following forms regarding the Small Business Enterprise Program must be completed and submitted with bids/proposals:

COVENANT OF NON-DISCRIMINATION (SBE-1)

SBE SUBCONTRACTOR PARTICIPATION PLAN (SBE-2)

GOOD FAITH EFFORT CERTIFICATION (SBE-3, 2 PAGES)

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

CHECK ONE:

SERVICE CONTRACT SUPPLY CONTRACT CONSTRUCTION CONTRACT

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE () _____ E-MAIL _____

FIRM OWNED BY: MAJORITY MINORITY (SPECIFY: _____) FEMALE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE: \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY SBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY OFFICE OF PROCUREMENT & DIVERSITY)

NAME OF SBE SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE () TELEPHONE _____

*******NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SBE SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SBE SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of
(_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): _____
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

**** SAMPLE FORMS ****

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe February 1, 2008
(Original Signature of Company Representative Identified Above) (Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

SBE-2
RQ# XXXXX

(A) Total Amount of Overall Contract Bid/Proposal \$ 500,000

Check One:

Service Contract Supply Contract Construction Contract

Business Name of Prime Bidder ABC Company, Inc.

Address 111 Main Street

City Anywhere State Ohio Zip Code 44000

Telephone (216) 555-5555 E-Mail abccompany@yahoo.com

Firm Owned by: Majority Minority (specify: _____) Female

(B) Amount to be Percent of Total
Subcontracted to SBE: Overall Contract Bid
\$ 100,000 [(B)/(A)]: 20 %

Scope of Work Provided By SBE: Electrical Contracting Services

Prime Bidder's Name: John Doe Title: President/Owner
(Type or Print)

Prime Bidder's Signature: John Doe Date: February 1, 2008
(Date of Signature)

SBE SUBCONTRACTOR TO BE UTIZIED
(Must be certified by the Cuyahoga County Office of Procurement & Diversity)

Name of SBE: Electrifying Electric Company

Address: 456 Main Street, Anywhere, OH 44000

City Anywhere State Ohio Zip Code 44000

Area Code (216) Telephone 555-5551

*****NOTE: SBE MUST BE A COUNTY CERTIFIED SBE*****

The undersigned herewith agrees to subcontract with the above named bidder for the above said services(s) or supply(ies) to be furnished to the County.

SBE Subcontractor's Name: Tom Edison Title: President/Owner
(Type or Print)

Prime Bidder's Signature: Tom Edison Date: January 23, 2008
(Date of Signature)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (John Doe), (President, Owner) of (ABC Company, Inc.) Name(s) of Person(s)
Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): We are requesting a partial waiver of the SBE Goal as we were only able to meet 20% of the 25% goal. We were unable to find an SBE to meet the additional 5% required.
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal.
- I/We have contacted OPD or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract.
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations.
- I/We have attended the pre-bid/proposal conference.
- I/We have provided a written explanation for rejection of any potential SBE subcontractor or vendor to OPD, where price competitiveness is not the reason for rejection.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration.
- I/We have conducted discussions with interested SBEs in good faith, and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

RQ# XXXXX

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2008 \$25,000 (5%) January 18, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2008 \$25,000 (5%) January 19, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappeal January 16, 2008 \$25,000 (5%) January 17, 2008
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Effort to promote SBE participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County Small Business Enterprise Program.

John Doe
Printed/Typed Name of Company Official

February 1, 2008
Date

John Doe
Signature (Must be Original)

President, Owner
Title of Company Official

ABC Company, Inc.
Full Company Name

111 Main Street
Mailing Address

216-555-5555
Area Code/ Phone Number

Anywhere, OH 44000
City, State, Zip

Nancy Notarious
Notary Public

December 31, 2010
My Commission Expires

PLEASE NOTE: Failure to properly complete and submit SBE-1, SBE-2 and SBE-3 (if applicable) will result in bids/proposals being ruled non-responsive.



12

Item Details:

Agency/Dept. Name:	Office of Procurement and Diversity	Agency/Dept. Head Name:	Lenora M. Lockett
Type of Request:	Other		
Request Prepared by:	Lenora M. Lockett	Telephone No.	443-7874
SUMMARY OF REQUESTED ACTION:			
Submitting a revised Small Business Enterprise (SBE) Policy, effective 2/15/2014.			
<p>A. Scope of Work Summary1. Office of Procurement & Diversity submitting a revised Small Business Enterprise (SBE) Program Policies and Procedures Manual, requesting approval, and declaring necessity that it becomes immediately effective. The anticipated effective date is February 15, 2014.2. The primary goal of the revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures is to ensure that, if the SBE Grievance Hearing Board has granted a waiver to a business with securities held in trust, the waiver is to continue in effect upon recertification provided that the ownership structure of the business remains unchanged.3. The Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual was previously adopted by Council in Ordinance No. O2011-0054, as codified in Chapter 503 of the Cuyahoga County Code.</p> <p>B. Procurement1. Not applicable – Submission of a revised SBE Program Policies and Procedures Manual2. Not applicable3. Not applicable</p> <p>C. Contractor and Project Information1. Not applicable – Submission of a revised SBE Program Policies and Procedures ManualCouncil District (ALL)2. Not applicable</p> <p>D. Project Status and Planning1. This item is on the critical action path because several SBE vendors that appealed and were granted a waiver of this eligibility requirement in early 2013 by the SBE Grievance Hearing Board will need to recertify with the SBE Program in early 2014. If this change is approved by County Council, then it will not be necessary to schedule another appeal with the SBE Grievance Hearing Board for the same issue with the same business.</p> <p>E. Funding1. Not applicable – Submission of a revised SBE Program Policies and Procedures Manual2. Not applicable</p>			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			

Explanation for late submittal:

Contract/Agreement Information:

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

Financial Information:

Funding source: Explanation:
Total Amount Requested:
\$

ATTACHMENTS:

- Click to download
- [Draft Ordinance](#)
 - [Revised SBE Policy Manual](#)

History
Time

Who
Clerk of the Board

Approval



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 S), 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: | <i>Assistant Airport Manager</i> |
| | Number: | 1042321 |
| | Pay Grade: | 13 |
| Exhibit B: | Class Title: | <i>Building & Grounds Superintendent</i> |
| | Number: | 1042114 |
| | Pay Grade: | 9 |
| Exhibit C: | Class Title: | <i>Community & Economic Development Manager</i> |
| | Number: | 1055241 |
| | Pay Grade: | 15 |
| Exhibit D: | Class Title: | <i>Facility Services Manager</i> |
| | Number: | 1042161 |
| | Pay Grade: | 17 |
| Exhibit E: | Class Title: | <i>Hazardous Materials Supervisor</i> |
| | Number: | 1062421 |
| | Pay Grade: | 10 |
| Exhibit F: | Class Title: | <i>Juvenile Justice Center Building Project Manager</i> |
| | Number: | 1042181 |
| | Pay Grade: | 17 |
| Exhibit G: | Class Title: | <i>Personnel Administrator 1</i> |
| | Number: | 1053631 |
| | Pay Grade: | 12 |
| Exhibit H: | Class Title: | <i>Personnel Administrator 2</i> |
| | Number: | 1053632 |
| | Pay Grade: | 13 |
| Exhibit I: | Class Title: | <i>Personnel Administrator 3</i> |
| | Number: | 1053633 |
| | Pay Grade: | 14 |

- Exhibit J: Class Title: *Personnel Manager*
Number: 1053634
Pay Grade: 15

- Exhibit K: Class Title: *Personnel Officer*
Number: 1053621
Pay Grade: 6

- Exhibit L: Class Title: *Personnel Technician*
Number: 1053611
Pay Grade: 4

- Exhibit M: Class Title: *Program Officer Manager*
Number: 1052416
Pay Grade: 17

- Exhibit N: Class Title: *Risk & Compliance Manager*
Number: 1055363
Pay Grade: 15

- Exhibit O: Class Title: *Security Camera Coordinator*
Number: 1024101
Pay Grade: 2

- Exhibit P: Class Title: *Senior Family Services Supervisor*
Number: 1014212
Pay Grade: 7

- Exhibit Q: Class Title: *Senior Personnel Officer*
Number: 1053622
Pay Grade: 8

- Exhibit R: Class Title: *Senior Risk Analyst*
Number: 1055362
Pay Grade: 9

- Exhibit S: Class Title: *Training Assistant*
Number: 1053641
Pay Grade: 4

SECTION 2. 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 26, 2013

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

Committee Report/Second Reading: March 12, 2013

Legislation Withdrawn at the Request of the Sponsors on behalf of the Human Resource Commission: January 14, 2014

Journal _____
_____, 20__