



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, MAY 27, 2014**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> 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) May 13, 2014 Committee of the Whole Meeting (See Page 14)
  - b) May 13, 2014 Regular Meeting (See Page 16)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
    - 1) R2014-0138: A Resolution confirming the County Executive's reappointment of Thomas M. McDonald to serve on The MetroHealth System Board of Trustees for the term 5/27/2014 - 3/31/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 32)

Sponsors: Councilmembers Connally and Conwell

**b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2014-0108: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective. (See Page 42)

Sponsors: Councilmembers Conwell, Germana, Brady and Miller

**c) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) O2014-0016: An Ordinance amending Section 106.06 of the Cuyahoga County Code to establish copying costs for public records. (See Page 45)

Sponsors: Councilmembers Miller, Conwell and Germana

- 2) O2014-0017: An Ordinance enacting Chapter 604 of the Cuyahoga County Code to provide for the maintenance of County roads, and declaring the necessity that this Ordinance become immediately effective. (See Page 47)

Sponsor: Councilmember Greenspan

**d) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES OF COUNCIL FOR SECOND READING**

- 1) O2014-0010: An Ordinance amending Section 205.06 of the Cuyahoga County Code to incorporate changes to the composition and compensation of the Cuyahoga County Debarment Review Board, and declaring the necessity that this Ordinance become immediately effective. (See Page 50)

Sponsor: Councilmembers Connally and Simon

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

- 2) O2014-0012: An Ordinance amending Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County. (See Page 54)

Sponsor: Councilmember Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

- 3) O2014-0015: An Ordinance enacting the Cuyahoga County Electronic Modernization Act by authorizing the electronic delivery and execution of legislation, contracts, and other instruments and documents. (See Page 57)

Sponsor: Council President Connally/Department of Law

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

## 10. LEGISLATION INTRODUCED BY EXECUTIVE

### a) **CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2014-0139: 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 62)

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

- 2) R2014-0140: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, AFL-CIO, Local 18-S (Technicians), representing approximately 4 employees in the Department of Public Works for the period 1/1/2014 - 12/31/2016; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the

agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 88)

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

**b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2014-0141: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to add Article XIV to the Cuyahoga County Charter to provide that the right to vote is a fundamental right in the County and authorize the County to take action to protect and promote the right to vote, and declaring the necessity that this Resolution become immediately effective. (See Page 91)

Sponsors: County Executive FitzGerald and Councilmember Simon

- 2) R2014-0142: A Resolution declaring that public convenience and welfare requires resurfacing of Miles Road from Interstate 480 to 200 feet east of Green Road in the City of Bedford Heights; total estimated project cost \$330,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 94)

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

- 3) R2014-0143: A Resolution authorizing an Initial Project Application to Ohio Department of Transportation/State Infrastructure Bank for a loan in the amount not-to-exceed \$8,016,000.00 for reconstruction and widening of Bagley/Pleasant Valley Road from York Road to Pearl Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to

administer the project; and declaring the necessity that this Resolution become immediately effective. (See Page 99)

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

- 4) R2014-0144: A Resolution making an award on RQ30197 to Burton Scot Contractors, LLC in the amount not-to-exceed \$1,129,900.00 for 2014 Resurfacing Operations Group 1 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective: (See Page 104)
- i) Crossview Road from Chestnut Road to Rockside Road in the City of Seven Hills.
  - ii) East Ridgewood Drive from Broadview Road to Crossview Road in the Cities of Parma and Seven Hills.

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

- 5) R2014-0145: A Resolution authorizing amendments to contracts with various providers for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance recipients for the period 7/1/2012 - 6/30/2014 to extend the time period to 6/30/2015, to change the scope of services, effective 7/1/2014, 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 113)
- i) No. CE1200421-01 with El Barrio Incorporated in the amount not-to-exceed \$964,819.07.
  - ii) No. CE1200422-01 with LNE & Associates, LLP in the amount not-to-exceed \$561,555.12.

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

- 6) R2014-0146: A Resolution authorizing an agreement with Educational Service Center of Cuyahoga County in the amount not-to-exceed \$2,495,056.00 for fiscal agent and administrative services for the Help Me Grow Bright Beginnings Program for the Invest in Children Program for the period 7/1/2014 - 6/30/2016; 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 125)

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

- 7) R2014-0147: A Resolution making awards on RQ29213 to various providers for various services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2014 - 12/31/2015; authorizing the County Executive to execute a master contract for each service area and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 132)
- i) in the total amount not-to-exceed \$15,663.00 for chore services and grab bar services:
    - a) ABC International Services, Inc. in the amount of \$15,663.00.
  - ii) in the total amount not-to-exceed \$240,447.00 for emergency response systems services:
    - a) Critical Signal Technologies, Inc. in the amount of \$120,223.00.
    - b) Valued Relationships, Inc. in the amount of \$120,224.00.
  - iii) in the total amount not-to-exceed \$1,129,710.00 for home delivered meals services:
    - a) Casleo Corporation dba Global Meals in the amount of \$196,972.00.

- b) The Golden Age Centers of Greater Cleveland, Inc. in the amount of \$277,552.00.
  - c) Mobile Meals, Inc. in the amount of \$420,806.00.
  - d) PurFoods LLC dba Mom's Meals in the amount of \$234,380.00.
- iv) in the total amount not-to-exceed \$1,745,370.00 for homemaker services:
- a) A-1 Home Health Care, Inc. in the amount of \$392,240.00.
  - b) First Choice Medical Staffing of Ohio, Inc. in the amount of \$277,710.00.
  - c) Geocare Inc. dba Home Instead Senior Care in the amount of \$138,598.00.
  - d) Home Care Relief, Inc. in the amount of \$468,418.00.
  - e) Rx Home Healthcare, Inc. in the amount of \$113,504.00.
  - f) Senior Outreach Services, Inc. in the amount of \$78,918.00.
  - g) U First Homecare Services, Inc. in the amount of \$40,320.00.
  - h) Xcel Healthcare Providers, Inc. in the amount of \$235,662.00.
- v) in the total amount not-to-exceed \$272,450.00 for transportation services:
- a) A-1 Med Tran, Inc. in the amount of \$90,816.00.
  - b) Ace Taxi Service Inc. in the amount of \$90,818.00.
  - c) City News Ohio dba My City Transportation, Inc. in the amount of \$90,816.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services

**c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING**

- 1) R2014-0135: A Resolution authorizing a Lease Agreement with City of Broadview Heights in the amount not-to-exceed \$30.00 for land for an Emergency Operations Center and Special Operations Facility for the period 6/1/2014 - 5/31/2044; 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 175)

Sponsor: County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management

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

- 2) R2014-0137: A Resolution authorizing an amendment to Contract No. CE1300322-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2013 - 6/30/2014 to extend the time period to 6/30/2015 and for additional funds in the amount not-to-exceed \$523,100.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 177)

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

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

**d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2014-0126: A Resolution authorizing a second amendment to a Hangar Lease Agreement with Eaton Corporation for the period 6/1/2003 - 5/31/2013 to exercise an option to extend the time period to 5/31/2018 and to change the per annum fee to the County from \$112,145.00 to \$116,167.64; 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 180)

Sponsor: County Executive FitzGerald/Department of Public Works

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

- 2) R2014-0127: A Resolution making an award on RQ30134 to Professional Service Industries, Inc. in the amount not-to-exceed \$862,232.00 for testing and inspection services for the Convention Center Hotel Project for the period 5/27/2014 - 12/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 182)

Sponsor: County Executive FitzGerald/Department of Public Works

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

- 3) R2014-0128: A Resolution making an award on RQ30047 to The C.A. Agresta Construction Co. in the amount not-to-exceed \$904,764.90 for repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh 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 \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 184)

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

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

4) R2014-0129: A Resolution making an award on RQ29932 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,099,283.40 for 2014 Resurfacing Operations Group 2 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective: (See Page 187)

- i) Chagrin Boulevard from Lander Road to South Lane in the City of Pepper Pike and Village of Moreland Hills.
- ii) West Grace Street from Turney Road to Broadway Avenue in the City of Bedford.

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

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

5) R2014-0131: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$551,700.00 for measured business line services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 190)

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

6) R2014-0132: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,382,000.00 for Centrex telephone and Centrex messaging services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring

the necessity that this Resolution become immediately effective. (See Page 192)

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 7) R2014-0133: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,396,160.00 for Session Initiation Protocol and transport services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 194)

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 8) R2014-0134: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$300,000.00 for long distance services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 196)

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

- 9) R2014-0136: A Resolution authorizing a contract with Federal Express Corporation, FedEx Ground Package System, Inc. and FedEx Corporate Services, Inc. in the amount not-to-exceed \$1,760,000.00 for transportation/carrier services for the period 6/1/2014 - 5/31/2015; 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 198)

Sponsor: County Executive FitzGerald/Clerk of Courts

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

**e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2014-0103: A Resolution authorizing a contract with National Council for Community Development, Inc. dba National Development Council in the amount not-to-exceed \$2,132,000.00 for administration and capitalization of the Grow Cuyahoga County Fund for the period 1/1/2014 - 12/31/2015; authorizing an agreement with Cuyahoga County Community Improvement Corporation for fiscal agent services in connection with said Fund for the period 11/19/2013 - 12/31/2016; authorizing the County Executive to execute the contract and agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 200)

Sponsors: County Executive FitzGerald/Department of Development and Councilmember Jones

- 2) R2014-0115: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 203)

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

- 3) R2014-0122: A Resolution approving The MetroHealth System's request to establish and operate a healthcare facility in the City of Brunswick, Medina County, Ohio; and declaring the necessity that this Resolution become immediately effective. (See Page 296)

Sponsors: County Executive FitzGerald on behalf of The MetroHealth System

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. PUBLIC COMMENT UNRELATED TO AGENDA**

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

- a) O2012-0017: An Ordinance establishing a County Road Maintenance Program for the Department of Public Works in order to reinstate the financial responsibility of the County for design, construction, repair and road surface maintenance projects for County Roads, effective 3/1/2014. (See Page 298)

Sponsor: Councilmember Greenspan

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

- b) O2014-0001: An Ordinance amending Section 407.15 of the Cuyahoga County Code to prohibit Nominees from making certain 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 300)

Sponsor: Councilmember Greenspan

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

**15. ADJOURNMENT**

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING: TUESDAY, JUNE 10, 2014  
3:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, JUNE 10, 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 COMMITTEE OF THE WHOLE MEETING  
TUESDAY, MAY 13, 2014  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
3:30 PM**

**1. CALL TO ORDER**

**Council President Connally called the meeting to order at 3:40 p.m.**

**2. ROLL CALL**

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

**3. PUBLIC COMMENT RELATED TO AGENDA**

**No public comments were given related to the agenda.**

**4. DISCUSSION**

- a) **Contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019.**

**The Honorable Ronald B. Adrine, Administrative and Presiding Judge for Cleveland Municipal Court, and Ms. Jill Smialek, Manager of the Cuyahoga County Witness/Victim Service Center, addressed Council regarding the Family Justice Center initiative and operational requirements, including the associated lease of space located at 75 Erieview Plaza, Cleveland. Discussion ensued.**

**Councilmembers asked questions of Judge Adrine and Ms. Smialek pertaining to the item, which they answered accordingly.**

5. DISCUSSION / EXECUTIVE SESSION

- a) Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender at the Office of the Public Defender for the period 1/1/2013 - 12/31/2015.

**A motion was made by Mr. Schron, seconded by Ms. Simon and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing matters pertaining to a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender at the Office of the Public Defender for the period 1/1/2013 - 12/31/2015, and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 4:32 p.m. The following Councilmembers were present: Gallagher, Schron, Conwell, Jones, Hairston, Simon, Greenspan, Miller, Brady, Germana and Connally. The following additional attendees were present: Director of Law Majeed Makhoulf, Assistant Law Director Egdilio Morales, Assistant Law Director Todd Ellsworth, Chief Public Defender Robert Tobik, Council Legislative Budget Analyst Trevor McAleer and Research & Policy Analyst/Special Counsel Michael King. At 4:52 p.m., Executive Session was adjourned, without objection, and Council President Connally then reconvened the meeting.**

6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

7. PUBLIC COMMENT UNRELATED TO AGENDA

**There were no public comments given unrelated to the agenda.**

8. ADJOURNMENT

**With no further business to discuss, Council President Connally adjourned the meeting at 4:53 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, MAY 13, 2014  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**The meeting was called to order by Council President Connally at 5:07 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**Council President Connally requested a moment of silent meditation for the safe return of the lost girls of Nigeria.**

**5. PUBLIC COMMENT RELATED TO AGENDA**

**There was no public comment given related to the agenda.**

**6. APPROVAL OF MINUTES**

- a) April 22, 2014 Committee of the Whole Meeting
- b) April 22, 2014 Regular Meeting

**A motion was made by Mr. Schron, seconded by Ms. Conwell and approved by majority vote to approve the minutes of the April 22, 2014 Committee of the Whole and Regular meetings, with Council President Connally abstaining from the vote due to her absence from the meetings.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

**Council President Connally recognized and congratulated the County Council District 9 primary winner, Shontel Brown; she also recognized Patrick Sweeney, a former member of both the Ohio House and Senate.**

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive FitzGerald reported the following:**

- a) Discussed the “Dazzle the District” event at Playhouse Square and thanked Council for its support; and**
- b) Discussed collection of court costs and fees.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

**a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2014-0123: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers’ and Sailors’ Monument Board of Trustees for various unexpired terms, and declaring the necessity that this Resolution become immediately effective:**

- i) appointment for an unexpired term ending 11/15/2018:**

- a) Donald N. Jaffe**

- ii) reappointment for an unexpired term ending 4/15/2019:**

- a) Berj A. Shakarian**
- b) Jerry L. Young**

**Sponsors: Councilmembers Connally and Conwell**

**Council President Connally referred Resolution No. R2014-0123 to the Human Resources, Appointments & Equity Committee.**

b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2014-0108: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell, Germana, Brady and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

**Clerk Schmotzer read Resolution No. R2014-0108 into the record.**

**This item will move to the May 27, 2014 Council meeting agenda for consideration for third reading adoption.**

c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2014-0015: An Ordinance enacting the Cuyahoga County Electronic Modernization Act by authorizing the electronic delivery and execution of legislation, contracts, and other instruments and documents.

Sponsor: Council President Connally/Department of Law

**Council President Connally referred Ordinance No. O2014-0015 to the Council Operations & Intergovernmental Relations Committee.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) 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. R2014-0111 and R2014-0124.**

- 1) R2014-0111: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, covering approximately 64 employees in the classification of Assistant Public Defender at the Office of the Public Defender for the period 1/1/2013 - 12/31/2015; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Law on behalf of Office of the Public Defender

**On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0111 was considered and adopted by unanimous vote.**

- 2) R2014-0124: 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.

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

**Mr. Miller introduced an amendment on the floor. Discussion ensued. A motion was then made by Mr. Miller, seconded by Mr. Schron and approved by unanimous vote to add Item AY. to Section 1. of Resolution No. R2014-0124 to provide appropriations in the amount of \$4,520,000.00 for the countywide IT Switch Refresh Project.**

**On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2014-0124 was considered and adopted by unanimous vote, as amended.**

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2014-0125: A Resolution authorizing the transfer of certain County properties to the Board of Park Commissioners of the

Cleveland Metropolitan Park District; authorizing the lease of certain County properties to said Board; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to administer the project; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

**Council President Connally referred Resolution No. R2014-0125 to the Committee of the Whole.**

- 2) R2014-0126: A Resolution authorizing a second amendment to a Hangar Lease Agreement with Eaton Corporation for the period 6/1/2003 - 5/31/2013 to exercise an option to extend the time period to 5/31/2018 and to change the per annum fee to the County from \$112,145.00 to \$116,167.64; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

**Council President Connally referred Resolution No. R2014-0126 to the Public Works, Procurement & Contracting Committee.**

- 3) R2014-0127: A Resolution making an award on RQ30134 to Professional Service Industries, Inc. in the amount not-to-exceed \$862,232.00 for testing and inspection services for the Convention Center Hotel Project for the period 5/27/2014 - 12/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

**Council President Connally referred Resolution No. R2014-0127 to the Public Works, Procurement & Contracting Committee.**

- 4) R2014-0128: A Resolution making an award on RQ30047 to The C.A. Agresta Construction Co. in the amount not-to-exceed \$904,764.90 for repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh 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 \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Connally referred Resolution No. R2014-0128 to the Public Works, Procurement & Contracting Committee.**

- 5) R2014-0129: A Resolution making an award on RQ29932 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,099,283.40 for 2014 Resurfacing Operations Group 2 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- i) Chagrin Boulevard from Lander Road to South Lane in the City of Pepper Pike and Village of Moreland Hills.
- ii) West Grace Street from Turney Road to Broadway Avenue in the City of Bedford.

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

**Council President Connally referred Resolution No. R2014-0129 to the Public Works, Procurement & Contracting Committee.**

- 6) R2014-0130: A Resolution authorizing an amendment to Contract No. CE1200357-01 with Health Span Integrated Care fka Kaiser Foundation Health Plan of Ohio for group healthcare benefits for County employees and their eligible dependents including medical and pharmacy benefit management services for the period 1/1/2012 - 12/31/2013 to extend the time period to 12/31/2014 and for additional funds in the amount not-to-exceed \$4,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

**Council President Connally referred Resolution No. R2014-0130 to the Human Resources, Appointments & Equity Committee.**

- 7) R2014-0131: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$551,700.00 for measured business line services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

**Council President Connally referred Resolution No. R2014-0131 to the Finance & Budgeting Committee.**

- 8) R2014-0132: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,382,000.00 for Centrex telephone and Centrex messaging services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

**Council President Connally referred Resolution No. R2014-0132 to the Finance & Budgeting Committee.**

- 9) R2014-0133: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,396,160.00 for Session Initiation Protocol and transport services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

**Council President Connally referred Resolution No. R2014-0133 to the Finance & Budgeting Committee.**

- 10) R2014-0134: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$300,000.00 for long distance services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

**Council President Connally referred Resolution No. R2014-0134 to the Finance & Budgeting Committee.**

- 11) R2014-0135: A Resolution authorizing a Lease Agreement with City of Broadview Heights in the amount not-to-exceed \$30.00 for land for an Emergency Operations Center and Special Operations Facility for the period 6/1/2014 - 5/31/2044; 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 Safety and Justice Services/Office of Emergency Management

**Council President Connally referred Resolution No. R2014-0135 to the Public Safety & Justice Affairs Committee.**

- 12) R2014-0136: A Resolution authorizing a contract with Federal Express Corporation, FedEx Ground Package System, Inc. and FedEx Corporate Services, Inc. in the amount not-to-exceed \$1,760,000.00 for transportation/carrier services for the period 6/1/2014 - 5/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Clerk of Courts

**Council President Connally referred Resolution No. R2014-0136 to the Public Safety & Justice Affairs Committee.**

- 13) R2014-0137: A Resolution authorizing an amendment to Contract No. CE1300322-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2013 - 6/30/2014 to extend the time period to 6/30/2015 and for additional funds in the amount not-to-exceed \$523,100.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Connally referred Resolution No. R2014-0137 to the Health, Human Services & Aging Committee.**

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2014-0103: A Resolution authorizing a contract with National Council for Community Development, Inc. dba National Development Council in the amount not-to-exceed \$2,132,000.00 for administration and capitalization of the Grow Cuyahoga County Fund for the period 1/1/2014 - 12/31/2015; authorizing an agreement with Cuyahoga County Community Improvement Corporation for fiscal agent services in connection with said Fund for the period 11/19/2013 - 12/31/2016; authorizing the County Executive to execute the

contract and agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Development and Councilmember Jones

Committee Assignment and Chair: Economic Development & Planning – Schron

**Clerk Schmotzer read Resolution No. R2014-0103 into the record.**

**This item will move to the May 27, 2014 Council meeting agenda for consideration for third reading adoption.**

- 2) R2014-0115: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

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

**Clerk Schmotzer read Resolution No. R2014-0115 into the record.**

**This item will move to the May 27, 2014 Council meeting agenda for consideration for third reading adoption.**

- 3) R2014-0122: A Resolution approving The MetroHealth System's request to establish and operate a healthcare facility in the City of Brunswick, Medina County, Ohio; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of The MetroHealth System

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

**Clerk Schmotzer read Resolution No. R2014-0122 into the record.**

**This item will move to the May 27, 2014 Council meeting agenda for consideration for third reading adoption.**

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2014-0113, R2014-0114, R2014-0116, R2014-0117, R2014-0118, R2014-0119, R2014-0120 and R2014-0121.**

- 1) R2014-0113: A Resolution amending Resolution No. R2013-0101 dated 8/13/2013, which declared that public convenience and welfare requires widening and reconstruction of East 105<sup>th</sup> Street and intersecting streets from Quincy Avenue to Chester Avenue (Phase 1 – Opportunity Corridor) in the City of Cleveland, to add the State of Ohio as a party to agreements to be entered into pursuant to the Resolution and to clarify the funding arrangements in connection with the project; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2014-0113 was considered and adopted by unanimous vote.**

- 2) R2014-0114: A Resolution making an award on RQ29436 to Schirmer Construction LLC in the amount not-to-exceed \$612,351.00 for replacement of Boston Road Culvert No. 07.74 over an unnamed creek to the Rocky River in the City of Broadview Heights and Medina County; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$489,880.80 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2014-0114 was considered and adopted by unanimous vote.**

- 3) R2014-0116: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$1,418,820.00 for Wide Area Network links for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0116 was considered and adopted by unanimous vote.**

- 4) R2014-0117: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$6,649,758.68 for Wide Area Network and Local Area Network equipment upgrades and services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0117 was considered and adopted by unanimous vote.**

- 5) R2014-0118: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$85,800.00 for Internet Service Provider services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0118 was considered and adopted by unanimous vote.**

- 6) R2014-0119: A Resolution making an award on RQ27440 to CareWorks Technologies, Ltd. in the amount not-to-exceed \$842,563.34 for DMZ and Firewall security equipment and maintenance for the Regional Enterprise Data Sharing System for the period 4/1/2014 - 3/31/2019; 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 Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0119 was considered and adopted by unanimous vote.**

- 7) R2014-0120: A Resolution authorizing a contract with BZT Acquisition, LLC in the amount not-to-exceed \$798,000.00 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019; 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.

Sponsors: County Executive FitzGerald/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim and Councilmembers Miller, Germana, Jones, **Simon, Conwell, Connally and Hairston**

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

**On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2014-0120 was considered and adopted by unanimous vote.**

- 8) R2014-0121: 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:
- i) for a decrease in funds:
    - a) No. CE1100623-01 with Catholic Charities Corporation dba Parmadale in the amount of (\$528,000.00).
  - ii) for additional funds:
    - a) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$25,000.00.
    - b) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$15,000.00.
    - c) No. CE1100610-01 with Diversion Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$38,000.00.
    - d) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,000.00.
    - e) No. CE1100772-01 with Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$30,000.00.
    - f) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$270,000.00.

- g) No. CE1100628-01 with S.T.A.R.T. Support to At-Risk Teens in the amount not-to-exceed \$135,000.00.
- h) No. CE1100672-01 with House of New Hope in the amount not-to-exceed \$14,000.00.

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

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

**On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2014-0121 was considered and adopted by unanimous vote.**

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2014-0105: A Resolution making an award on RQ27440 to TEC Communications, Inc. in the amount not-to-exceed \$1,700,000.00 for Wide Area Network and Voice over Internet Protocol consultant services for the period 5/1/2014 - 12/31/2018; authorizing the County Executive to execute the Master Agreement and contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Information Technology and Regional Enterprise Data Sharing System

**On a motion by Mr. Schron with a second by Mr. Germana, Resolution No. R2014-0105 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Greenspan reported that the Council Operations & Intergovernmental Relations Committee will meet on Monday, May 19, 2014 at 9:00 a.m.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Wednesday, May 14, 2014 at 11:00 a.m.**

**Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 3, 2014 at 10:00 a.m.**

**Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, May 21, 2014 at 11:00 a.m.**

**12. MISCELLANEOUS BUSINESS**

**Mr. Miller reported on Multiple Chemical Sensitivity Awareness Month in Cuyahoga County and involuntary exposures that may harm a person's health; he also mentioned that he is doing research on the County's car idling policy.**

**Mr. Schron suggested that Council revisit the dollar limits specified for contracting approval by the Contracts and Purchasing Board, Board of Control and Council.**

**Ms. Simon indicated that the Education, Environment & Sustainability Committee will explore the benefits of having a County Sustainability Manager.**

**13. PUBLIC COMMENT UNRELATED TO AGENDA**

**There were no public comments given unrelated to the agenda.**

**14. ADJOURNMENT**

**With no further business to discuss, Council President Connally adjourned the meeting at 5:52 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0138

Sponsored by: <b>Councilmembers Connally and Conwell</b>	<b>A Resolution</b> confirming the County Executive's reappointment of Thomas M. McDonald to serve on The MetroHealth System Board of Trustees for the term 5/27/2014 - 3/31/2020, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of county hospital trustees and the means by which appointments are made; and

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six year term; and

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; 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 Thomas M. McDonald to be reappointed to serve on The MetroHealth System Board of Trustees to fill an expired term ending 3/31/2020; and

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

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





**EDWARD FITZGERALD**  
Cuyahoga County Executive

April 11, 2014

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

Re: *MetroHealth System Board of Trustees*

Dear President Connally:

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for continued service on the MetroHealth System Board of Trustees:

- **Thomas M. McDonald**

Mr. McDonald has served on the MetroHealth System Board of Trustees since 2008 and currently serves as the Chairman of the Board. I am pleased to nominate him to continue his tenure on this important body. The members of the Board of Trustees serve six year terms and are not compensated for their service.

For your review, I have attached pertinent documents for your review, including biographical information and correspondence from the Honorable Richard McMonagle and the Honorable Anthony Russo in support of his nomination. In his time on this Board, Mr. McDonald has provided stable leadership as a new administration, led by Dr. Akram Boutros, has assumed the management of MetroHealth. He has brought needed continuity to this vital entity and I am proud to nominate him to continue in this role.

Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald  
Cuyahoga County Executive

cc: Judge Richard McMonagle  
Judge Anthony Russo



**Thomas M. McDonald**  
**Chairman**

**Appointed:** 2008 (Term Ends: March 2014, continuing until a successor is appointed)

**Employment:** McDonald is president and chief executive of Thomas McDonald Partners LLC, a registered investment adviser and broker dealer.  
**Education:** Bachelor's degree in industrial management, University of Tennessee.

**Background:** He has held several director positions, including at Goodwill Industries in Cleveland from 1984 to 2003, and the Cleveland San Jose Ballet from 1987 to 1995. In addition, he served on the advisory committees for the Securities Industry Association and the National Association of Securities Dealers

## **Tom McDonald**

### **President**

### **Chief Executive Officer**

Prior to founding McDonald Partners, McDonald served as president and CEO for Wayne Hummer Investments in Chicago, Illinois from 2003-2005. Tom had total responsibility for the P & L of the company and was responsible for growing the company through the addition of high quality financial advisors to service high net worth clients of the parent company's banks. At the same time, Tom developed products and services that allowed Wayne Hummer to change from a transaction-based firm to one focused on planning-based wealth management. This focus allowed for the growth of assets under management and other fee-based business. Prior to joining Wayne Hummer, Tom spent 12 years with McDonald Investments in Cleveland, Ohio. He began as director of sales development and progressed in responsibility to ultimately become director of the Private Client Group. In that capacity, Tom established the Investor Services Group and developed products and services dedicated to the affluent investor. Under Tom's leadership, the firm successfully transitioned from almost entirely transaction-based revenues to over 60% fee-based revenues. In 1998, KeyBank bought McDonald Investments and Tom was responsible for integrating the Private Bank and Private Client Group. He successfully integrated the organizations to fully deliver all aspects the combined wealth management firm had to offer. At the same time, Tom was responsible for growing the firm and increased revenues from just over

\$100 million to over \$600 million -- including Private Banking revenues. Along with the revenue growth, Tom grew the number of financial advisors from 120 to over 600. During his tenure at McDonald Investments, Tom served on various committees including McDonald Investments' Board of Directors, the firm's Capital Commitment Committee and the Compliance Committee. Tom is actively involved in the industry through his participation in:

- **Securities Industry Association... Sales & Marketing Committee**
- **Securities Industry Association... Public Trust and Confidence Committee**
- **National Association of Securities Dealers... District 8 Advisory Committee**

Copyright © 2014 McDonald Partners / All Rights Reserved

McDonald Partners, LLC is a Member FINRA & SIPC.

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

---

**From:** <donotreply@cuyahogacounty.us>  
**To:** <Jboyle@cuyahogacounty.us>  
**Date:** 2/28/2014 10:27 AM  
**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 : McDonald

First Name : Thomas

City : Bratenahl

State : Ohio

Zip : 44108

Phone Number : 2169063122

Email Address : tmcdonald@mcdonald-partners.com

Please select the boards/commissions/councils you would like to be considered for. : MetroHealth System Board of Trustees -

Why are you interested in serving on this board/commission/council? : I am currently serving and serve as Chairman of the Board of Trustees. In the interest of continuity I am interested in serving and fulfilling my term as Chairman.

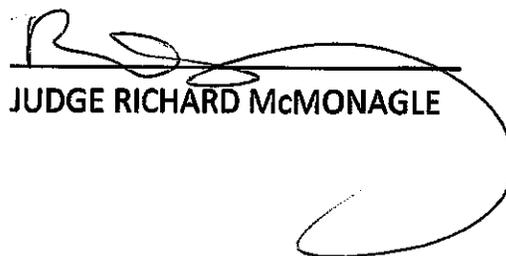
What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have six years experience on the Board.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : I have been a senior executive at financial services companies for 23 years which provides significant incite into the management of this almost \$1,000,000,000 business. I am a long term resident of Cuyahoga County and revere the service that Metro Health provides. Plus, I have the above mentioned experience.

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

I have the reviewed the appointing letter concerning **THOMAS M. McDONALD'S** appointment to the METROHEALTH SYSTEM BOARD OF TRUSTEES, dated April 11, 2014, from Cuyahoga County Executive Edward FitzGerald. I have reviewed Mr. McDonald's credentials and qualifications and I believe he is fit for service on this Board. I consent to his appointment and I understand that approval of the County Council is also required before this appointment is finalized. This appointment is for a full term of six years which will expire in March of 2020.

5/19/14  
DATE

  
JUDGE RICHARD McMONAGLE



PROBATE COURT OF CUYAHOGA COUNTY  
DIVISION OF THE COURT OF COMMON PLEAS  
COURT HOUSE  
CLEVELAND, OHIO 44113

ANTHONY J. RUSSO  
PRESIDING JUDGE

April 23, 2014

Mr. James Boyle  
Courthouse Square, Room 700  
310 Lakeside Avenue  
Cleveland, OH 44113

Re: MetroHealth System  
Board of Trustees

Dear Mr. Boyle:

I have recently interviewed Mr. Thomas M. McDonald, reviewed his application and credentials, and find him to be qualified to continue to serve as a member of the MetroHealth System Board of Trustees. Accordingly, I have signed the enclosed Affirmation for his appointment.

Very truly yours,

Judge Anthony J. Russo

AJR/ss

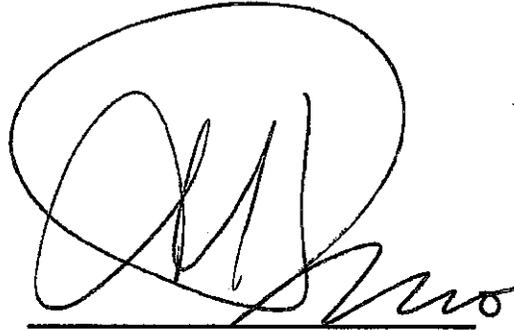
Enclosure

cc: Judge Richard J. McMonagle

I have reviewed the appointing letter concerning **THOMAS M. McDONALD'S** appointment to the METROHEALTH SYSTEM BOARD OF TRUSTEES, dated April 11, 2014, from Cuyahoga County Executive Edward FitzGerald. I have reviewed Mr. McDonald's credentials and qualifications and I believe he is fit for service on this Board. I consent to his appointment and I understand that approval of the County Council is also required before this appointment is finalized. This appointment is for a full term of six years which will expire in March of 2020.

4/23/14

DATE



JUDGE ANTHONY J. RUSSO

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0108

Sponsored by: <b>Councilmembers Conwell, Germana, Brady and Miller</b>	<b>A Resolution</b> amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.
--	---

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 provide an additional appropriation to cover the general operating expenses for the Cleveland Hearing and Speech Center, specifically for the Audiology Patient Assistance Program; and

WHEREAS, the 2010 United States Census indicates that there are, at least, 152,921 people in Northeast Ohio who have hearing difficulty, and the funding to the Cleveland Hearing and Speech Center from the County will help cover the costs of providing services to these individuals; and

WHEREAS, Dr. Bernard Henri and Ms. Michelle Burnett, from the Cleveland Hearing and Speech Center, addressed the Cuyahoga County's Health, Human Services & Aging Committee on March 5, 2014 and presented their need for a grant from the County to cover general operating expenses for their Audiology Patient Assistance Program; and

WHEREAS, the County Council will consider an appropriation for funding the Audiology Patient Assistance Program in 2015 during the 2014-2015 biennial budget update process; 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 increase:

**Fund Nos./Budget Accounts**

A.	24A430 – Office of Health and Human Services		
	HS157289 –Executive Office of H&HS		
	Other Expenses	\$	104,000.00

Funding Source: Funding to cover the general operating support for the Cleveland Hearing and Speech Center is from the Cuyahoga County Health and Human Services Levy Fund.

**SECTION 2.** The additional appropriation provided in Section 1, Item A is for the purpose of providing general operating funding for the Cleveland Hearing and Speech Center, particularly for the Audiology Patient Assistance Program.

**SECTION 3.** The County Council is authorizing the County’s Office of Budget and Management to carry out the necessary steps in order to provide the additional appropriation(s) in Section 1.

**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: April 22, 2014

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: May 13, 2014

Journal CC014

May 27, 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0016

Sponsored by: <b>Councilmembers Miller, Conwell and Germana</b>	<b>An Ordinance</b> amending Section 106.06 of the Cuyahoga County Code to establish copying costs for public records.
---	--

WHEREAS, Section 149.43 et seq. of the Ohio Revised Code governs the availability of public records for inspection and copying; and

WHEREAS, Chapter 106 of the Cuyahoga County Code governs the public records policy of Cuyahoga County, which was originally enacted by Ordinance No. O2011-0012 and was thereafter amended and codified by Ordinance No. O2013-0002; and

WHEREAS, Section 106.06 of the County Code establishes the copy costs for public records, and further provides that County Council shall biennially determine and establish the copying costs for public records; and,

WHEREAS, Council now wishes to update and clarify the copying costs of public records for the public offices of Cuyahoga County; and,

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

**SECTION 1:** Section 106.06 of the Cuyahoga County Code is hereby amended to read as follows:

#### A. County Council to Determine Costs for Public Records

Unless otherwise provided in this Section, persons requesting copies of public records shall be required to pay for the cost of copies and/or delivery or transmission of public records. No charge for public records shall exceed the actual cost of making copies, packaging, postage, and any other costs of the method of delivery or transmission chosen by the requestor, except as otherwise provided by court order or law.

#### B. Costs for Public Records

Except as otherwise provided by court order or law, the copying costs for public records shall not exceed the following rates:

1. The charge for paper copies shall not exceed \$0.03 per page. The charge for paper copies shall be waived when the total cost of copying is less than \$1.00.

2. The charge for electronic copies provided on a compact disc, USB flash drive, or other data storage device shall not exceed \$1.00 per gigabyte of storage space available on the device.
3. There shall be no charge for electronic copies provided via email, facsimile, or other electronic transmission; provided, however, that a public office may charge up to \$0.03 per page when it is necessary to copy or print records for the purpose of redaction.

A public office may require payment in advance, or may waive copying and delivery costs when it determines it is cost-effective to do so, provided that the public office follows a consistent policy for all requests.

**SECTION 2:** 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

## Ordinance No. O2014-0017

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> enacting Chapter 604 of the Cuyahoga County Code to provide for the maintenance of County roads, and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, pursuant to Resolution No. R2012-0043 the County established a two-year moratorium on requiring a local funding match from municipalities for County roadway infrastructure projects, effective February 29, 2012; and,

WHEREAS, the Council now intends make permanent the County's moratorium on requiring a local funding match for County roadway infrastructure projects; and

WHEREAS, the Council intends to provide financial support to municipalities within Cuyahoga County that perform preventative maintenance on County roads; and

WHEREAS, in furtherance of this goal, the Council seeks to establish a process by which municipalities within the County may apply for reimbursement for the cost of materials used for preventative maintenance of County roads; and

WHEREAS, the Director of Public Works is to make reimbursements to municipalities in order of priority based on available County resources and the County's assessed need; 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:** Chapter 604 of the Cuyahoga County Code is hereby enacted to read as follows:

### **Chapter 604: County Roads**

#### **Section 604.01 Improvement and Maintenance of County Roads**

- A. The County shall not require a local funding match from municipalities for County roadway infrastructure projects.
- B. The Director of Public Works shall establish a process by which municipalities within the County may apply for reimbursement for the cost of materials used in conducting preventative maintenance of County roads. The Department of Public Works shall annually identify and prioritize County roads in need of preventative maintenance, and shall qualify eligible applicants in order of priority based on available County resources and the assessed need. The County's reimbursement rates shall be set according to a schedule maintained by the Director of Public Works.
- C. Nothing in this Section is intended to limit the ability of any municipality to participate in the Countywide Preventative Maintenance Program for maintenance of County roads pursuant to Section 806.02. Municipalities participating in the Countywide Preventative Maintenance Program may, in accordance with subsection (B), apply for reimbursement for the cost of materials used in conducting preventative maintenance of County Roads.

**SECTION 2:** 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 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 \_\_\_\_\_  
\_\_\_\_\_, 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0010

Sponsored by: <b>Councilmembers Connally and Simon</b>	<b>An Ordinance</b> amending Section 205.06 of the Cuyahoga County Code to incorporate changes to the composition and compensation of the Cuyahoga County Debarment Review Board, and declaring the necessity that this Ordinance become immediately effective.
--	---

WHEREAS, Ordinance No. O2012-0026 was enacted on December 11, 2012 to create the Cuyahoga County Debarment Review Board; and,

WHEREAS, County Council desires to change the composition of the Cuyahoga County Debarment Review Board from the Cuyahoga County Fiscal Officer to a judge who has served within Cuyahoga County; and,

WHEREAS, County Council desires to provide a per diem compensation rate to the public members of the Cuyahoga County Debarment Review Board; 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.** Section 205.06(A)(1) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions bolded and underlined):

1. ~~The Cuyahoga County Fiscal Officer~~**A person appointed by the Presiding Judge of the Cuyahoga County Common Pleas Court. This person shall be an elector of the County and be a person who served as a judge of the 8th District Court of Appeals, the Cuyahoga County Common Pleas Court, or any municipal court located within Cuyahoga County. The term of this person shall be for three years. The initial three year term shall be appointed for a term commencing July 1, 2014 and expiring on June 30, 2017;**

**SECTION 2.** Section 205.06(C)(1) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions bolded and underlined):

1. The ~~County Executive~~ **Presiding Judge** shall appoint ~~one~~**two** alternates **who meets the qualifications set forth in Section 205.06(A)(1) of the Cuyahoga County Code** to act in the place of the **original appointee by the Presiding Judge** ~~Cuyahoga County Fiscal Officer~~ on the Debarment Review Board and attend meetings, with full voting rights, **if the person named to the Debarment Review Board by the Presiding Judge** ~~Fiscal Officer~~ is unavailable or has a conflict of interest on a matter pending before the Board.

**SECTION 3.** Section 205.06(D) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions bolded and underlined):

**Officers:** The ~~Fiscal Officer~~ **appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court** shall serve as Chairperson of the Debarment Review Board. If the ~~Fiscal Officer~~ **appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court** is absent from any meeting, the Board shall choose one of its members to chair that meeting. For purposes of this section, the ~~Fiscal Officer~~ **appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court** shall include his or her alternates.

**SECTION 4.** Section 205.06(E) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions bolded and underlined):

**Compensation:** The members of the Debarment Review Board, **excluding the member of the Cuyahoga County Council appointed by the Council President**, shall ~~not~~ receive a compensation **rate of \$200.00 per diem** for their service on the **Debarment Review Board** and **the Chairperson of the Debarment Review Board shall receive a compensation rate of \$225.00 per diem for his or her service on the Debarment Review Board.** ~~Members of the Debarment Review Board shall be entitled to reimbursement of reasonable and necessary expenses incurred by them in the exercise of their duties.~~

**SECTION 5.** Section 205.06(I) of the Cuyahoga County Code is hereby amended to read as follows (deletions struck through and additions bolded and underlined):

**Special Meetings:** The Debarment Review Board may conduct special meetings at a time other than its regularly scheduled meeting times. In the event of an emergency as determined by the ~~Fiscal Officer~~ **appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court**, the Board may conduct a meeting with less notice than that required under Section 205.06(G) herein. For any special or emergency meeting, in addition to the notice requirements of



Committee Report/Second Reading: May 27, 2014

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0012

Sponsored by: <b>Councilmember Miller</b>	<b>An Ordinance</b> amending Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County.
---	--

WHEREAS, Sections 2.03(9) and 2.03(10) of the Cuyahoga County Charter require the County Executive to submit to Council on a biennial basis a proposed operating budget, capital improvements plan, and detailed supporting financial information on revenues and expenditures; and,

WHEREAS, Section 3.09(5) of the Cuyahoga County Charter gives Council the power to adopt and amend the County's biennial operating budget and capital improvements program and to make appropriations for the County; and,

WHEREAS, the County Office of Budget and Management (OBM) within the Fiscal Office manages the County's budgeting process on behalf of the County Executive; and,

WHEREAS, Chapter 701 of the Cuyahoga County Code was enacted through Ordinance No. O2011-0036 on 9/13/2011 and the power for a biennial operating budget was incorporated into the County Charter by the voters on 11/6/2012; and,

WHEREAS, County Council desires to enact Capital Improvements and Debt Management Policies for the County.

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

**SECTION 1.** The Cuyahoga County Council hereby amends Chapter 701 of the Cuyahoga County Code by changing the title and by adding Sections 701.02 and 701.03 to establish Capital Improvements and Debt Management Policies for the County as follows (strikethroughs show the deletions):

**Chapter 701: ~~Biennial Budget and Capital Improvement Plan Process~~  
Cuyahoga County Financial Policies**

\*\*\*\*\*

**Section 701.02: Capital Improvements Policy**

- (A) In order to protect the County's capital assets and effectively plan for future improvements, the Fiscal Officer shall maintain a master listing of all County capital assets and shall develop and implement written procedures to define the County's universe of capital assets and to ensure that all changes in County capital assets are documented in the master listing. The initial listing shall be completed no later than December 31, 2014, ~~and any changes in County capital assets shall be reflected in the master listing no later than thirty (30) days after the change occurs.~~ **Any additions to or deletions from the list of capital assets shall be reflected in the listing no later than 30 days after the change occurs. Any descriptive information regarding each of the capital assets shall be updated at least annually.**
- (B) **The Office of Budget and Management** ~~O~~**BM** ~~in cooperation with the~~ **Department of Public Works** shall maintain a Capital Improvements Plan, which shall include a list of projects intended to be initiated during the current biennium, along with the estimated cost and intended funding sources for each project, and a list of projects planned to be initiated during each of the next five years following the current biennium. The Plan shall recommend a level of capital improvements spending during the Plan's time frame that is consistent with long term cost-effectiveness.
- (C) Priority shall be given to capital improvements that will enhance the County's ability to provide high quality, cost-effective direct services.
- (D) The County shall commit to capital **improvements** ~~projects~~ that are within ~~our~~ **its** capability to finance through short and long term resources. In making financing decisions on **a** capital project, the County shall consider both **the** ability to meet debt service obligations and **the** ability to meet ongoing direct service requirements.
- (E) To the extent possible, consistent with **the prioritization of capital improvements based on need** ~~completion of essential capital improvements,~~ the County shall prioritize projects that offer the greatest opportunities to leverage resources through intergovernmental programs, public/private partnerships, and service charges or user fees.

**Section 701.03: Debt Management Policy**

- (A) The County shall adhere to the requirements of general law regarding the types of debt instruments that may be issued, and any debt issued shall be within the direct and indirect debt limitations of the State of Ohio at the time of issuance.
- (B) The Fiscal Officer shall actively monitor the potential impact of financial market conditions on the cost effectiveness of the County's debt financing and may consult with the County's Investment Advisory Committee on decisions related to the County's debt portfolio.



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0015

Sponsored by: <b>Council President Connally/Department of Law</b>	<b>An Ordinance</b> enacting the Cuyahoga County Electronic Modernization Act by authorizing the electronic delivery and execution of legislation, contracts, and other instruments and documents.
---	--

WHEREAS, Article III, Section 3.09 of the Cuyahoga County Charter provides that “the legislative power of the County, including the power to introduce, enact and amend ordinances and resolutions relating to all matters within the legislative power of the County, is vested in the Council”; and,

WHEREAS, Article III, Section 3.09 further states that “all powers of the Council shall be exercised by ordinance or resolution”; and,

WHEREAS, Article III, Section 3.10(3) provides that “all legislative action of a general or permanent nature shall be by resolution or ordinance introduced in written or printed form”; and,

WHEREAS, Article III, Section 3.10(5) provides, in pertinent part, that “each ordinance or resolution shall be signed by the presiding officer and promptly presented by the Clerk of Council to the County Executive for approval or disapproval”; and,

WHEREAS, Article III, Section 3.10(6) provides, in pertinent part:

If the County Executive approves a measure approved by Council and presented to him or her by the Clerk of Council, the resolution or ordinance shall be signed by the County Executive and returned to the Clerk of Council within ten days after its passage or adoption. If the County Executive does not approve a measure so presented, the County Executive shall return the measure to the Council with his or her written objections within ten days;

WHEREAS, the Charter does not prescribe the form of signature by the County Executive, Council President, or Clerk of Council necessary under the Charter to give legal effect to resolutions and ordinances; and,

WHEREAS, the Charter does not prescribe a specific method by which the Clerk of Council may present ordinances and resolutions approved by the County Council to the County Executive, nor does the Charter specify the method by which

the County Executive may return a measure to the Council with his signature if approved or with objections if vetoed;

WHEREAS, the United States Department of Justice has issued an official opinion on July 5, 2005, a copy of which is attached to this Ordinance as Exhibit A, which acknowledges that the President may constitutionally direct another to affix the President's signature to an act of congress:

[W]e conclude that the President need not personally perform the physical act of affixing his signature to a bill he approves and decides to sign in order for the bill to become law. Rather, the President may sign a bill within the meaning of Article I, Section 7 [of the U.S. Constitution] by directing a subordinate to affix the President's signature to such a bill, for example by autopen.

WHEREAS, Council has determined that the use of electronic signatures would enhance the efficient operation of the legislative process; and,

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

**SECTION 1.** Chapter 102 of the Cuyahoga County Code is hereby amended as follows:

(a) The term "Electronic Signature" is hereby added to the definitions in Chapter 102 as follows:

**"Electronic Signature"** shall mean an electronic sound, symbol, or process attached to or logically associated with a resolution, ordinance, contract, agreement, legal instrument, or other record and executed or adopted by a person with the intent to sign the record.

(b) The Clerk of Council shall affix the proper numbering for the term "Electronic Signature" in Chapter 102 and renumber the remaining definitions in the Chapter accordingly.

**SECTION 2.** Chapter 110 of the Cuyahoga County Code is hereby enacted as follows:

**Chapter 110: Electronic Delivery and Execution of Legislation, Contracts, and other Instruments and Documents**

**Section 110.01: Electronic Delivery and Execution of Legislation**

(a) **Electronic Delivery and Execution.** The presiding officer of Council who is required by Section 3.10(5) of the County Charter to sign each resolution and/or ordinance after its adoption by Council and the County Executive are hereby authorized and may elect to sign resolutions and ordinances by use of electronic signatures. The Clerk of Council is authorized to present resolutions and ordinances to the County Executive for approval or disapproval by electronic transmission and to sign by electronic signatures with regard to legislation. The County Executive is authorized to use electronic signatures and transmission to approve or disapprove any item presented to the Executive and to return it to the Council, including any objections under Section 3.10(6) of the County Charter, via electronic transmission.

(b) **Effect of Electronic Delivery and Execution.** The effect of an electronic signature affixed on a resolution or ordinance by the presiding officer of Council or his or her authorized designee shall be to fulfill the signature requirements contained Section 3.10(5) of the County Charter. The effect of the electronic transmission of a resolution or ordinance by the Clerk of Council or his or her authorized designee to the County Executive for approval or disapproval shall be to fulfill the requirement of Section 3.10(5) of the County Charter. The effect of an electronic signature affixed on a resolution or ordinance by the County Executive or his or her authorized designee for the purpose of approving a resolution or ordinance shall be to fulfill the signature requirement contained in Section 3.10(6) of the County Charter. The effect of the electronic transmission by the Executive or his or her authorized designee of the Executive's written objections to resolutions or ordinances shall fulfill the transmission requirements for disapproving resolutions and ordinances contained in Section 3.10(6) of the County Charter.

#### **Section 110.02: Electronic Execution of Contracts, Instruments, and other Documents**

The County Executive or his or her authorized designee may execute any contract, agreement, amendment, or any other legal instrument or document, including, but not limited to, documents and instruments for the issuance of bonds and public debt, using electronic signatures.

#### **Section 110.03: Procedures and Requirements for Electronic Delivery and Signatures**

(a) **Procedures for Electronic Delivery and Execution of Legislation.** The Department of Information Technology shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures governing the electronic delivery and execution of resolutions and ordinances, which shall be subject to the approval of the Director of Law. Upon being approved by the Director of Law, the procedures and any amendments shall be posted on the County's web site, with copies delivered via electronic mail to the County Executive, Council President, and their respective chiefs of staff. The County Executive or Council President may object to the proposed procedures or amendments within seven calendar days of their

electronic receipt of the procedures by submitting the objections to the Director of Law via electronic mail. If the Director of Law does not receive objections from either the County Executive or the Council President within the seven day period, the procedures or amendments shall go into effect on the eighth day of being posted online and submitted to the Executive and Council President.

**(b) Procedures for Electronic Execution of Contracts, Agreements, Instruments, and Other Documents.** The Department of Information Technology and the Office of Procurement and Diversity shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures for the electronic delivery and execution of contracts, agreements, instruments, and other documents other than legislation. These procedures shall be subject to the approval of the Director of Law and may go into effect as directed by the Director of 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 any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date

\_\_\_\_\_  
County Executive      Date

\_\_\_\_\_  
Clerk of Council      Date

First Reading/Referred to Committee: May 13, 2014

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Committee Report/Second Reading: May 27, 2014

Journal \_\_\_\_\_  
\_\_\_\_\_, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0139

Sponsored by: <b>County Executive FitzGerald/Fiscal Officer/Office of Budget &amp; Management</b>	<b>A Resolution</b> 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.
---	---

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:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 20A264 – County Law Library Resource Board LL440008 – County Law Library Resource Board Other Expenses \$ 40,000.00	<b>BA1400196</b>







V.	01A001 – General Fund		<b>BA1400017</b>
	FS109660 – Treasury Management		
	Personal Services	\$ 75,400.00	

Funding Source: The funding source is the General Fund.

W.	24A641 – PA – Homeless Services		<b>BA1400021</b>
	HS158097 – PA – Homeless Services		
	Other Expenses	\$ 25,000.00	

Funding Source: An award from HUD Continuum of Care (CoC) in the amount of \$25,000.00 for HEARTH Act Planning and Implementation.

X1.	20A303 – Children Services Fund		<b>BA1400023</b>
	CF134031 – CFS Foster Care		
	Other Expenses	\$ (23,000.00)	

X2.	24A301 – Children & Family Services		<b>BA1400024</b>
	CF135616 – CFS Foster Care/Resource Mgt		
	Other Expenses	\$ 23,000.00	

Funding Source: Health & Human Services Levy Fund.

Y.	40A069 – Capital Projects Future Debt Issuance		<b>BA1400204</b>
	CC768473 – Capital Project General A/E Services		
	Other Expenses	\$ 800,000.00	

Funding Source: Architecture and Engineering costs will revolve in and out of this account. Not all architecture and engineering costs will be transferred to capital projects and these costs will be covered by the General Fund. This is a temporary use of General Fund reserves.

Z.	40A069 – Capital Projects Future Debt Issuance		<b>BA1400205</b>
	IT768333 – Enterprise Resource Planning-ERP		
	Personal Services	\$ 152,540.00	

Funding Source: Funding for the ERP system will come from future debt issuance. This is a temporary use of General Fund reserves.

AA.	40A069 – Capital Projects Future Debt Issuance		<b>BA1400210</b>
	IT768481 – Call Manager		
	Capital Outlays	\$ 4,300,000.00	

Funding Source: Funding for the Call Manager will come from future debt issuance. This is a temporary use of General Fund reserves.

BB.	54P900 – Sanitary Engineer Bond Retirement		<b>BA1400222</b>
	DV752006 – Bond Retirement Chagrin Highlands 543A		
	Other Expenses	\$ 86,797.50	

Funding Source: Funding for the Chagrin Highlands sewer bonds comes from sewer bills paid by customers.

CC.	01A001 – General Fund IT601310 – IT Regional Enterprise Data Sharing System Personal Services	\$ 388,122.82	<b>BA1400670</b>
-----	---	---------------	------------------

Funding Source: PSJS will send a check from the REDSS special revenue fund to the DoIT to pay for these services. There will not be any General Fund impact since revenues will be received to cover the expenses incurred.

**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:	01A001 – General Fund PR191056 – Prosecutor - General Office Other Expenses
	\$ 106,000.00
TO:	01A001 – General Fund PR191056 – Prosecutor - General Office Capital Outlay
	\$ 106,000.00

Funding Source: Funding comes from the General Fund.

B. FROM:	01A001 – General Fund DR391052 – Domestic Relations Other Expenses	\$ 60,000.00	<b>BA1400208</b>
TO:	01A001 – General Fund DR391052 – Domestic Relations Personal Services	\$ 60,000.00	

Funding Source: Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

C. FROM:	24A510 – Work & Training Admin WT137315 – Work First Services Other Expenses	1,500,000.00	<b>BA1400164</b>
TO:	24A510 – Work & Training Admin WT137141 – Client Support Services Personal Services	\$ 150,000.00	
	24A510 – Work & Training Admin WT137315 – Work First Services Personal Services	\$ 90,000.00	
	24A510 – Work & Training Admin WT137414 – Southgate NFSC Personal Services	\$ 80,000.00	

24A510 – Work & Training Admin  
WT137430 – Ohio City NFSC  
Personal Services \$ 400,000.00

24A510 – Work & Training Admin  
WT137455 – Quincy Place NFSC  
Personal Services \$ 400,000.00

24A510 – Work & Training Admin  
WT137463 – VEB Building NFSC  
Personal Services \$ 80,000.00

24A510 – Work & Training Admin  
WT137539 – West Shore NFSC  
Personal Services \$ 300,000.00

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

D. FROM: 24A510 – Work & Training Admin **BA1400163**  
WT137943 –Information Services  
Personal Services \$ 457,881.00

TO: 24A510 – Work & Training Admin  
WT137463 – VEB Building NFSC  
Personal Services \$ 457,881.00

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

E. FROM: 24A601 – Senior and Adult Services **BA1400116**  
SA138388 –Home Care Skilled Services  
Other Expenses \$ 7,603.00

TO: 24A601 – Senior and Adult Services  
SA138602 – Home Based Services  
Other Expenses \$ 7,603.00

Funding Source: The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

F. FROM: 24A601 – Senior and Adult Services **BA1400202**  
SA138305 –Community Social Service Programs  
Other Expenses \$ 134,380.00

TO: 24A601 – Senior and Adult Services  
SA138701 – Options Program  
Other Expenses \$ 134,380.00

Funding Source: The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

G. FROM	22A685 – CDBG Year 38 2012	<b>BA1400201</b>
	DV713909 –Community Development Block Grant Rehabilitation 2012	
	Personal Services	\$ 3,779.37
	22A685 - Community Development Block Grant Year 38 2012	
	DV713883 –Administration Operating FY2012	
	Personal Services	\$ 3,714.67
	22A685 – Community Development Block Grant Year 38 2012	
	DV713891 –Program Operations 2012	
	Personal Services	\$ 563.97
TO:	22A685 – Community Development Block Grant Year 38 2012	
	DV713909 –Community Development Block Grant Rehabilitation 2012	
	Other Expenses	\$ 3,779.37
	22A685 – Community Development Block Grant Year 38 2012	
	DV713883 –Administration Operating FY2012	
	Other Expenses	\$ 3,714.67
	22A685 – Community Development Block Grant Year 38 2012	
	DV713891 –Program Operations 2012	
	Other Expenses	\$ 563.97

Funding Source: Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2011 through September 30, 2012.

**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>
A. FROM:	
	20D445–Development Revolving Loan Fund
	DV520692– Development Revolving Loan Fund
	Transfer Out
	\$ 151,000.00
TO:	
	20D446 – Brownfield Revolving Loan Fund
	DV520726 – Brownfield Revolving Loan Fund
	Revenue Transfer
	\$ 151,000.00

Funding Source: Funding is from loan payments covering the period January 1, 2014 through December 31, 2014.

B. FROM:	29A391 – Health and Human Services Levy 4.8	<b>JT1400022</b>
	SU514596 - Alcohol Drug Addiction Mental Health 4.8	
	Transfer Out	\$ 4,920,457.00



\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC014  
May 27, 2014



EDWARD FITZGERALD  
Cuyahoga County Executive

CUYAHOGA COUNTY  
FISCAL OFFICER



**May 20, 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 May 27, 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.

<b>Temporary/Permanent Use of Reserves</b>	<b>Amount</b>
Capital Projects/General A/E Services – Additional appropriation to establish a general architecture and engineering account for facilities capital projects. Funding is from the General Fund. This is a temporary use of General Fund Reserves.	\$800,000.00
Capital Projects/Enterprise Resource Planning (ERP) – Additional appropriation to fund the hiring of an administrator to organize the adoption of an Enterprise Resource Planning System in Cuyahoga County. Funding is from a future debt issuance. This is a temporary use of General Fund Reserves.	\$152,540.00
Capital Projects/Call Manager – Additional appropriation to cover a Call Manager System for the County. This is hardware and software licensing that supports the VoIP system. Funding is from a future debt issuance. This is a temporary use of General Fund reserves.	\$4,300,000.00
<b>TOTAL</b>	<b>\$5,252,540.00</b>

<b>General Fund/Health &amp; Human Services</b>	<b>Amount</b>
Job and Family Services – Decrease in appropriation related to the consolidation of the Department of Information Technology. An offsetting increase adjustment will be submitted for the Executive Office of Health & Human Services’ Human Service Applications (\$984,037.58) and (See below). Funding is from Federal and State revenues as well as the Health & Human Services Levy Fund.	-\$1,634,037.58
Office of Health & Human Services (\$984,037.58)/Cuyahoga Support Enforcement Agency (\$650,000) – Additional appropriation with a corresponding decrease in appropriation from Job and Family Services due to the Department of Information Technology consolidation. (See above). Funding is from Federal and State revenue as well as the Health & Human Services Levy Fund.	\$1,634,037.58
Job and Family Services – Additional appropriation for the Medicaid Non-Emergency Transportation (NET) to cover increased costs. Funding is primarily Federal and State as well as the Health & Human Services Levy Fund. This is a revenue neutral request because the offsetting revenue is Medicaid NET	\$300,000.00

which is 100% pass through to Cuyahoga County.	
Office of Health & Human Services/Office of Homeless Services (\$54,353.00) – A decrease in appropriation from the Office of Health & Human Services, with a corresponding increase in appropriation to the Office of Homeless Services to cover personal services for a grant lapsed position for the remainder of the year. Funding is from Federal and State as well as the Health & Human Services Levy Fund.	\$0.00
Office of Health & Human Services/Senior and Adult Services (\$51,299.00) – A decrease in appropriation from the Office of Health & Human Service with a corresponding increase to Senior and Adult Services’ Management Services to cover personal services impact of a Social Program Administrator 2 position for the remainder of the year. Funding is primarily from Federal and State as well as the Health and Human Services Levy Fund.	\$0.00
Office of Health & Human Services/Office of Homeless Services (\$11,250.00) – A decrease from the Office of Health & Human Services with a corresponding increase to the Office of Homeless Services to provide for elderly homeless through a partnership with Guest House. Funding is from the Health & Human Services Levy Fund.	\$0.00
College Savings Program – A decrease in appropriation to offset a corresponding increase to the Treasury Management to cover the cost of the Assistant Investment and Cash Management Officer Position to work on the day to day management of the College Savings Program. Funding is from the General Fund (\$75,400.00).	\$0.00
Children & Family Services (\$23,000.00) – A decrease in appropriation from the Foster Care division with a corresponding increase to the Foster Care/Resource Management to cover anticipated costs of the 2014 Foster Parent Cluster budget. Funding is from the Health and Human Services Levy Fund.	\$0.00
Information Technology – Additional appropriation to move the Regional Enterprise Data Sharing System (REDSS) personal services expenses for five employees moved from the Department of Public Safety and Justice Services to the Department of Information Technology. There will not be any General Fund impact since revenue will be received to cover the expenses from the REDSS special revenue fund.	\$388,122.82
<b>TOTAL</b>	<b>\$688,122.82</b>

<b>Other Operating Funds</b>	<b>Amount</b>
Law Library Resource Board – Additional appropriation to cover increased subscription costs for legal research and to invest in the Lexis Digital Library. Funding comes from fines and fees from the Ohio State Highway Patrol tickets, Common Pleas, Probate Court, and Municipal as well as liquor law.	\$40,000.00
Domestic Relations – Additional appropriation to cover legal research expenses. Funding is from filing fees of each action or appeal.	\$2,500.00
Development – Additional appropriations to the Economic Development Revolving Loan Fund to cover a pending expense adjustment for three loans. Funding is from repayment of loans.	\$884,000.00
Development – Additional appropriations to the Brownfield Revolving Loan Fund for six projects approved by the North Coast Brownfield Coalition. Funding is from loan repayments.	\$151,000.00
Development – Additional appropriation to the Revolving Loan Fund to cover a cash transfer to the Brownfield Revolving Loan Fund. Funding is from proceeds of loans.	\$151,000.00
Sanitary Engineer – Additional appropriation to the Chagrin Highlands Sanitary Sewer bond retirement fund to cover debt service payment. Funding is from sewer bills paid by affected customers.	\$86,797.50
<b>TOTAL</b>	<b>\$1,315,297.50</b>

<b>Grants/Projects</b>	<b>Amount</b>
Juvenile Court – Additional appropriation to cover personal services expenses to hire a Behavioral Health and Juvenile Justice Director and Court Improvement Coordinator from Title IV-E funds. Funding for Title IV-E is from the U.S. Department of Health & Human Services.	\$100,737.72
Juvenile Court – Additional appropriation to provide incentives and rewards to clients in the Drug Court and Reentry Court. Funding is from multiple sources, including the Office of Reentry, individuals, corporations and foundations.	\$3,500.00
Court of Common Pleas – To appropriate a grant from the Alcohol, Drug Addiction and Mental Health Services Board for Treatment Capacity Expansion.	\$168,104.00
Justice Services – Decrease in appropriation in the Violence Against Women Administration Grant to prepare for grant closure. Funding was from the Ohio Criminal Justice Services.	-\$168.39
Justice Services – To appropriate revenue received from the Sheriff’s Office for expenditures that were unallowable to the Urban Area Security Initiative FY11. Funding is from the U.S. Department of Homeland Security passed through the Ohio Emergency Management Agency.	\$239.60
Office of Homeless Services – To appropriate a recent grant award from the U.S. Department of Housing and Urban Development for the Continuum of Care’s HEARTH Act Planning and Implementation.	\$25,000.00
<b>TOTAL</b>	<b>\$297,412.93</b>

<b>Total Additional Appropriations - All Funds</b>	<b>\$7,553,373.25</b>
--	-----------------------

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>05/27/14 Agenda</u>	<u>Year to Date*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 388,122.82	\$ 377,204,012.00	\$ 381,499,767.82
HHS Levy Impact	\$ 325,000.00	\$ 235,311,170.00	\$ 236,004,537.61
Other Fund Impact	\$ 6,840,250.43	\$	\$ 693,095,162.00
	<u>888,314,026.77</u>		
<b>Total Impact</b>	<b>\$ 7,553,373.25</b>	<b>\$1,305,610,344.00</b>	<b>\$ 1,505,818,332.20</b>

\* 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.

<b>General Fund/Health &amp; Human Services</b>	<b>Amount</b>
Prosecutor – Realigning appropriation within the General Office division to cover the purchase of hardware and furniture. Funding is from the General Fund.	\$106,000.00
Domestic Relations Court – Realigning appropriations to cover personal services for a Forensic Psychologist. The original budget included this position as a consultant, the Court instead hired the position on staff. Funding is from the General Fund.	\$60,000.00
Job & Family Services – Realigning appropriation within Job & Family Services to cover projected personal services related to overtime due to the new State system, Medicaid expansion and the Able Bodied Adults without Dependents through year-end. Funding is primarily Federal and State revenues as well as the Health & Human Services Levy Fund.	\$1,500,000.00
Job & Family Services – Realigning appropriation from the Information Services division to the Virgil E.	\$457,881.00

Brown Neighborhood Family Service Center to cover projected personal services through year-end. Funding is primarily Federal and State revenues as well as the Health & Human Services Levy Fund.	
Senior & Adult Services – Realigning appropriation from the Home Care Skilled Services division to the Home Based Services division to cover the restructuring of the Home Based Services unit. Funding is from the Health & Human Services Levy Fund.	\$7,603.00
Senior & Adult Services – Realigning appropriation from the Community Social Service Programs division to the Options Program division to allow the department to expend the remaining portion of funding awarded by Council for senior meals. Funding is from the Health & Human Services Levy Fund, Public Assistance allocations and fees for direct services.	\$134,380.00
<b>TOTAL</b>	<b>\$2,265,864.00</b>

<b>Grants/Projects</b>	<b>Amount</b>
Development - Realigning appropriation within various Community Development Block Grant years to prepare for grant closure. Funding is from the U.S. Department of Housing and Urban Development.	\$8,058.01
<b>TOTAL</b>	<b>\$8,058.01</b>

<b>Total Appropriation Transfers - All Funds</b>	<b>\$2,273,922.01</b>
--	-----------------------

**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.

<b>General Fund/Health &amp; Human Services *</b>	<b>Amount</b>
Health & Human Services Levy Subsidy – A cash transfer of the first quarter subsidy payments to the Alcohol, Drug Addiction and Mental Health Services Board. Funding is from the Health & Human Services Levy Fund.	\$9,840,914.00
<b>TOTAL</b>	<b>\$9,840,914.00</b>

<b>Other Operating Funds</b>	<b>Amount</b>
Development – A cash transfer from the Revolving Loan Fund to the Brownfield Revolving Loan Fund to cover contracts approved on a project basis. Funding is from loan repayments.	\$151,000.00
<b>TOTAL</b>	<b>\$151,000.00</b>

<b>Total Cash Transfers - All Funds</b>	<b>\$9,991,914.00</b>
---	-----------------------

Thank you for your consideration regarding this matter.

Sincerely,



W. Christopher Murray, II  
 Interim Director, Office of Budget & Management  
[cmurray@cuyahogacounty.us](mailto:cmurray@cuyahogacounty.us)  
 (216) 443-7175

Fax: (216) 443-8193



EDWARD FITZGERALD  
Cuyahoga County Executive

CUYAHOGA COUNTY  
FISCAL OFFICER



**MEMORANDUM**

TO: Jeanne Schmotzer, Clerk of Council

FROM: W. Christopher Murray, II, Interim Director, Office of Budget & Management

DATE: May 21, 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 May 27, 2014. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

**Resolution: Additional Appropriations**

A.	20A264 – County Law Library Resource Board	<b>BA1400196</b>
	LL440008 – County Law Library Resource Board	
	Other Expenses	\$ 40,000.00

The County Law Library requests an increase in appropriation to pay for increased subscription costs for legal research and to invest in the Lexis Digital Library which would allow the library to offer electronic circulation of books. Funding comes from fines and fees from various sources, primarily from Ohio State Highway Patrol tickets and also including Common Pleas, Probate Court and Municipal Courts fines and fees, and liquor law fines and fees. There are sufficient funds available in the County Law Library Resource Board fund for this request.

B.	20A635 – Title IV-E Juvenile Court	<b>BA1400197</b>
	JC517326 - Title IV-E Administration Juvenile Court	
	Personal Services	\$ 100,737.72

The Juvenile Court requests an increase in appropriation to use Title IV-E funds to pay for the personal services expenses for a Behavioral Health and Juvenile Justice (BHJJ) Director and Court Improvement Coordinator. Title IV-E funds derive from the U.S. Department of Health and Human Services passed through the Ohio Department of Job and Family Services. There are sufficient funds for this appropriation request.

C.	20A590 – Juvenile Court Incentives & Reward	<b>BA1400198</b>
	JC515189 - Juvenile Court Incentives & Reward	
	Other Expenses	\$ 3,500.00

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

The Juvenile Court requests appropriation to provide incentives and rewards for clients in the Drug Court and the Re-entry Court. The fund receives revenues from multiple sources including the Office of Reentry, individuals, corporations, and foundations. Sufficient cash is available to support this request.

D.	21A176 – Treatment Capacity Expansion CO754473 – Treatment Capacity Expansion FY14 Personal Services	\$ 168,104.00	<b>BA1400200</b>
----	--	---------------	------------------

The Court of Common Pleas requests appropriation of a Treatment Capacity Expansion grant for fiscal year 2014. Funding comes from a grant through the Alcohol, Drug Addiction & Mental Health Board of Cuyahoga County for the period of January 1, 2014 through December 31, 2014.

E.	20A337 – Domestic Relations – Legal Research DR495697 - Domestic Relations – Legal Research Other Expenses	\$ 2,500.00	<b>BA1400212</b>
----	--	-------------	------------------

The requested increase would provide sufficient appropriation for legal research expenses. Funding comes from a fee of up to \$3 for the filing of each action or appeal pursuant to O.R.C. 2303.201. There are sufficient funds for this request.

F.	24A510 – Work & Training Admin WT137943– Information Services Other Expenses Capital Outlay	\$ (555,568.58) \$ (1,078,469.00)	<b>BA1400162</b>
----	--	--------------------------------------	------------------

The Department of Jobs and Family Services has requested to decrease appropriation related to the Department of Information Technology consolidation. An offsetting adjustment will be submitted for the Office of HHS Human Service Applications. This should be the final step related to Health and Human Services in the IT consolidation process. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

G.	24A430 – Executive Office of HHS HS157396– Human Services Applications Other Expenses Capital Outlay	\$ 555,568.58 \$ 428,469.00	<b>BA1400161</b>
----	---	--------------------------------	------------------

The Department of Jobs and Family Services has requested to increase appropriation related to the Department of Information Technology consolidation. An offsetting adjustment will be submitted for the Department of Jobs and Family Services. This should be the final step related to Health and Human Services in the IT consolidation process. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

H.	20A600 – Cuyahoga Support Enforcement Agency SE496000– Child Support Enforcement Agency Capital Outlay	\$ 650,000.00	<b>BA1400161</b>
----	--	---------------	------------------

The Department of Jobs and Family Services has requested to increase appropriation related to the Department of Information Technology consolidation. This should be the final step related to Health and Human Services in the IT consolidation process. There will be an offsetting adjustment to Job and

Family Services capital budget line. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

I.	24A510 – Work & Training Admin	<b>BA1400165</b>
	WT137141– Client Support Services	
	Other Expenses	\$ 300,000.00

The Department of Jobs and Family Services has requested to increase appropriation for Medicaid Non-Emergency Transportation (NET) because services have increased from an average of \$125,000/month to \$150,000/month. This is a revenue neutral request because the offsetting revenue is Medicaid NET which is 100% pass through to Cuyahoga County for transportation services. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

J.	24A430 – Executive Office of HHS	<b>BA1400166</b>
	HS157289 – Executive Office of H&HS	
	Personal Services	\$ (54,353.00)

The Office of Health and Human Services has requested to decrease available appropriation. An offsetting adjustment will increase appropriation in the Office of Homeless Services to cover salary/fringe impact of grant lapsed position for remainder of year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

K.	24A641 – PA-Homeless Services	<b>BA1400167</b>
	HS158097 – PA-Homeless Services	
	Personal Services	\$ 54,353.00

The Office of Homeless Services has requested to increase appropriation to cover salary/fringe impact of grant lapsed position for remainder of year. An offsetting adjustment will decrease appropriation in the Office of Health and Human Services. The funding source is primarily the Human Services Levy Fund.

L.	24A430 – Executive Office of HHS	<b>BA1400143</b>
	HS157289 – Executive Office of H&HS	
	Personal Services	\$ (51,299.00)

The Office of Health and Human Services has requested to decrease available appropriation. An offsetting adjustment will increase appropriation in the Division of Senior and Adult Services to cover salary/fringe impact of a Social Program Administrator 2 position for remainder of year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

M.	24A601 – Senior and Adult Services	<b>BA1400144</b>
	SA138354 – Management Services	
	Personal Services	\$ 51,299.00

The division of Senior and Adult Services has requested to increase appropriation to cover salary/fringe impact of a Social Program Administrator 2 position for remainder of year. An offsetting adjustment will decrease appropriation in the Office of Health and Human Services. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

N.	24A601 – Senior and Adult Services	<b>BA1400168</b>
----	------------------------------------	------------------

SA138321 – Administrative Services-SAS		
Other Expenses	\$	(11,250.00)

The division of Senior and Adult Services has requested to decrease appropriation to provide for elderly homeless through a partnership with Guest House. An offsetting adjustment will increase appropriation in the Office of Homeless Services. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

O.	24A641 – PA-Homeless Services		<b>BA1400169</b>
	HS158097 – PA-Homeless Services		
	Other Expenses	\$	11,250.00

The Office of Homeless Services has requested to increase appropriation to provide for elderly homeless through a partnership with Guest House. An offsetting adjustment will decrease appropriation in the Division of Senior and Adult Services. The funding source is primarily the Human Services Levy Fund.

P.	21A579 – VAWA Administration Grant		<b>BA1400136</b>
	JA753467 – FY2011 VAWA Admin Fund CY2012		
	Personal Services	\$	(168.39)

Reduce appropriations in the Justice Services Violence Against Women Act (VAWA) Administration Grant to prepare the account for closure. Funding is from the Ohio Criminal Justice Services covering the period January 1, 2012 through December 31, 2012.

Q.	20D445 – Development Revolving Loan Fund		<b>BA1400153</b>
	DV520692 – Development Revolving Loan Fund		
	Other Expenses	\$	884,000.00

Increase appropriations in the Department of Economic Development Revolving Loan Fund for a pending expense adjustment for three loans that were not approved by the United States Department of Housing and Urban Development in the HUD 108 loan program. Funding of the Development Revolving Loan Fund is from repayment of loans. Sufficient cash exists in the fund for the increase. Appropriations are not established annually but on a project basis.

R.	20D446 – Brownfield Revolving Loan Fund		<b>BA1400213</b>
	DV520726 – Brownfield Revolving Loan Fund		
	Other Expenses	\$	151,000.00

Increase appropriations in the Department of Development Brownfield Revolving Loan Fund for six projects approved by the North Coast Brownfield coalition. The projects are Union Avenue (\$41,500), Lofts and Lion Mills (\$40,000), St Clair Plaza (\$6,000), E55th Tire shop (\$6,500), Metaldyne (\$15,000) and Harvard Refuse E71th (41,500). The contracts will exceed the original budget since appropriations are provided only on a project basis. A cash transfer to support this appropriation request is seen on document JT1400030 (fiscal item A). Funding is from the loan repayments covering the period January 1, 2014 through December 31, 2014.

S.	21A500 –Urban Area Security Initiative (URSI)	<b>BA1400214</b>
	JA741520 – FY11 Urban Area Security Initiative (URSI)	
	Capital Outlays	\$ 239.60

Increase appropriations in the Justice Services Urban Area Security Initiative FY11 grant for revenues received (RR1403040-01 on 3/31/2014) from the Sheriff Office for an unallowable expenditure per the Ohio Emergency Management Agency which was previously reimbursed to the Sheriff. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2008 through August 31, 2014.

T.	20D445 – Development Revolving Loan Fund	<b>BA1400215</b>
	DV520692 – Development Revolving Loan Fund	
	Other Expenses	\$ 151,000.00

Increase appropriations in the Development Revolving Loan Fund for an operating transfer to the Brownfield Revolving Loan Fund (see JT140030) for six projects. Sufficient cash exists for this increase. Funding is from proceeds of loans covering the period January 1, 2014 through December 31, 2014.

U.	01A001 – General Fund	<b>BA1400016</b>
	SV102053 – College Savings Program	
	Personal Services	\$ (75,400.00)

Request to decrease appropriation for the College Savings Program budget, to offset the corresponding increase in the Treasury Management department budget to fully cover the cost of the Assistant Investment and Cash Management Officer position. This position is included in the 2014-2015 approved budget for the College Savings Program. This employee will work on the day-to-day management of the College Savings Program accounts and will also conduct investment management duties. This position will report to the Investment Manager, therefore the position and appropriation is being moved to the Treasury Management department. The funding source is the General Fund.

V.	01A001 – General Fund	<b>BA1400017</b>
	FS109660 – Treasury Management	
	Personal Services	\$ 75,400.00

Request to increase appropriation for the Treasury Management department budget, to offset the corresponding decrease in the College Savings Program budget to fully cover the cost of the Assistant Investment and Cash Management Officer position. This position is included in the 2014-2015 approved budget for the College Savings Program. This employee will work on the day-to-day management of the College Savings Program accounts and will also conduct investment management duties. This position will report to the Investment Manager, therefore the position and appropriation is being moved to the Treasury Management department. The funding source is the General Fund.

W.	24A641 – PA – Homeless Services	<b>BA1400021</b>
	HS158097 – PA – Homeless Services	
	Other Expenses	\$ 25,000.00

To provide appropriations for The Office of Homeless Services recent award from HUD Continuum of Care (CoC) in the amount of \$25,000.00 for HEARTH Act Planning and Implementation. HUD has awarded the grant to the Office of Homeless Services, (OHS) Cuyahoga County. The OHS will conduct an

RFP to identify providers for consulting and training activities for CoC providers and stakeholders. The executed Grant Agreement is attached; it was approved on 3/31/2014, CPB2014-233.

X1.	20A303 – Children Services Fund CF134031 – CFS Foster Care Other Expenses	\$ (23,000.00)	<b>BA140023</b>
-----	---	----------------	-----------------

X2.	24A301 – Children & Family Services CF135616 – CFS Foster Care/Resource Mgt Other Expenses	\$ 23,000.00	<b>BA140024</b>
-----	--	--------------	-----------------

The Department of Children and Family Services requests an appropriation increase along with a corresponding decrease, in order to cover the anticipated cost of the 2014 foster parent cluster budget. This appropriation transfer is requested in order to realign funds within this index code between budget lines.

Y.	40A069 – Capital Projects Future Debt Issuance CC768473 – Capital Project General A/E Services Other Expenses	\$ 800,000.00	<b>BA1400204</b>
----	---	---------------	------------------

Appropriation is requested to establish a general architecture and engineering account for facilities' capital projects. This account will house architecture and engineering costs until these costs can be transferred to the capital projects. Architecture and Engineering costs will revolve in and out of this account. Not all architecture and engineering costs will be transferred to capital projects and these costs will be covered by the General Fund. This is a temporary use of General Fund reserves.

Z.	40A069 – Capital Projects Future Debt Issuance IT768333 – Enterprise Resource Planning-ERP Personal Services	\$ 152,540.00	<b>BA1400205</b>
----	--	---------------	------------------

Appropriation is requested to fund the hiring of an administrator to organize the adoption of an Enterprise Resource Planning (ERP) system in Cuyahoga County. The administrator will make \$120,000 per year (\$152,340 with benefits). Funding for the ERP system will come from future debt issuance. This is a temporary use of General Fund reserves.

AA.	40A069 – Capital Projects Future Debt Issuance IT768481 – Call Manager Capital Outlays	\$ 4,300,000.00	<b>BA1400210</b>
-----	--	-----------------	------------------

Appropriation is requested for the Call Manager system in the County. The Call Manager is a hardware and software licensing that supports the VoIP system. Besides basic phone features, Call Manager supports business functions and work flow through Interactive Voice Response (IVR) technology. Funding for the Call Manager will come from future debt issuance. This is a temporary use of General Fund reserves.

BB.	54P900 – Sanitary Engineer Bond Retirement DV752006 – Bond Retirement Chagrin Highlands 543A Other Expenses	\$ 86,797.50	<b>BA1400222</b>
-----	---	--------------	------------------

Appropriation is requested in the Chagrin Highlands Sanitary Sewer bond retirement fund to pay debt service on the bonds. Fund for the Chagrin Highlands sewer bonds comes from sewer bills paid by customers.

CC.	01A001 – General Fund		<b>BA1400670</b>
	IT601310 – IT Regional Enterprise Data Sharing System		
	Personal Services	\$	388,122.82

An increase is requested to move the Regional Enterprise Data Sharing System (REDSS) personnel expenses from the Department of Public Safety and Justice Services (PSJS) to the Department of Information Technology (DoIT). The five employees were moved to DoIT earlier this year, so this appropriation covers those expenses. PSJS will send a check from the REDSS special revenue fund to the DoIT to pay for these services. There will not be any General Fund impact since revenues will be received to cover the expenses incurred.

**Resolution: Appropriation Transfers:**

A.	FROM:	01A001 – General Fund PR191056 – Prosecutor - General Office Other Expenses	\$	106,000.00	<b>BA1400199</b>
	TO:	01A001 – General Fund PR191056 – Prosecutor - General Office Capital Outlay	\$	106,000.00	

The requested appropriation transfer within the Prosecutor – General Office account would allow the Prosecutor’s Office to purchase hardware and furniture. Funding comes from the General Fund.

B.	FROM:	01A001 – General Fund DR391052 – Domestic Relations Other Expenses	\$	60,000.00	<b>BA1400208</b>
	TO:	01A001 – General Fund DR391052 – Domestic Relations Personal Services	\$	60,000.00	

The original budget included appropriations to hire a forensic psychologist as a consultant. The Court instead hired the position on staff. This transfer would align the budget with this shift in the expenses from contractual to personnel expenses. Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

C.	FROM:	24A510 – Work & Training Admin WT137315 –Work First Services Other Expenses	\$	1,500,000.00	<b>BA1400164</b>
	TO:	24A510 – Work & Training Admin WT137141– Client Support Services Personal Services	\$	150,000.00	
		24A510 – Work & Training Admin WT137315 – Work First Services Personal Services	\$	90,000.00	
		24A510 – Work & Training Admin WT137414 – Southgate NFSC Personal Services	\$	80,000.00	
		24A510 – Work & Training Admin WT137430 – Ohio City NFSC Personal Services	\$	400,000.00	
		24A510 – Work & Training Admin WT137455 – Quincy Place NFSC Personal Services	\$	400,000.00	

24A510 – Work & Training Admin  
 WT137463 – VEB Building NFSC  
 Personal Services \$ 80,000.00

24A510 – Work & Training Admin  
 WT137539 – West Shore NFSC  
 Personal Services \$ 300,000.00

Request to realign appropriation within the Department of Job and Family Services to cover projected salary/fringe expenses related to overtime associated with the new State system, Medicaid expansion and the Able-Bodied Adults Without Dependents update for the remainder of the year. The funds that were planned for contractual services have been realigned to cover impact of additional staff for Medicaid expansion. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

D. FROM: 24A510 – Work & Training Admin **BA1400163**  
 WT137943 –Information Services  
 Personal Services \$ 457,881.00

TO: 24A510 – Work & Training Admin  
 WT137463 – VEB Building NFSC  
 Personal Services \$ 457,881.00

Request to realign appropriation within the Department of Job and Family Services to cover projected salary/fringe expenses for the remainder of the year. The funding source is primarily Federal/State as well as the Health and Human Services Levy Fund.

E. FROM: 24A601 – Senior and Adult Services **BA1400116**  
 SA138388 –Home Care Skilled Services  
 Other Expenses \$ 7,603.00

TO: 24A601 – Senior and Adult Services  
 SA138602 – Home Based Services  
 Other Expenses \$ 7,603.00

Request to realign appropriation within the Department of Senior and Adult Services. This realignment is due to the restructuring of Home Based Services unit. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

F. FROM: 24A601 – Senior and Adult Services **BA1400202**  
 SA138305 –Community Social Service Programs  
 Other Expenses \$ 134,380.00

TO: 24A601 – Senior and Adult Services  
 SA138701 – Options Program  
 Other Expenses \$ 134,380.00

Request to realign appropriation within the Department of Senior and Adult Services. This realignment will allow the department to expend the remaining portion of the \$200,000 in additional funding awarded by Council for senior meals through their Options Program. The original award was budgeted

in the Community Social Service Program. The funding source is the Health and Human Services Levy Fund, the Public Assistance allocations, and fees for direct services provided to clients.

F.	FROM	22A685 – Community Development Block Grant Year 38 2012	<b>BA1400201</b>
		DV713909 –Community Development Block Grant Rehabilitation 2012	
		Personal Services	\$ 3,779.37
		22A685 - Community Development Block Grant Year 38 2012	
		DV713883 –Administration Operating FY2012	
		Personal Services	\$ 3,714.67
		22A685 – Community Development Block Grant Year 38 2012	
		DV713891 –Program Operations 2012	
		Personal Services	\$ 563.97
	TO:	22A685 – Community Development Block Grant Year 38 2012	
		DV713909 –Community Development Block Grant Rehabilitation 2012	
		Other Expenses	\$ 3,779.37
		22A685 – Community Development Block Grant Year 38 2012	
		DV713883 –Administration Operating FY2012	
		Other Expenses	\$ 3,714.67
		22A685 – Community Development Block Grant Year 38 2012	
		DV713891 –Program Operations 2012	
		Other Expenses	\$ 563.97

Transfer appropriations within the Community Development Block Grant 38 2012 grant accounts for grant closure expenses. Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2011 through September 30, 2012.

**Resolution: Cash Transfers:**

A.	FROM:	20D445–Development Revolving Loan Fund	<b>JT1400030</b>
		DV520692– Development Revolving Loan Fund	
		Transfer Out	\$ 151,000.00
	TO:	20D446 – Brownfield Revolving Loan Fund	
		DV520726 – Brownfield Revolving Loan Fund	
		Revenue Transfer	\$ 151,000.00

Transfer from the Department of Development Revolving Loan Fund to the Brownfield Revolving Loan Fund to support contracts approval based on a project basis. Sufficient cash exists in the Revolving Loan Fund for this transfer and the appropriations are seen in on document BA1400213 (fiscal item R). Funding is from loan payments covering the period January 1, 2014 through December 31, 2014.

B.	FROM:	29A391 – Health and Human Services Levy 4.8	<b>JT1400022</b>
		SU514596 - Alcohol Drug Addiction Mental Health 4.8	
		Transfer Out	\$ 4,920,457.00
		29A392 – Health and Human Services Levy 3.9	
		SU514729– Alcohol Drug Addiction Mental Health 3.9	
		Transfer Out	\$ 4,920,457.00
	TO:	20A317 – ADAMHSBCC	
		MH431056 – BH - Administrative Operating Budget	
		Revenue Transfer	\$ 9,840,914.00

This operating transfer is necessary to disburse the 2014 first quarter subsidy payment to the ADAMHS Board. The source of funding is the Health and Human Services Levy Fund.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0140

<p>Sponsored by: <b>County Executive FitzGerald/Departments of Law and Public Works/Division of Finance and Planning</b></p>	<p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, AFL-CIO, Local 18-S (Technicians), representing approximately 4 employees in the Department of Public Works for the period 1/1/2014 - 12/31/2016; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Local 18-S Technicians Union in an effort to negotiate a successor collective bargaining agreement (“CBA”) that includes approximately 4 employees in the Cuyahoga County Department of Public Works; and,

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and,

WHEREAS, on or about May 16, 2014, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; and,

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

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and,

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement for the period of 1/1/2014 – 12/31/2016; and,

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and The International Union of Operating Engineers, AFL-CIO, Local 18-S Technicians, representing approximately 4 employees in the Cuyahoga County Department of Public Works for the period of 1/1/2014 – 12/31/2016, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and The International Union of Operating Engineers, Local 18-S Technicians shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC014  
May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0141

Sponsored by: <b>County Executive FitzGerald and Councilmember Simon</b>	<b>A Resolution</b> providing for the submission to the electors of the County of Cuyahoga an amendment to add Article XIV to the Cuyahoga County Charter to provide that the right to vote is a fundamental right in the County and authorize the County to take action to protect and promote the right to vote, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Article XII, Section 12.10 of the Charter of Cuyahoga County provides that “Proposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution”; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the “legislative authority... of any county may by a two-thirds vote of its members” submit by resolution charter amendments to the electors of the county “to be voted upon at the first general election occurring not sooner than sixty days after their submission”; and

WHEREAS, this Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter to extend the term during which Council may act on Executive appointments, and add an interim appointment provision.

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

**SECTION 1.** Pursuant to Article X, Section 4 of the Ohio Constitution and Article XII, Section 12.10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 4<sup>th</sup> day of November, 2014, the question of amending the Charter, to add Article XIV, as follows:

## **ARTICLE XIV—CITIZENS' VOTING RIGHTS**

### **SECTION 14.01 FUNDAMENTAL RIGHT**

The right to vote shall be a fundamental right in Cuyahoga County, and elections in the County shall be free and open.

### **SECTION 14.02 VOTING PROTECTION AND PROMOTION.**

The County shall have the power to enforce the provisions of this Article, including, but not limited to, the institution of legal action through the Law Department to protect the right to vote and access to the ballot and to undertake measures to promote voter registration and participation, including, but not limited, promotion of early voting by the County's citizens.

**SECTION 2.** Pursuant to Article X, Section 4 of the Ohio Constitution, and Article XII, Section 12.10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment to add Article XIV to the Charter shall be submitted to the Board of Elections of Cuyahoga County, and the question to be submitted on the ballot shall be as follows:

#### **PROPOSED AMENDMENT TO COUNTY CHARTER**

**Shall the Cuyahoga County Charter be amended to add Article XIV, which provides that the right to vote shall be a fundamental right in the County and that elections in the County shall be free and open and authorizes the County to undertake measures to enforce the article and to promote voter registration and participation, including early voting initiatives?**

**SECTION 3.** The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty (120) days and not later than sixty (60) days before the November 4, 2014 general election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

**SECTION 4.** It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendment to be properly placed on the November 4, 2014 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0142

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires resurfacing of Miles Road from Interstate 480 to 200 feet east of Green Road in the City of Bedford Heights; total estimated project cost \$330,000.00; 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.</p>
--	--

WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of Miles Road from Interstate 480 to 200 feet east of Green Road in the City of Bedford Heights; and

WHEREAS, the anticipated project cost for the resurfacing is \$330,000.00; and

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

WHEREAS, this project will be funded as follows: a) \$125,000.00 with County Road and Bridge Fund; b) \$125,000.00 from City of Bedford Heights; and (c) \$80,000.00 from Issue 1; and

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

WHEREAS, the location of the project is Miles Road from Interstate 480 to 200 feet east of Green Road in the City of Bedford Heights, Council District 9; and

WHEREAS, the anticipated start date for construction of this project is 2014; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Miles Road from Interstate 480 to 200 feet east of Green Road in the City of Bedford Heights.

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

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**Item Details:**

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

**SUMMARY OF REQUESTED ACTION:**

The request for Council action does not involve a contract.

**A. Scope of Work Summary**

1. Department of Public Works requesting that Council find:
  - a) that the public convenience and welfare requires the resurfacing of Miles Road from I-480 to 200 feet east of Green Road in the City of Bedford Heights;
  - b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
  - c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality.

The anticipated construction cost for this improvement is \$330,000. The anticipated start date for construction of these projects is 2014.
2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the projects themselves is to properly maintain the County's infrastructure.
3. N/A

**B. Procurement - N/A**

**C. Contractor and Project Information**

1. N/A
2. N/A
- 3a. The location of the project is Miles Road from I-480 to 200 feet east of Green Road in the City of Bedford Heights.
- 3b. The project is located in Council District 9.

**D. Project Status and Planning**

1. The project is new to the County.
2. N/A

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

**E. Funding**

- 1. These projects are to be funded with \$125,000 County Road and Bridge, \$125,000 City of Bedford Heights and \$80,000 Issue 1.
- 2. N/A
- 3. N/A

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

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

**Financial Information:**

**Funding source:    Explanation:**

Other

**Total Amount Requested:**

\$

**ATTACHMENTS:**

Click to download

[Project Sheet](#)

**History**

**Time**

**Who**

Clerk of the Board

**Approval**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0143

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> authorizing an Initial Project Application to Ohio Department of Transportation/State Infrastructure Bank for a loan in the amount not-to-exceed \$8,016,000.00 for reconstruction and widening of Bagley/Pleasant Valley Road from York Road to Pearl Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to administer the project; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has authorized an Initial Project Application for financial assistance from the Ohio Department of Transportation-State Infrastructure Bank for a loan in the amount not-to-exceed \$8,106,000.00 for reconstruction and widening of Bagley/Pleasant Valley Road from York Road to Pearl Road in the Cities of Middleburg Heights and Parma; and

WHEREAS, the Ohio Department of Transportation has developed a direct loan and bond financing program called the State Infrastructure Bank. This program was authorized under the Ohio Revised Code, Chapter 5531, for the purposes of developing transportation facilities throughout Ohio; and

WHEREAS, the State Infrastructure Bank shall be used as a method of funding highway, rail, transit, intermodal and other transportation facilities and projects which produce revenue to amortize debt while contributing to the connectivity of Ohio's transportation system; and

WHEREAS, the County is qualified to apply for and obtain financial assistance from the State Infrastructure Bank for this project; and

WHEREAS, the purpose of this project is to reconstruct and widen Bagley/Pleasant Valley Road from York Road to Pearl Road in the Cities of Middleburg Heights and Parma, Council District 5; and

WHEREAS, this project will be funded as follows: a) \$8,016,000.00 from State Infrastructure Bank Loan Funds; b) \$1,779,000.00 from Federal Funds; c) \$6,500,000.00 from Issue 1 Funds; d) \$2,744,695.00 from County Funds; and e) \$1,932,305.00 from Municipal 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 an Initial Project Application for financial assistance from the Ohio Department of Transportation-State Infrastructure Bank for a loan in the amount not-to-exceed \$8,106,000.00 for reconstruction and widening of Bagley/Pleasant Valley Road from York Road to Pearl Road in the Cities of Middleburg Heights and Parma.

**SECTION 2.** That the County Executive is authorized to execute the application and any and all documents consistent with this Resolution.

**SECTION 3.** That the Director of Public Works is to administer the project.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



3

**Item Details:**

<b>Agency/Dept. Name:</b>	County Engineer	<b>Agency/Dept.Head Name:</b>	Stan Kosilesky
<b>Type of Request:</b>	Other		
<b>Request Prepared by:</b>	Michael Chambers	<b>Telephone No.</b>	216-698-6486

**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary**

1. Department of Public Works requesting authorization and approval for the County Executive, or Public Works Designee, to apply, sign and enter into an agreement all documents needed for a loan with State of Ohio - State Infrastructure Bank (SIB), for the amount not to exceed \$8,016,000 for the reconstruction of the Bagley/Pleasant Valley road from York Road to Pearl Road in the City of Middleburg Heights and the City of Parma.
- 2.The loan is being submitted by the County in cooperation with the NOACA and the Ohio Department of Transportation, and the repayment will be with Federal funds. Due to the timing and availability of federal funds the loan must be taken out by the county, but the repayments will be with federal funds.

**B. Procurement**

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

**C. Contractor and Project Information**

1. The address or location of the projects are:  
**Bagley Road/Pleasant Valley - from Pearl Road to York Road in the Cities of Parma and Middleburg HTS.**  
Construction Cost: \$20,972,000 This project is the reconstruction, widening of Bagley/Pleasant Valley Road from Pearl Road to York Road.

3. b. The projects are located in Council Districts 5

**D. Project Status and Planning**

- 1. The project is new to the County.
- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A

**E. Funding**

1. The projects are funding as follows:

Federal Funds.....	\$1,779,000
SIB Loan .....	\$8,016,000 - To be repaid by Federal funds
Issue I Funds.....	\$6,500,000
County Funds.....	\$2,744,695
Municipal Funds.....	\$1,932,305
Total .....	\$ 20,972,000

**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

[SIB Application](#)

**History**

**Time**

**Who**

**Approval**

Clerk of the Board



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0144

Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ30197 to Burton Scot Contractors, LLC in the amount not-to-exceed \$1,129,900.00 for 2014 Resurfacing Operations Group 1 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommended an award on RQ30197 to Burton Scot Contractors, LLC in the amount not-to-exceed \$1,129,900.00 for 2014 Resurfacing Operations Group 1 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and

WHEREAS, the purpose of this project is for 2014 Resurfacing Operations Group 1 as follows:

- a. Resurfacing East Ridgewood Drive from Broadview Road to Crossview Road in the Cities of Parma and Seven Hills (located in Council Districts 4 and 6 respectively); and
- b. Resurfacing of Crossview Road from Chestnut Road to Rockside Road in the City of Seven Hills (located in Council District 6); and

WHEREAS, this project is funded 100% using funds from the Cuyahoga County Motor Vehicle \$7.50 License Tax Funds; and

WHEREAS, this project is scheduled to begin 7/15/2014 and scheduled to be completed 11/15/2014; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ30197 to Burton Scot Contractors, LLC in the amount not-to-exceed \$1,129,900.00 for 2014 Resurfacing Operations Group 1 as follows:

- a. Resurfacing East Ridgewood Drive from Broadview Road to Crossview Road in the cities of Parma and Seven Hills.
- b. Resurfacing of Crossview Road from Chestnut Road to Rockside Road in the City of Seven Hills.

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

**SECTION 3.** That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$7.50 License Tax Fund for said amount to fund said contract.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date \_\_\_\_\_

\_\_\_\_\_  
County Executive                                      Date \_\_\_\_\_

\_\_\_\_\_  
Clerk of Council                                      Date \_\_\_\_\_

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**Item Details:**

<b>Agency/Dept. Name:</b>	County Engineer	<b>Agency/Dept. Head Name:</b>	Thomas P. Sotak, P.E.
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Juliann Conway	<b>Telephone No.</b>	216-348-3838
<b>SUMMARY OF REQUESTED ACTION:</b>			
Department of Public Works			
A) <u>SCOPE OF WORK SUMMARY</u>			
1. is recommending an award on RQ30197 to Burton Scot Contractors, LLC in the amount not-to-exceed \$1,129,900.00 for the 2014 Resurfacing Operations Group 1: East Ridgewood Drive from Broadview Road to Crossview Road in the Cities of Seven Hills and Parma and Crossview Road from Chestnut Road to Rockside Road in the City of Seven Hills.			
2. and enter into a contract with Burton Scot Contractors, LLC. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the bid specifications.			
3) N/A.			
<u>PROCUREMENT</u>			
1) Competitive Bid process.			
2) Ronyak Paving, Inc. met the 30% SBE goal assessed by the Office of Procurement & Diversity.			
3) The engineer's estimate was \$1,506,142.00. The bids were open on April 22, 2014.			
There were eight (8) proposals were pulled from OPD and six (6) bid proposals were			

submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

**C) CONTRACTOR AND PROJECT INFORMATION**

Burton Scot Contractors, LLC. 440-564-1011  
11330 Kinsman Road  
Burton, Ohio 44065  
David Paulitsch, President  
Council District - N/A

3. Construction is in the Cities of Seven Hills (Council District 6) and Parma (Council District 4).

**D. PROJECT STATUS AND PLANNING**

1. As per specifications construction is scheduled to begin July 15, 2014 and will be completed November 15, 2014.

**E. FUNDING**

1. 100% Cuyahoga County using funds from the \$7.50 Vehicle License Tax Fund.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

Project Description: The work within the limits of this improvement includes uniformly planing the existing asphalt concrete wearing course; the repair and/or removal and replacement of deteriorated concrete base; the removal and replacement of deteriorated non-integral concrete curb and abutting underdrains; curb ramp reconstruction for ADA compliancy; adjustment or reconstruction to grade, as required, of the various roadway drainage, water supply and sanitary structures and/or appurtenances within the subject work limits; the construction of an asphalt overlay and other related items as shown on the plans, stipulated in the notes or as directed by the engineer for Crossview Road from Chestnut Road to Rockside Road in the City of Seven Hills, Ohio and for East Ridgewood Drive from Broadview Road to Crossview Road in the Cities of Parma and Seven Hills, Ohio.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

Competitive Bid

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

**Financial Information:**





(OPD USE ONLY) Date Sent to Dept: 4/24/2014 Date Received from Dept: 4/22/2014

OFFICE OF PROCUREMENT & DIVERSITY

TABULATION OF BIDS RECEIVED OVER \$25,000

BID DUE DATE: April 22, 2014 CONTRACT PERIOD: N/A  
 REQUISITION NUMBER: CE - 14 - 30197 NUMBER OF ITB'S SENT/RETURNED: 8/6  
 REQUISITIONING DEPT.: Public Works - Engineer ESTIMATE: \$1,506,142.00  
 COMMODITY DESCRIPTION: 2014 Operations Resurf. Grp1 SBE GOAL: 30%

TO BE COMPLETED BY OPD AND USER DEPARTMENT (P=PROCUREMENT; D=DEPARTMENT)		TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER								
BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-Back V/N	P - ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	CCBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Burton Scot Contractors, LLC. 11330 Kinsman Road Newbury, Ohio 44065	Bid Bond, 100% - Fidelity & Deposit Company of Maryland	N/A	P: Yes - <u>Check</u> IG# 12-0701 VCF = ok PH = yes 2% match = n/a <u>4/25/14 Attend</u>	\$1,129,900.00 <u>Recommendation of</u>	W.P.G.T. Construction \$340,000.00	N	N	30%	Y	<u>AMT 4/24/14</u> <u>MM 4/24/14</u>
Kokosing Construction Company, Inc. 13700 McCracken Road Cleveland, Ohio 44125	Bid Bond, 100% - Liberty Mutual Insurance Company and Travelers Casualty and Surety Company of America	N/A	P: Yes - <u>Check</u> IG# 12-1686 VCF = Inc PH = yes 2% match = no	\$1,231,528.60 <u>Total 1,164,374.00</u>	W.P.G.T. Construction \$132,971.00 10.8% W.P.G.T. Tech \$27,130.00 2.2% W.P. Rockport Ready Mix \$4,223.00 .35%	N	N	13.35%	N	<u>AMT 4/24/14</u> <u>MM 4/24/14</u> Requesting a partial waiver due to prices not being 10% with cost

CCBB: Low Non-CCBB Bid: \$1,129,900.00 +2% = \$22,598.00 = \$1,152,498.00  
 \* LOWEST BID REC'D \$1,129,900.00 RANGE OF LOWEST BID REC'D \$1,000,000.00 PRICE PEEF % & \$ LIMIT: 8% MAX \$10,000.00 MAX SBE PRICE PEEF \$1,200,000.00  
 (Note: CCBB must meet all bid requirements)

DEPARTMENT DIRECTOR SIGNATURE: Bud off for DATE: 4/28/14  
 DEPARTMENT DIRECTOR NAME: BONITA G. TILKINEN (Date Signed)  
 LOW BIDDER NOTIFIED: 4/28/14 CING: YES Date: 4/28/14  
 OBM APPROVAL (If actual bid exceeds estimate): \$1,200,000.00



(OPD USE Only) Date Sent to Dept: \_\_\_\_\_

Date Received from Dept: \_\_\_\_\_

**OFFICE OF PROCUREMENT & DIVERSITY**

**TABULATION OF BIDS RECEIVED OVER \$25,000**

BID DUE DATE: April 22, 2014 N/A  
 REQUISITION NUMBER: CE - 14 - 30197 8/6  
 REQUISITIONING DEPT.: Public Works - Engineer ESTIMATE: \$1,506,142.00  
 COMMODITY DESCRIPTION: \_\_\_\_\_ SBE GOAL: 30%

TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER

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

BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	COBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Chagrin Valley Paving, Inc. 17290 Munn Road Chagrin Falls, Ohio 44023	Bid Bond, 100% - Merchants Bonding Company (Mutual)	P: Yes - <u>Cont</u> IG# 12-0807 VCF = ok NCA = ok PH = yes 2% match = n/a	\$1,237,453.90	<u>P.G.T. Construction</u> \$371,400.00 30% N	N	N	30%	<u>cont</u>	<u>h/helth cont</u>
The Shelly Company 8920 Canyon Falls Boulevard Suite 120 Twinsburg, Ohio 44087	Bid Bond, 100% - Liberty Mutual Insurance Company	P: Yes - <u>Cont</u> IG# 12-2756 VCF = ok NCA = ok PH = yes 2% match = n/a	\$1,261,874.00	<u>P.G. Cook Paving</u> \$126,883.00 10.05% <u>P.K. Construction</u> \$168,910.00 13.38% N <u>W.T. Trade Tech, Inc</u> \$49,290.00 3.90% <u>Hof. Clarkes Family Trucking</u> \$10,000.00 0.79% <u>P.G.T. Construction</u> \$25,000.00 1.98%			30%	<u>cont</u>	<u>h/helth cont</u>

CCBB: Low Non-CCBB Bid: \$ \_\_\_\_\_ +2% \$ \_\_\_\_\_ Does CCBB apply? : Y / N (\*Note: COBB must meet all bid requirements)  
 \* LOWEST BID REC'D \$ \_\_\_\_\_ RANGE OF LOWEST BID REC'D \$ \_\_\_\_\_ PRICE PREF % & \$ LIMIT: \_\_\_\_\_ MAX SBE PRICE PREF \$ \_\_\_\_\_

DEPARTMENT APPROVAL (if actual bid exceeds estimate) \_\_\_\_\_ DATE \_\_\_\_\_ DEPARTMENT DIRECTOR SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_  
 DEPARTMENT DIRECTOR SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_  
 LOW BIDDER NOTIFIED  No  Yes Date: \_\_\_\_\_ (Date Signed)  
 Tab sheet with SBE Updated 04/19/2013



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0145

Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing amendments to contracts with various providers for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance recipients for the period 7/1/2012 - 6/30/2014 to extend the time period to 6/30/2015, to change the scope of services, effective 7/1/2014, 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 Health and Human Services/Cuyahoga Job and Family Services has recommended amendments to contracts with various providers for Job Readiness, Job Search, Job Placement and Job Retention Services for Ohio Works First cash assistance recipients for the period 7/1/2012 – 6/30/2013 to extend the time period to 6/30/2015, to change the scope of services, effective 7/1/2014, and for additional funds in the total amount not-to-exceed \$1,526,374.19 as follows:

- i) No. CE1200421-01 with El Barrio Incorporated in the amount not-to-exceed \$964,819.07;
- ii) No. CE1200422-01 with LNE & Associates, LLP in the amount not-to-exceed \$561,555.12; and

WHEREAS, this amendment increases the total value of the contract in the amount not-to-exceed \$1,526,374.19; and

WHEREAS, this project is funded 85% by Federal TANF Funding and 15% by FAET Funding; 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 Job Readiness, Job Search, Job Placement and Job Retention Services for Ohio Works First cash assistance recipients for the period 7/1/2012 – 6/30/2013 to extend the time period to 6/30/2015, to change the scope of services, effective 7/1/2014, and for additional funds in the total amount not-to-exceed \$1,526,374.19 as follows:

- i) No. CE1200421-01 with El Barrio Incorporated in the amount not-to-exceed \$964,819.07; and
- ii) No. CE1200422-01 with LNE & Associates, LLP in the amount not-to-exceed \$561,555.12.

**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 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\_\_



6a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Employment and Family Services	<b>Agency/Dept. Head Name:</b>	Joseph Gauntner
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Robert K. Math	<b>Telephone No.</b>	216.987.6911
<b>SUMMARY OF REQUESTED ACTION:</b>			
<b>Title:</b> Cuyahoga Job and Family Services 2014 Job Placement & Job Retention Program Amendments RQ#22613			
Title: Job Placement and Job Retention Activities for OWF Case Assistance Recipients			
(a) El Barrio, Inc 5209 Detroit Ave Cleveland, OH 44102			
(b) LNE & Associates, LLP 2450 Prospect Ave Cleveland, OH 44115			
<b>A. Scope of Work Summary</b>			
1. CJFS is requesting amendments to contracts with El Barrio, Inc, Inc for the amount of \$964,819.07 and LNE & Associates, LLP for the amount of \$561,555.12. The amended period dates are July 1, 2014 – June 30, 2015. This will be the first of two option years of the RFP.			
2. These amendments change the value, term and scope and are the second (2 <sup>nd</sup> ) amendments of the contracts. The history of the amendments is:			
a) El Barrio, Inc			
Contract 2012: \$ 515,000.00			
Amend#1, 2013: \$ 579,293.00			
Proposed Amend#2, 2014: \$ <u>964,819.07</u>			
Total: \$2,059,112.07			

b) LNE & Associates, LLP  
Contract 2012: \$ 505,512.00  
Amend#1, 2013: \$ 526,423.28  
Proposed Amend#2, 2014: \$ 561,555.12  
Total: \$1,593,490.40

4. The project is mandated by Section 5101.80 of the ORC requiring new TANF programs to be established as a state program of family assistance.

**B. Procurement**

1. The procurement method for the originating contracts was an RFP. The total value of the RFP was \$1,020,512.00.
2. The RFP RQ#22613 was closed on March 9, 2012.
3. The proposed amendments received OPD Approval to process on April 16, 2014. NOVUS document is attached for review.

**C. Contractor and Project Information**

1. The addresses of vendors:

(a) El Barrio, Inc  
5209 Detroit Ave  
Cleveland, OH 44102  
Council District 03

(b) LNE & Associates, LLP  
2450 Prospect Ave  
Cleveland, OH 44115  
Council District 08

2. The executive directors for the vendors are:

- a. Sharon Sobol Jordan, President/CEO, El Barrio (Center for Families & Children)
- b. Lisa N. Evans, Chief Executive Officer, LNE & Associates, LLP

3. a. Same as C.1. Above.

**D. Project Status and Planning**

1. The project reoccurs annually.

**E. Funding**

1. The project is funded 85% by Federal TANF Funding and 15% by FAET Funding.
2. The schedule of payments is monthly invoices.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

Exempt from Competitive Bid Requirements

**Explanation for Increase/Decrease in \$ Amount for current request:**  
 Increase due to expanded program design to serve the ABAWD Population.

**Financial Information:**

**Funding source:**      **Explanation:**  
 Federal                      TANF Funds

**Total Amount Requested:**  
 \$1,526,374.19

**ATTACHMENTS:**

Click to download

- [Justidication Approval to Process Amend 2 RQ22613](#)
- [Dept Acknowledgement](#)
- [Contract Amend 2 LNE-TAB](#)
- [Signature Authority LNE](#)
- [Auditors Findings LNE](#)
- [Workers Comp Cert LNE](#)
- [Ins Cert LNE](#)
- [History Sheet JPJR Prog](#)
- [Contract Eval LNE](#)
- [Principal Owner LNE](#)
- [Contract LNE 2012](#)
- [Contract Amend 1 LNE](#)
- [Contract Amend 2 El Barrio-TAB](#)
- [Auditors Findings El Barrio](#)
- [Contract Eval El Barrio](#)
- [Principal Owner El Barrio](#)
- [Contract 2012 El Barrio](#)
- [Contract Amend 1 2013 El Barrio](#)
- [Ins Cert El Barrio](#)
- [Workers Comp Cert El Barrio](#)
- [Signature Authorization El Barrio/The Centers](#)
- [Contract Cover-TAB](#)
- [Contract Cover-TAB](#)
- [Voucher](#)
- [Voucher](#)

**History**

Time	Who	Approval
5/1/2014 10:54 AM	Office of Procurement & Diversity	Yes
5/7/2014 3:39 PM	Clerk of the Board	Yes
5/8/2014 8:17 AM	County Auditor	Yes
	Department of Law	

## CONTRACT EVALUATION FORM

(To be completed by user department for all contract renewals or amendments.)

<b>Contractor:</b>	El Barrio, Inc	<b>Original Time Period:</b>	July 1, 2012 – June 30, 2013
<b>Contract Number:</b>	CE-1200421-01	<b>Amended Time Period:</b>	July 1, 2013 – June 30, 2014
<b>Original Contract Amount:</b>	\$515,000.00		
<b>Amended Amount: (1)</b>	\$579,293.00		
<b>Funding Source:</b>	TANF		

### Background

In March 2012, CJFS issued a RFP that sought organizations that could offer a range of job readiness, job search, immediate job placement, and job retention services that would address the issue of unemployment among our OWF clients as well as those barriers to employment such as lack of soft skills and limited work histories.

Job Placement/Job Retention (JPJR) is one of the federally allowed core activities by which OWF customers can satisfy their work requirements. CJFS designed a new JPJR model which incorporated a competency based approach to determine participant's work readiness. As a result, our contracts have a combination of cost reimbursement and performance. Performance payments are linked to specific outcomes that focused on job placement, 90 days of job retention in unsubsidized employment and achieving participation rate. Because these goals take a longer time to achieve, these JPJR contracts were given a three month "tail" at the end of the contract to achieve these benchmarks.

### Service Description

- El Barrio is a non-profit social service agency offering high-quality preschool education, job training and placement, emergency food and supportive services and behavioral services through its three Centers of Excellence and Counseling Solutions program.
- El Barrio utilizes its in-house counseling program, Counseling Solutions, to provide soft skills group training led by licensed independent therapists. Participants from group sessions can be referred to one-on-one counseling if needed.
- El Barrio maintains very close business relationships with several employers and invites them to participate in job readiness curriculum as guest speakers or in conducting mock interviews (i.e. Home Depot, US Cotton, Dollar Bank, and 5 Guys).
- El Barrio hosts on site job interviews at least once a week with hiring companies.
- El Barrio offers English as a second language (ESL) programming that OWF participants can attend while attending the JRJS program.
- El Barrio is the only one of the two providers to offer a fully bilingual (Spanish) curricula including bilingual staff and training materials.
- In addition, El Barrio offers monolingual (Spanish) job readiness training for clients with little or no proficiency in English.
- El Barrio is the only JPJR provider currently located on the West Side of Cleveland.

## Performance Indicators

- El Barrio is contracted to serve 500 OWF participants; 350 will become “work ready”; 210 will complete an unpaid internship; 245 will obtain employment; 147 will achieve ninety day job retention and meet or exceed 315 months of achieving mandated participation rate of 50%.
- Over 320 OWF customers have been referred by CJFS employment specialists to EL BARRIO from July 2013 to March 2014.
- El Barrio has very strong engagement rates with referred clients. Nearly 60% of clients referred to the program are enrolled.
- El Barrio has achieved 286 participant months of meeting mandated participation rate for OWF participants.
- El Barrio has placed 40 OWF participants in either full or part time unsubsidized employment.
- 40 participants have maintained 90 days of job retention.

## Rating of Overall Performance of Contractor (check one)

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

## Justification of Rating

El Barrio’s job placement job retention program is currently meeting program expectations. The program is operating as proposed.

Site visit observations revealed a lively and energetic session, professionally conducted in English and Spanish. Case file review revealed well organized files with most of the required documentation. The case file review indicated that El Barrio met expectations in 21 of the 21 areas, achieving a 75% or higher rating in the review categories.

Cuyahoga Job and Family Services

April 8, 2014

Using Department

Date



# Principal Owner Form

*(Required Document for Award Recommendations/Purchases)*

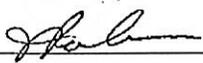
**VENDOR:** Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	El Barrio, Inc
Principal Owner's Name (The legal name of the owner/s of the business):	Sharon Sobol Jordan
Owner/Officer's Title:	President/CEO, El Barrio(Center for Families & Children)
Business Address:	5209 Detroit Ave, Cleveland, OH 44102
Phone Number:	216.961.2965
Name of Person Completing Form:	J. Rohn
Signature:	
Title:	Manager, Contracting Division WFS/CJFS

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

**CUYAHOGA COUNTY STAFF:**

*I certify that I have checked the debarment list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.*

Signature: 

Date: 4/16/2014

Printed Name: J.Rohn

Inspector General Vendor ID#: 12-1193

Cuyahoga County  
*(Principal Owner Form, 1-30-14)*

## CONTRACT EVALUATION FORM

(To be completed by user department for all contract renewals or amendments.)

<b>Contractor:</b>	LNE & Associates		
<b>Contract Number:</b>	CE-1200422-01		
<b>Original Contract Amount:</b>	\$505,512.00	<b>Original Time Period:</b>	July 1, 2012 – June 30, 2013
<b>Amended Amount:</b>	(1) \$526,423.28	<b>Amended Time Period:</b>	July 1, 2013 – June 30, 2014
<b>Funding Source:</b>	TANF		

### Background

In March 2012, CJFS issued a RFP that sought organizations that could offer a range of job readiness, job search, immediate job placement, and job retention services that would address the issue of unemployment among our OWF clients as well as those barriers to employment such as lack of soft skills and limited work histories.

Job Placement/Job Retention (JPJR) is one of the federally allowed core activities by which OWF customers can satisfy their work requirements. CJFS designed a new JPJR model which incorporated a competency based approach to determine participant's work readiness. We entered into contracts, with a combination of cost reimbursement and performance. Performance payments are linked to specific outcomes that focused on job placement, 90 days of job retention in unsubsidized employment and achieving mandated participation rate. Because these goals take a longer time to achieve, these JPJR contracts were given a three month "tail" at the end of the contract to achieve these benchmarks.

### Service Description

- LNE & Associates has been providing workforce development solutions since 2003. In that time LNE has operated several employment programs including summer youth employment for the City of Cleveland, ex-offender programs for the Department of Workforce Development, and Building Hope for Cuyahoga County's Office of Re-Entry.
- LNE is one of two providers currently providing JPJR programming for OWF customers.
- LNE offers an Employee Assistance Program for participants experiencing more severe barriers to employment.
- LNE is located in the downtown area and readily accessible to participants via public transportation.

### Performance Indicators

- LNE is contracted to serve 500 OWF participants; 350 will become "work ready"; 245 will obtain employment; 147 will achieve ninety day job retention; and meet or exceed 315 months of achieving mandated participation rate of 50%.
- Over 600 OWF customers have been referred by CJFS employment specialists to LNE from July 1, 2013 to February 2014.
- Through February 2014, 107 LNE program participants have achieved unsubsidized employment.
- LNE has achieved 305 participant months of meeting mandated participation rate for OWF participants.
- Progress towards the longer term goal of 90 day retention is 83 clients.

**Rating of Overall Performance of Contractor (check one)**

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

**Justification of Rating**

Performance indicators demonstrate that the program is operating as planned and meeting performance expectations. This program receives a consistently high volume of referrals from CJFS employment specialists indicative of its appeal to staff and popularity among customers. Nearly 60% of all clients referred, engage in the program.

At a site visit, CJFS staff observed a professional and caring and supportive environment for job seekers. The level of interaction among staff and participants was very high as clients engaged in computer aided job search. The case file review indicated that LNE met expectations in 19 of 21 areas of the review. LNE submitted a quality assurance plan addressing the two areas which did not meet contract expectations of 75% or higher.

Cuyahoga Job and Family Services

April 8, 2014

---

Using Department

Date



# Principal Owner Form

*(Required Document for Award Recommendations/Purchases)*

**VENDOR:** Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	LNE & Associates, LLP
Principal Owner's Name (The legal name of the owner/s of the business):	Lisa N. Evans
Owner/Officer's Title:	Chief Executive Officer
Business Address:	2450 prospect Ave, Cleveland, OH 44115
Phone Number:	216.622.0707 Ext11
Name of Person Completing Form:	J. Rohn
Signature:	
Title:	Manager, Contracting Division WFS/CJFS

If there is more than one (1) principal owner, please complete information for that / those person(s) as well. If a corporation, please identify the CEO, President or other officers of the Corporation representing shareholders.

**CUYAHOGA COUNTY STAFF:**

*I certify that I have checked the debarment list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.*

Signature:  \_\_\_\_\_

Date: 4/16/2014

Printed Name: J.Rohn

Inspector General Vendor ID#: 12-1773

Cuyahoga County  
(Principal Owner Form, 1-30-14)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0146

<p>Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing an agreement with Educational Service Center of Cuyahoga County in the amount not-to-exceed \$2,495,056.00 for fiscal agent and administrative services for the Help Me Grow Bright Beginnings Program for the Invest in Children Program for the period 7/1/2014 - 6/30/2016; 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.</p>
---	---

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has authorized an agreement with Educational Service Center of Cuyahoga County in the amount not-to-exceed \$2,495,056.00 for fiscal agent and administrative services for the Help Me Grow Bright Beginnings Home Visiting Program for the Invest in Children Program for the period 7/1/2014 - 6/30/2016; and

WHEREAS, the primary goals of the project are: a) to implement and maintain a coordinated, community based infrastructure that promotes family-centered services for expectant parents, newborns, infants, toddlers and their respective families and b) to support commitments to family and child well-being; and

WHEREAS, this project is funded 100% by Health and Human Services Levy 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 authorized an agreement with Educational Service Center of Cuyahoga County in the amount not-to-exceed \$2,495,056.00 for fiscal agent and administrative services for the Help Me Grow Bright Beginnings Home Visiting Program for the Invest in Children Program for the period 7/1/2014 - 6/30/2016.





5

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept. Head Name:</b>	Dr. Rebekah L. Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Marcos Cortes	<b>Telephone No.</b>	216-698-2586
<b>SUMMARY OF REQUESTED ACTION:</b>			
<b>Title:</b>			
Office of Early Childhood/Invest In Children 2014 Educational Service Center Contract Help Me Grow Bright Beginnings Program 5811 Canal Road, Valley View, Ohio 44125 RQ# EC-14-30836			
<b>A. Scope of Work Summary</b>			
1. Office of Early Childhood/Invest In Children requesting approval of a Contract with Educational Service Center for the anticipated cost of \$2,495,056.00. The anticipated start-completion dates are (07/01/2014- 06/30/2016).			
2. The primary goals of the project are:			
To implement and maintain a coordinated, community-based infrastructure that promotes family-centered services for expectant parents, newborns, infants, toddlers and their families.			
Activities shall support the following commitments to family and child-well being:			
Increase healthy pregnancies			
Improve parenting confidence and competence			
Increase family connectedness to community and social support			
Improve child health, development and readiness			
<b>B. Procurement</b>			
1. The procurement method for this project was other. The Educational Service Center is a governmental entity and is the fiscal agent for Help Me Grow. The total value of the contract amendment is \$2,495,056.00.			
3. The proposed contract received a governmental purchase exemption from OPD on April			

23, 2014.

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is:

Educational Service Center  
5811 Canal Road  
Valley View, Ohio 44125  
Council District (6)

Help Me Grow of Cuyahoga County  
8111 Quincy Avenue #344  
Cleveland, Ohio 44104  
Council District (8)

2. The executive director for the contractor/vendor is Dr. Robert Mengerink-ESC and Melissa Manos-HMG

**D. Project Status and Planning**

1. The project reoccurs annually.

**E. Funding**

1. The project is funded 100% by HHS levy dollars in the amount of \$2,495,056.00
2. The schedule of payments is by invoice

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

**PURPOSE:**

Home visiting services provide education on parenting and child development for the parents and referral and service coordination to other community resources for the child and the family.

Historically, the Ohio Department of Health has provided funding to the county for purposes of providing the above described services. However, in 2009 the state cut this allocation by approximately 43%. In implementing these cuts, the state imposed drastically more restrictive eligibility requirements on the families that could be served. The most significant change pertains to the age of the child at the time of enrollment. Previously, a child could be enrolled up to the age of three. Under the current requirements, a child may be enrolled up to the age of six months.

As a result, many families, in particular those referred to HMG from the Department of Children and Family Services, who have been reported for abuse or neglect, are no longer eligible to receive home visiting services. In the past, HMG would have served these families. These funds will give HMG the flexibility to serve those families that are clearly in need of home visiting services but who fall outside the State established eligibility requirements. Moreover, families served by the resources in this contract will receive enhanced services than those families served under the state eligibility as we are implementing the Parent's As Teachers Model to fidelity.

**OUTCOMES:**

HMG will provide At-Risk home visiting to services to 832 families.

**PRINCIPAL OWNER:**

The Educational Service Center of Cuyahoga County is a political subdivision of the state of Ohio Robert Mengerink, Superintendent 5811 Canal Road Valley View, Ohio 44125 (216) 524-3000

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

Other

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

Contracting for the full two year budgeted amount.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Other	Health and Human Services Levy

**Total Amount Requested:**

\$2,495,056.00

**ATTACHMENTS:**

Click to download

- [Signed Contract](#)
- [Evaluation Form](#)
- [Budget exhibit](#)
- [Principal Owners Form](#)
- [W-9](#)
- [Auditor's Findings](#)
- [Acknowledgment Form](#)
- [Insurance](#)
- [Contract Cover-TAB](#)
- [Voucher](#)

**History**

Time	Who	Approval
5/9/2014 2:27 PM	Office of Procurement & Diversity	Yes
5/12/2014 2:33 PM	Clerk of the Board	Yes
5/13/2014 10:08 AM	County Auditor Department of Law	Yes

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

**Contractor:** Educational Services Center of Cuyahoga County

**Contract/Agreement No.:** CE 1200430  
**Time Period:** July 1, 2012 to June 30, 2013

**Service Description:** ESC is the fiscal agent and program monitoring services that support the Help Me Grow program of Cuyahoga County. Help Me Grow of Cuyahoga County is the program responsible for administering and coordinating services to families with children prenatal to three who meet the eligibility criteria as determined by the Ohio Department of Health (ODH). The County Bright Beginnings program expands the criteria for children who fall outside the State requirements and can still benefit from services.

**State Eligibility:** First Time Parents with custody, expecting or the child is under six months of age, Family income is less than or equal to 200% of Federal Poverty, Active Military parent, CAPTA referred.

**County Eligibility: Must meet 2 criteria:** Parent under the age of 20; Parent with history of abuse, neglect or domestic violence; Lack of stable residence; Homelessness; Maternal prenatal substance abuse; Parent with mental illness; Developmental disability or mental retardation; Parent with drug or alcohol dependence; and/or Single low income parent.

**Original Contract/Agreement Amount:** N/A

**Prior Amendment(s) Amount(s):** N/A

**Performance Indicators:**

Providing service to approximately 574 children and their families for one full year

**Actual performance versus performance indicators (include statistics):**

From July 1, 2012 - March 31, 2014, 1,999 children were referred to HMG's Bright Beginnings program. Of those 1,999 children, 918 (46%) created a goal or an IFSP/FP.

Referral sources include DCFS, HMG/Nonprofit Community Providers, Primary Caregivers and Hospitals/Hospital Child Find Specialists

**Rating of Overall Performance of Contractor (Check One):**

- Superior
- Above Average
- X Average**
- Below Average
- Poor

**Justification of Rating:** Help Me Grow of Cuyahoga County continues to implement the Bright Beginnings program using the Parents As Teachers curriculum to fidelity. The program has operated adequately under this current contract. Help Me Grow continues to look at ways to making the program more effective and engaging more families by identify the families ready for services especially families from the Department of Children and Family Services. DCFS continues to provide the bulk of the referrals to Help Me Grow Bright Beginnings.

  
\_\_\_\_\_  
**User Department**

\_\_\_\_\_  
May 2, 2014  
**Date**

s: evaluation

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0147

Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services</b>	<b>A Resolution</b> making awards on RQ29213 to various providers for various services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2014 - 12/31/2015; authorizing the County Executive to execute a master contract for each service area and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended awards on RQ29213 to various providers for various services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2014 - 12/31/2015; and

WHEREAS, the primary goal of the OPTIONS for Elders Program is to provide a flexible, affordable in-home care program to Cuyahoga County residents aged 60 and above, who, because of income and/or assets, are not eligible for Medicaid waiver or other programs; and

WHEREAS, the various services provided by the program that are essential to Cuyahoga County seniors include: 1) chore and grab bar services, 2) emergency response services, 3) home delivered meals, 4) homemaker services, and 5) transportation (primarily to and from medical appointments); and

WHEREAS, this program is funded by the Health and Human Services Levy with a small portion of the program revenues coming from client fees; and

WHEREAS, the description of the services provided by each vendor, the name of the vendor, and the amounts not-to-exceed for each service area are as follows:

- 1) Chore Services and Grab Bar Services – total amount not-to-exceed \$15,663.00:
  - (i) ABC International Services, Inc. in the amount of \$15,663.00.

- 2) Emergency Response Systems Services – total amount not-to-exceed \$240,447.00:
  - (i) Critical Signal Technologies, Inc. in the amount of \$120,223.00
  - (ii) Valued Relationships, Inc. in the amount of \$120,224.00
  
- 3) Home Delivered Meals Services – total amount not-to-exceed \$1,129,710.00:
  - (i) Casleo Corporation dba Global Meals in the amount of \$196,972.00.
  - (ii) The Golden Age Centers of Greater Cleveland, Inc. in the amount of \$277,552.00.
  - (iii) Mobile Meals, Inc. in the amount of \$420,806.00.
  - (iv) PurFoods LLC dba Mom’s Meals in the amount of \$234,380.00.
  
- 4) Homemaker Services – total amount not-to-exceed \$1,745,370.00:
  - (i) A-1 Home Health Care, Inc. in the amount of \$392,240.00.
  - (ii) First Choice Medical Staffing of Ohio, Inc. in the amount of \$277,710.00.
  - (iii) Geocare Inc. dba Home Instead Senior Care in the amount of \$138,598.00.
  - (iv) Home Care Relief, Inc. in the amount of \$468,418.00.
  - (v) Rx Home Healthcare, Inc. in the amount of \$113,504.00.
  - (vi) Senior Outreach Services, Inc. in the amount of \$78,918.00.
  - (vii) U First Homecare Services, Inc. in the amount of \$40,320.00.
  - (viii) Xcel Healthcare Providers, Inc. in the amount of \$235,662.00.
  
- 5) Transportation Services – total amount not-to-exceed \$272,450.00:
  - (i) A-1 Med Tran, Inc. in the amount of \$90,816.00.
  - (ii) Ace Taxi Service Inc. in the amount of \$90,818.00.
  - (iii) City News Ohio dba My City Transportation, Inc. in the amount of \$90,816.00.

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 the Cuyahoga County Council hereby makes awards on RQ29213 to various providers for various services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2014 - 12/31/2015 as follows:

- 1) Chore Services and Grab Bar Services – total amount not-to-exceed \$15,663.00:
  - (i) ABC International Services, Inc. in the amount of \$15,663.00.
  
- 2) Emergency Response Systems Services – total amount not-to-exceed \$240,447.00:
  - (i) Critical Signal Technologies, Inc. in the amount of \$120,223.00
  - (ii) Valued Relationships, Inc. in the amount of \$120,224.00
  
- 3) Home Delivered Meal Services – total amount not-to-exceed \$1,129,710.00:
  - (i) Casleo Corporation dba Global Meals in the amount of \$196,972.00.
  - (ii) The Golden Age Centers of Greater Cleveland, Inc. in the amount of \$277,552.00.
  - (iii) Mobile Meals, Inc. in the amount of \$420,806.00.
  - (iv) PurFoods LLC dba Mom’s Meals in the amount of \$234,380.00.
  
- 4) Homemaker Services – total amount not-to-exceed \$1,745,370.00:
  - (i) A-1 Home Health Care, Inc. in the amount of \$392,240.00.
  - (ii) First Choice Medical Staffing of Ohio, Inc. in the amount of \$277,710.00.
  - (iii) Geocare Inc. dba Home Instead Senior Care in the amount of \$138,598.00.
  - (iv) Home Care Relief, Inc. in the amount of \$468,418.00.
  - (v) Rx Home Healthcare, Inc. in the amount of \$113,504.00.
  - (vi) Senior Outreach Services, Inc. in the amount of \$78,918.00.
  - (vii) U First Homecare Services, Inc. in the amount of \$40,320.00.
  - (viii) Xcel Healthcare Providers, Inc. in the amount of \$235,662.00.
  
- 5) Transportation Services – total amount not-to-exceed \$272,450.00:
  - (i) A-1 Med Tran, Inc. in the amount of \$90,816.00.
  - (ii) Ace Taxi Service Inc. in the amount of \$90,818.00.
  - (iii) City News Ohio dba My City Transportation, Inc. in the amount of \$90,816.00.

**SECTION 2.** That the County Executive is authorized to execute a master contract for each service area and all other documents consistent with this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest





7

**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Senior and Adult Services	<b>Agency/Dept. Head Name:</b>	Tracey N. Mason
<b>Type of Request:</b>	Award Recommendation		
<b>Request Prepared by:</b>	Daurin K. Elliott	<b>Telephone No.</b>	216*420*6765
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>Recommending an award on RQ29213 and enter into a master contract with ABC International Services, Inc. for Options Program - Chore and Grab Bars service in the amount of \$15,663.00.00 for the period 07/01/2014 - 12/31/2015.</p> <p><b>A. Scope of Work Summary</b></p> <p>1. The Division of Senior and Adult Services is requesting approval of a master contract for Chore and Grab Bar services with ABC Interantions Services, Inc for the anticipated cost of \$15,663.00 for the period 07/01/2014 - 12/31/2015</p> <p>2. The primary goal of the Options program is to promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community. Direct services are delivered to clients age 60 and older who met a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. The goal of the Options program is to extend the amount of time a client is able to reside at home before requiring more intensive services.</p> <p>3. The Options program is a non-mandated service offered to Cuyahoga County residents.</p> <p><b>B. Procurement</b></p> <p>1. The Division of Senior and Adult Services is requesting the awards on RFP 29213.</p> <p>2. The RFP closed on 3/6/2014</p> <p><b>C. Contractor and Project Information</b></p> <p>1. ABC International Services, Inc.</p>			

31525 Aurora Road, Suite 2, Solon, Ohio 44139  
Bella Rokhman, Owner

2. Not applicable

3. Awarded services will be delivered to residents throughout the entire county.

**D. Project Status and Planning**

1. DSAS awards contracts for Options services every two years.
2. The current contracts for Options services end on June 30, 2014.
3. To avoid an interruption of client services, it is important this RFP keeps moving forward.
4. Not applicable.
5. Not applicable.
6. Not applicable.

**E. Funding**

1. The Options program is funded by the County Health & Human Services levy with a smaller portion of the program revenues coming from client fees. Options clients pay for a portion of services they receive on a sliding scale.
2. The schedule of payments to vendors is monthly.
3. Not applicable.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

With RFP 29213, the Division of Senior & Adult Services seeks to deliver one or more of six essential services to Cuyahoga County seniors age 60 and older who require a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. These essential services include: chore, emergency response systems, grab bar installation, home delivered meals, homemaking, and transportation (primarily to/from medical appointments).

The resulting contracts will allow DSAS to continue to deliver services to 1,100 unduplicated clients on an annual basis.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

This RFP will be for 18 months instead of 24 months; thus decreasing the dollar amount by (\$680,740.00) in comparison to the prior contract request.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
<b>Total Amount Requested:</b>	
\$15,663.00	

**ATTACHMENTS:**

Click to download

- [Final RFP](#)
- [Award Letter](#)
- [Department Acknowledgement Form](#)
- [Bidder's Manual](#)
- [OPD Tab Sheet](#)
- [OPD Tab Sheet](#)
- [Chore & Grab Bars - Master Contract - TAB](#)
- [ABC International Services - Other docs](#)
- [Contract Cover - TAB](#)
- [Voucher](#)

**History**

**Time**

**Who**

Office of Procurement &  
Diversity

**Approval**



Date sent to Dept. 3/27/14 Revised sent 3/27/14  
 Date Received from Dept. \_\_\_\_\_  
 (OPD Use Only)

A. Chore Service



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services

PROPOSAL DUE DATE: March 6, 2014

Number of Proposals Sent/Returned: 38 / 20

RFP TITLE: Options Program Services 2014/2015

RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				USER DEPT.		
	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %		COMPLY Y/N	COMMENTS & INITIALS
ABC International Services, Inc. 31525 Aurora Road, Suite 2 Solon, Ohio 44139	IG #12-3372 NCA: yes VCF: yes Planholder: yes OK JE 3/7/14	ABC Int'l Services 20%	Y	20%	Y	Did not submit SBE 2 ord 3/7/14 am 3/7/14	Y

Tracey N. Mason  
 Department Director Name

Tracey N. Mason  
 Department Director Signature of Approval

Date



Date sent to Dept: 2/10/2014 REV 2/27/14  
 Date Received from Dept: \_\_\_\_\_  
 CPD Use Only)

C. Grab Bars



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services

PROPOSAL DUE DATE: March 6, 2014

Number of Proposals Sent/Returned: 38 / 20

RFP TITLE: Options Program Services 2014/2015

RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
ABC International Services, Inc. 31525 Aurora Road, Suite 2 Solon, Ohio 44139	IG #12-3372 NCA: yes VCF: yes Coop: yes Planho:der: yes  OK - JS 2/7/14	ABC Int'l Services 20%	Y	20%	Y	Did not submit SBE 2  Ang 3/7/14 mm 3/7/14	Y

Tracey N. Mason  
 Department Director Name

Tracey N. Mason  
 Department Director Signature of Approval

Date

Rate sent to Dept. 3/16/14 REV 3/27/14  
 Rate Received from Dept. \_\_\_\_\_  
 (OPD Use Only)

D. Home Delivered Meals



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services PROPOSAL DUE DATE: March 6, 2014  
 RFP TITLE: Options Program Services 2014/2015 Number of Proposals Sent/Returned: 38 / 20  
 RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Casleo Corporation dba Global Meals 2761 East 4 <sup>th</sup> Avenue Columbus, Ohio 43219 <i>OK 3/17/14</i>	IG #12-0752 NCA: yes VCF: yes Coop: No Planholder: yes	AS Cleveland ACME Extreme no: rator .2%	N	2%	<i>Y</i>	<i>Requesting a partial waiver due to withdrawal meals being approved. SBE 2 was not signed by SBE. SBE 2 was signed by [initials] for SBE 2. [initials] 3/17/14</i>	<i>Y</i>
The Golden Age Centers of Greater Cleveland, Inc. 12200 Fairhill Road Cleveland, Ohio 44120 <i>OK 3/17/14</i>	IG #12-1381 NCA: yes VCF: yes Coop: yes Planholder: yes		N	0%	<i>Y</i>	<i>Requesting a waiver due to Non Profit [initials] 3/17/14</i>	<i>Y</i>
Mobile Meals, Inc. 1063 South Broadway Akron, Ohio 44311 <i>OK 3/17/14</i>	IG #12-1941 NCA: yes VCF: yes Coop: yes Planholder: yes		N	0%	<i>Y</i>	<i>Requested a full waiver due to Non Profit [initials] 3/17/14</i>	<i>Y</i>
Mom's Meals 3210 Southeast 72 <sup>nd</sup> Street Ankeny, Iowa 50021	IG # _____ NCA: yes VCF: yes Coop: yes Planholder: No		N	0%	<i>Y</i>	<i>Did not submit SBE documents. Submitted documents SBE 1 &amp; 2 requesting waiver. [initials] 3/20/14</i>	<i>Y</i>

*Tracey N. Mason*  
 Department Director Signature of Approval  
 Date: 3/27/14

Date sent to Dept: 3/27/14 Rev 3/27/14  
 Date Received from Dept: \_\_\_\_\_  
 (OPD Use Only)

E. Homemaker Services



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services

PROPOSAL DUE DATE: March 6, 2014

Number of Proposals Sent/Returned: 38 / 20

RFP TITLE: Options Program Services 2014/2015

RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
A-1 Health Care, Inc. 2060 South Taylor Road Cleveland Heights, Ohio 44118	IG #12-0019 AS NCA: yes VCF: yes Coop: yes Planholder: yes OK - <u>3/7/14</u>	A-1 Health Care, Inc. 20% Y	Y	20%	Y AND	AND 3/10/14 MM 3/17/14	Y
FirstChoice Medical Staffing of Ohio, Inc. 1457 West 117 <sup>th</sup> Street Cleveland, Ohio 44107	IG #12-1297 NCA: yes VCF: yes Coop: yes Planholder: yes OK - <u>3/7/14</u>	First Choice Medical Staffing of Ohio 20% Y	Y	20%	Y AND	AND 3/10/14 MM 3/17/14	Y
Geocre, Inc. dba Home Instead Senior Care 26777 Lorain Road, Suite 406 North Olmsted, Ohio 44070	IG #12-1365 NCA: yes VCF: yes Coop: No Planholder: yes OK - <u>3/7/14</u>	Home Instead Senior Care 26% Y	Y	20%	Y AND	AND 3/10/14 MM 3/17/14	Y

Tracey N. Mason  
 Department Director Name

Tracey N. Mason / ME 21 4-24-14  
 Department Director Signature of Approval Date

Date sent to Dept: 3/27/14  
 Date Received from Dept: \_\_\_\_\_  
 OPD Use Only)

E. Homemaker Services



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services

PROPOSAL DUE DATE: March 6, 2014

RFP TITLE: Options Program Services 2014/2015

Number of Proposals Sent/Returned: 38 / 20

RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Heritage Home Health Care of Elyria and Rocky River 20800 Center Ridge Road, #100 Rocky River, Ohio 44116	IG # _____ NCA: yes VCF: yes Coop: No Planholder: yes OK - JE 3/17/14	W.B.Z.K.Z. Inc. dba Heritage Home Health Care 20% Y	Y	20%	Y	amt 3/10/14 AM 3/11/14	Y
Home Care Relief, Inc. 753 East 200 <sup>th</sup> Street Euclid, Ohio 44119	IG #12-1489 NCA: yes VCF: yes Coop: No Planholder: yes OK - JE 3/17/14		N	0%	Y	amt contacted 3 companies but only offered limited amounts Requested full waiver Did submit an application Company not getting certified yet This company got certified 3/25/14 AM 3/17/14 AM 3/17/14 AM 3/26/14	Y
RX Home Healthcare, Inc. 2728 Euclid Avenue, Suite 350 Cleveland, Ohio 44115	IG #12-2442 NCA: yes VCF: yes Coop: No Planholder: yes OK - JE 3/17/14	W.M. First Choice 10%	N	10%	Y	amt 3/10/14 AM 3/17/14	Y

Tracey N. Mason  
 Department Director Name  
Tracey N. Mason  
 Department Director Signature of Approval  
 \_\_\_\_\_  
 Date

(1) Vendor declined award 4-14-14

Date sent to Dept: 3/27/14  
 Date Received from Dept: \_\_\_\_\_  
 OPD Use Only)



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services

PROPOSAL DUE DATE: March 6, 2014

Number of Proposals Sent/Returned: 38 / 20

RFP TITLE: Options Program Services 2014/2015

RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Senior Outreach Services, Inc. 2390 East 79 <sup>th</sup> Street Cleveland, Ohio 44104	IG #12-2492 NCA: yes VCF: yes Coop: yes Planholder: yes OK - <u>3/27/14</u>			0%	Y	Requested full waiver due to Non-Profit amt 3/10/14 nm 3/27/14	Y
U - First Homecare Services, Inc. 4403 St. Clair Avenue Cleveland, Ohio 44103	IG # - <u>12-3027</u> NCA: yes VCF: yes Coop: No Planholder: yes OK - <u>3/27/14</u>	<u>515 Healthcare</u>		30%	Y	amt 3/10/14 nm 3/27/14	Y
XCEL Healthcare Providers, Inc. 4415 Euclid Avenue, Suite 335 Cleveland, Ohio 44103	IG #12-3027 NCA: yes VCF: yes Coop: yes Planholder: yes OK - <u>3/27/14</u>	XCEL Healthcare Provider	Y	20%	Y	amt 3/10/14 nm 3/27/14	Y

Tracy N. Mason  
 Department Director Name  
Tracy N. Mason  
 Department Director Signature of Approval  
 Date

Date sent to Dept: 3/27/14 Rev 3/27/14  
 Date Received from Dept: \_\_\_\_\_  
 (OPD Use Only)

F. Medical  
 Transportation



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Senior & Adult Services PROPOSAL DUE DATE: March 6, 2014

RFP TITLE: Options Program Services 2014/2015 Number of Proposals Sent/Returned: 38 / 20  
 RFP #: SA - 14 - 29213 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Ace Taxi Service, Inc. 1798 East 55th Street Cleveland, Ohio 44103	IG #12-0057 NCA: yes VCF: yes Coop: yes Planholder: yes OK - JJ 3/17/14	AS <sup>M</sup> ACE Taxi Serv. 20%	Y	20%	Y	gmt 3/10/14 mm 3/17/14	Y
A-1 MedTran, Inc. 2060 South Taylor Road Cleveland Heights, Ohio 44118	IG #12-0020 NCA: yes VCF: yes Coop: ? (no page 2) Planholder: yes OK - JJ 3/17/14	AS <sup>M</sup> A-1 MedTran 20%	Y	20%	Y	gmt 3/10/14 mm 3/17/14	Y
CityNews Ohio, Co. dba MyCity Transportation 16781 Chagrin Boulevard Shaker Heights, Ohio 44120	IG # _____ NCA: yes VCF: * (need to initial) Coop: yes Planholder: yes OK - JJ 3/17/14	AS <sup>M</sup> CityNews Post:is 20%	Y	20%	Y	gmt 3/10/14 mm 3/17/14	Y

Tracey N. Mason  
 Department Director Signature of Approval  
 Date: 3/24/14

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

Contractor: ABC International Services, Inc.	
Contract/Agreement No.: CE12000262	Time Period: 7/1/12 – 6/30/14
Service Description: Chore And Grab Bar services for Options for Elders program.	
Original Contract/Agreement Amount: \$14,496.00 + 2,100.00 + pending \$600 Grand total \$17,196.00	
Prior Amendment(s) Amount(s):	
Performance Indicators: The vendor was reviewed based on results of an audit of its contract compliance through 12/31/13. Please see attached.	
Actual performance versus performance indicators (include statistics): Overall, the vendor earned 65.5 of 68 available points (96%).	

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average/Solid
- Below Average
- Poor

Justification of Rating: DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

HHS/Senior & Adult Services (DSAS)  
User Department

4/4/14  
Date

s: evaluation



8a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Senior and Adult Services	<b>Agency/Dept. Head Name:</b>	Tracey N. Mason
<b>Type of Request:</b>	Award Recommendation		
<b>Request Prepared by:</b>	Daurin K. Elliott	<b>Telephone No.</b>	216-420-6765
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>Recommending an award on RQ29213 and enter into a master contract with Critical Signal Technologies, Inc. and Valued Relationships, Inc. dba VRI for Options Program - Emergency Response services in the amount of \$240,000.00 for the period 07/01/2014 - 12/31/2015.</p> <p><b>A. Scope of Work Summary</b></p> <p>1. The Division of Senior and Adult Services is requesting approval of a master contract for Emergency Response services with Critical Signal Technologies, Inc. and Valued Relationships, Inc. dba VRI for \$240,447.00 for the period 07/01/2014 - 12/31/2015</p> <p>2. The primary goal of the Options program is to promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community. Direct services are delivered to clients age 60 and older who met a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. The goal of the Options program is to extend the amount of time a client is able to reside at home before requiring more intensive services.</p> <p>3. The Options program is a non-mandated service offered to Cuyahoga County residents.</p> <p><b>B. Procurement</b></p> <p>1. The Division of Senior and Adult Services is requesting the awards on RFP 29213.</p> <p>2. The RFP closed on 3/6/2014.</p> <p><b>C. Contractor and Project Information</b></p>			

1. Critical Signal Technologies, Inc  
27475 Meadow Brook Rd., Novi, Michigan 48377  
Jennifer Thompson

2. Valued Relationships, Inc dba VRI  
1400Commerce Center Dr. , Franklin, Ohio 45005  
Lori McDonald, Owner

2. Not applicable

3. Awarded services will be delivered to residents throughout the entire county.

**D. Project Status and Planning**

1. DSAS awards contracts for Options services every two years.

2. The current contracts for Options services end on June 30, 2014.

3. To avoid an interruption of client services, it is important this RFP keeps moving forward.

4. Not applicable.

5. Not applicable.

6. Not applicable.

**E. Funding**

1. The Options program is funded by the County Health & Human Services levy with a smaller portion of the program revenues coming from client fees. Options clients pay for a portion of services they receive on a sliding scale.

2. The schedule of payments to vendors is monthly.

3. Not applicable.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

With RFP 29213, the Division of Senior & Adult Services seeks to deliver one or more of six essential services to Cuyahoga County seniors age 60 and older who require a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. These essential services include: chore, emergency response systems, grab bar installation, home delivered meals, homemaking, and transportation (primarily to/from medical appointments).

The resulting contracts will allow DSAS to continue to deliver services to 1,100 unduplicated clients on an annual basis.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

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

This RFP will be for 18 months instead of 24 months; thus decreasing the dollar amount by (\$680,740.00) in comparison to the prior contract request.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

Cuyahoga County Health & Human Services Levy

**Total Amount Requested:**

\$240,447.00

**ATTACHMENTS:**

Click to download

- [Final RFP](#)
- [Award Letter](#)
- [Department Acknowledgement Form](#)
- [Bidder's Manual](#)
- [OPD Tab Sheet](#)
- [Emergency Response - Master Contract - TAB](#)
- [Critical Signal Technologies, Inc. - Proposal](#)
- [Critical Signals - Other docs.](#)
- [Valued Relationships, Inc. - Proposal](#)
- [Valued Relationships, Inc - Other docs](#)
- [Contract Evaluation Form - Critical Signal Technologies](#)
- [Contract Evaluation Form - Valued Relationships](#)
- [Contract History](#)
- [Contract Cover - TAB](#)
- [Voucher](#)

**History**

**Time**

**Who**

Office of Procurement & Diversity

**Approval**





9a-d

**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Senior and Adult Services	<b>Agency/Dept.Head Name:</b>	Tracey N. Mason
<b>Type of Request:</b>	Award Recommendation		
<b>Request Prepared by:</b>	Daurin K. Elliott	<b>Telephone No.</b>	216-420-6765
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>Recommending an award on RQ29213 and enter into a master contract with Casleo Corporation dba Globa Meals, The Golden Age Centers of Greater Cleveland, Inc., Mobile Meals, Inc., PurFoods LLC. dba Mom's Meals for Options Program - Home Delivered Meals service in the amount of \$1,129,710.00 for the period 07/01/2014 - 12/31/2015.</p>			
<p><b>A. Scope of Work Summary</b>1. The Division of Senior and Adult Services is requesting approval of a master contract for Homedelivered Meal for the anticipated cost of 1,129,710.00 for the period 07/01/2014 - 12/31/2015</p> <p>2. The primary goal of the Options program is to promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community. Direct services are delivered to clients age 60 and older who met a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. The goal of the Options program is to extend the amount of time a client is able to reside at home before requiring more intensive services.</p> <p>3. The Options program is a non-mandated service offered to Cuyahoga County residents.</p>			
<b>B. Procurement</b>			
<p><b>1. The Division of Senior and Adult Services is requesting the awards on RFP 29213.</b></p> <p><b>2. The RFP closed on 3/6/2014</b></p>			
<b>C. Contractor and Project Information</b>			

**1. Not applicable**

**2. Not applicable**

**3. Awarded services will be delivered to residents throughout the entire county.**

**D. Project Status and Planning**

**1. DSAS awards contracts for Options services every two years.**

**2. The current contracts for Options services end on June 30, 2014.**

**3. To avoid an interruption of client services, it is important this RFP keeps moving forward.**

**4. Not applicable.**

**5. Not applicable.**

**6. Not applicable.**

**E. Funding**

**1. The Options program is funded by the County Health & Human Services levy with a smaller portion of the program revenues coming from client fees. Options clients pay for a portion of services they receive on a sliding scale.**

**2. The schedule of payments to vendors is monthly.**

**3. Not applicable.**

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

With RFP 29213, the Division of Senior & Adult Services seeks to deliver one or more of six essential services to Cuyahoga County seniors age 60 and older who require a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. These essential services include: chore, emergency response systems, grab bar installation, home delivered meals, homemaking, and transportation (primarily to/from medical appointments).

The resulting contracts will allow DSAS to continue to deliver services to 1,100 unduplicated clients on an annual basis.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

This RFP will be for 18 months instead of 24 months; thus decreasing the dollar amount by

(\$680,740.00) in comparison to the prior contract request.

**Financial Information:**

<b>Funding source:</b> Other	<b>Explanation:</b> Cuyahoga County Health & Human Services Levy
<b>Total Amount Requested:</b> \$1,129,710.00	

**ATTACHMENTS:**

Click to download

- [Final RFP](#)
- [Award Letter](#)
- [Department Acknowledgement Form](#)
- [Bidder's Manual](#)
- [OPD Tab Sheet](#)
- [Home Delivered Meals - Master Contract - TAB -](#)
- [Caseleo Corporation dba Global Meals - Proposal](#)
- [Caseleo - Other docs.](#)
- [The Golden Age Centers of Greater Cleveland, Inc. - Proposal](#)
- [Golden Age Centers - Other docs.](#)
- [Mobile Meals, Inc. - Proposal](#)
- [Mobile Meals, Inc. Other docs.](#)
- [PurFoods LLC. dba Mom's Meals - Proposal](#)
- [Purfoods LLC dba Mom's Meals - Other docs.](#)
- [Contract Evaluation Form - Caseleo](#)
- [Contract Evaluation Form - Golden Age](#)
- [Contract Evaluation Form - Mobile Meals](#)
- [Contract Cover - TAB](#)
- [Vouchers - 4](#)

**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: Casleo Corporation dba Global Meals (Home Delivered Meals)**

**Contract/Agreement No.: CE1200268**

**Time Period: 07/01/12 – 06/30/14**

**Service Description: Home Delivered Meals service for the Options for Elders program.**

**Original Contract/Agreement Amount: Total \$195,624.00**

**Prior Amendment(s) Amount(s): None**

**Performance Indicators: Provider was reviewed based on 9 factors, including: facilities check, policies, personnel files, client files, service delivery, and referral acceptance rate. Please see attached.**

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating: Actual performance versus performance indicators (include statistics) – The vendor earned 59.50 out of 68 possible total possible points (88%) (please see attached).**

**To date, DSAS has been satisfied with this vendor's delivery of home delivered meals service and on the basis of this performance is rating the overall performance as "above average".**

**DSAS/** \_\_\_\_\_  
**User Division**

**April 4, 2014**  
**Date**

s: evaluation

PDFConvert.171626.1.Casleo\_Corporation\_dba\_Global\_Meals\_-\_Cont\_Eval.doc

Page 1 of 3

Program: Options  
 Contract 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Casleo Corporation dba Global Meals

Potential Points			Earned Points	Total % Earned; Notes
68			59.50	88%
Facility Check	5	Deduct one point for each finding issued in this area	5.00	No findings
Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	5.00	No findings
Client Files	10	Deduct one point for each finding issued in this area	8.00	No findings
Unit Verification	6	[Computed by half; Each half worth 6 points; Providers may lose up to 6 points per half] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services). Deduct an additional point if more than 15% units unverified. Deduct an additional 2 points if more than 20% of units unverified	5.00	10 units unverified (.98%)
Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area.	10.00	No findings

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Casleo Corporation dba Global Meals

	Potential Points		Earned Points	Total % Earned; Notes
Referral Acceptance Rate	12	100% = 12 pts; 98.00% to 99.99% = 11; 95.00% to 97.99% = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60.00% to 64.99% = 3; 59.99% or lower = 0	12.00	Accepted all referrals during period
Provider Issue Disenrollment Rate	10	0% = 10 pts; 0.01% to 2.99% = 9; 3.00% to 4.99% = 8; 5.00% to 9.99% = 7; 10.00% to 14.99% = 6; 15.00% to 19.99% = 5; 20.00% to 24.99% = 4; 25.00% or higher = 0	5.00	16.2% provider issue disenrollments through 9/30/13
Billing		Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time		Not reviewed during pe 9/30/13 audit
Unit Utilization		[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 95% or higher = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60 to 64.99% = 3; 55.00% to 59.99% = 2; 50 to 54.99% = 1; less than 50% = 0		Not reviewed during pe 9/30/13 audit
Quality Assurance	5	Based on rating; Superior = 5; Above Average = 4; Average = 3; Below Average = 2; Poor = 1	4.50	Provider concerns: Superior; Provider feedback: Above average

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

<b>Contractor: Golden Age Centers of Greater Cleveland, Inc., The (Home Delivered Meals)</b>	
<b>Contract/Agreement No.: CE1200276</b>	<b>Time Period: 07/01/12 – 06/30/14</b>

<b>Service Description: Home Delivered Meals service for the Options for Elders program.</b>
--

<b>Original Contract/Agreement Amount: Total \$295,311.00</b>
---

<b>Prior Amendment(s) Amount(s): None</b>
---

<b>Performance Indicators: Provider was reviewed based on 9 factors, including: facilities check, policies, personnel files, client files, service delivery, and referral acceptance rate. Please see attached.</b>
---

**Rating of Overall Performance of Contractor (Check One):**

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

<b>Justification of Rating: Actual performance versus performance indicators (include statistics) – The vendor earned 51 out of 68 possible total possible points (75%) (please see attached).</b>
<b>To date, DSAS has been satisfied with this vendor’s delivery of home delivered meals service and on the basis of this performance is rating the overall performance as “solid”.</b>

DSAS/  
User Division

April 4, 2014  
Date

s: evaluation

PDFConvert.171628.1.Golden\_Age\_Centers\_of\_Greater\_Cleveland\_Inc\_-\_Cont\_Eval.doc

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Golden Age Centers of Greater Cleveland, Inc., The

Potential Points			Earned Points	Total % Earned; Notes
68			51.00	75%
Facility Check	5	Deduct one point for each finding issued in this area	5.00	No findings
Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	No findings
Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	4.00	Personnel file unavailable for review
Client Files	10	Deduct one point for each finding issued in this area	8.00	Missing emergency contact info & functional limitations
Unit Verification	6	[Computed by half; Each half worth 6 points; Providers may lose up to 6 points per half] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services). Deduct an additional point if more than 15% units unverified. Deduct an additional 2 points if more than 20% of units unverified	2.00	175 units unverified (16.79%)
Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area.	7.00	Missed service; Did not notify DSAS client missed service; Placed client on hold w/o notifying DSAS

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Golden Age Centers of Greater Cleveland, Inc., The

	Potential Points		Earned Points	Total % Earned; Notes
Referral Acceptance Rate	12	100% = 12 pts; 98.00% to 99.99% = 11; 95.00% to 97.99% = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60.00% to 64.99% = 3; 59.99% or lower = 0	9.00	Accepted 93% of referrals through 9/30/13
Provider Issue Disenrollment Rate	10	0% = 10 pts; 0.01% to 2.99% = 9; 3.00% to 4.99% = 8; 5.00% to 9.99% = 7; 10.00% to 14.99% = 6; 15.00% to 19.99% = 5; 20.00% to 24.99% = 4; 25.00% or higher = 0	7.00	5.8% provider issue disenrollments through 9/30/13
Billing		Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time		Not reviewed during pe 9/30/13 audit
Unit Utilization		[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 95% or higher = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60 to 64.99% = 3; 55.00% to 59.99% = 2; 50 to 54.99% = 1; less than 50% = 0		Not reviewed during pe 9/30/13 audit
Quality Assurance	5	Based on rating; Superior = 5; Above Average = 4; Average = 3; Below Average = 2; Poor = 1	4.00	Provider concerns: Above average; Provider feedback: Above average

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

**Contractor:** Mobile Meals, Inc.

**Contract/Agreement No.:** CE12000276      **Time Period:** 7/1/12 – 6/30/14

**Service Description:** Home Delivered Meals services for the Options for Elders program.

**Original Contract/Agreement Amount:** \$507,983.00

**Prior Amendment(s) Amount(s):** Amendment #1 - \$63,148.50  
Amendment #2 - \$6,300.00

**Performance Indicators:** The vendor was reviewed based on results of an audit of its contract compliance through 12/31/13. Please see attached.

**Actual performance versus performance indicators (include statistics):** Overall, the vendor earned 49.50 of 68 available points (73%). The vendor earned 29 of 32 points available for service delivery (90.6%). This means that while the vendor has some administrative areas where they need to improve, their delivery of actual services to clients is superior.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** DSAS has adopted a 10 point scale for vendors (90-100 is superior; 80-89.9 is above average; 70-79.9 is average; 60-69.9 is below average; 59.9 and below is poor.

HHS/Senior & Adult Services (DSAS)  
User Department

4/4/14  
Date

s: evaluation



10 a-h

**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Senior and Adult Services	<b>Agency/Dept. Head Name:</b>	Tracey N. Mason
<b>Type of Request:</b>	Award Recommendation		
<b>Request Prepared by:</b>	Daurin K. Elliott	<b>Telephone No.</b>	216-420-6765
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>Recommending an award on RQ29213 and enter into a master contract with A-1 Health Care, Inc., FirstChoice Medical Staffing of Ohio, Inc., Geocare, Inc. dba Home Instead Senior Care, Home Care Relief, Inc., Rx Home Healthcare, Inc. Senior Outreach Services, inc., U-First Homecare Services, Inc., Xcel Healthcare providers, Inc for Options Program - Homemaker services in the amount of \$1,745,370.00 for the period 07/01/2014 - 12/31/2015.</p>			
<p><b>A. Scope of Work Summary</b>1. The Division of Senior and Adult Services is requesting approval of a master contract for Homemaker services with A-1 Health Care, Inc., FirstChoice Medical Staffing of Ohio, Inc., Geocare, Inc. dba Home Instead Senior Care, Home Care Relief, Inc., Rx Home Healthcare, Inc. Senior Outreach Services, Inc., U-First Homecare Services, Inc. and Xcel Healthcare for the anticipated cost of \$1,745,370.00 for the period 07/01/2014 - 12/31/2015</p> <p>2. The primary goal of the Options program is to promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community. Direct services are delivered to clients age 60 and older who met a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. The goal of the Options program is to extend the amount of time a client is able to reside at home before requiring more intensive services.</p> <p>3. The Options program is a non-mandated service offered to Cuyahoga County residents.</p>			
<b>B. Procurement</b>			

**1. The Division of Senior and Adult Services is requesting the awards on RFP 29213.**

**2. The RFP closed on 3/6/2014**

**C. Contractor and Project Information**

**1. A-1 Health Care, Inc.** 2060 South Taylor Road, Cleveland, Ohio 44118 Vijay Patel, Owner  
**2. FirstChoice Medical Staffing of Ohio, Inc.** 1457 West 117<sup>th</sup> Street, Cleveland, Ohio 44107 Charles Slone, Owner/CEO  
**3. Geocare, Inc. dba Home Instead Senior Care** 26777 Lorain Road, Suite 303, North Olmsted, Ohio 44070 Geoffrey Moore/ CEO  
**4. Home Care Relief, Inc.** 753 E. 200<sup>th</sup> Street, Euclid, Ohio 44119 Darlene Kennedy Owner/CEO  
**5. Rx Home Healthcare, Inc.** 2728 Euclid Ave., Suite 330, Cleveland, Ohio 44115 Paul Crosby Owner  
**6. Senior Outreach Services, Inc.** 2390 East 79<sup>th</sup> Street, Cleveland, Ohio 44104 Delores Lynch, Owner  
**7. U-First Homecare Services, Inc.** 4403 St. Clair Ave. , Cleveland, Ohio 44103 Veora Thompkins Owner  
**8. Xcel Healthcare Providers.** 4415 Euclid Avenue, Suite 330, Cleveland, Ohio 44103 Bobbie Stanich, Owner

2. Not applicable

3. Awarded services will be delivered to residents throughout the entire county.

**D. Project Status and Planning**

**1. DSAS awards contracts for Options services every two years.**

**2. The current contracts for Options services end on June 30, 2014.**

**3. To avoid an interruption of client services, it is important this RFP keeps moving forward.**

**4. Not applicable.**

**5. Not applicable.**

**6. Not applicable.**

**E. Funding**

**1. The Options program is funded by the County Health & Human Services levy with a smaller portion of the program revenues coming from client fees. Options clients pay for a portion of services they receive on a sliding scale.**

**2. The schedule of payments to vendors is monthly.**

**3. Not applicable.**

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

With RFP 29213, the Division of Senior & Adult Services seeks to deliver one or more of six essential services to Cuyahoga County seniors age 60 and older who require a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. These essential services include: chore, emergency response systems, grab bar installation,

home delivered meals, homemaking, and transportation (primarily to/from medical appointments).  
The resulting contracts will allow DSAS to continue to deliver services to 1,100 unduplicated clients on an annual basis.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

This RFP will be for 18 months instead of 24 months; thus decreasing the dollar amount by (\$680,740.00) in comparison to the prior contract request.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

Cuyahoga County Health & Human Services Levy

**Total Amount Requested:**

\$1,745,370.00

**ATTACHMENTS:**

Click to download

- [Final RFP](#)
- [Award Letter](#)
- [Department Acknowledgement Form](#)
- [Bidder's Manual](#)
- [OPD Tab Sheet](#)
- [Homemaker - Master Contract - TAB -](#)
- [Homemaker - Master Contract Covers - TAB -](#)
- [A-1 Health CAre, Inc. - Proposal](#)
- [A-1 - Other docs.](#)
- [FirstChoice Medical Staffing of Ohio, Inc. - Proposal](#)
- [FirstChoice - Other docs](#)
- [Geocare, Inc. dba Home Instead Senior Care - Proposal](#)
- [Geocare - Other docs.](#)
- [Home CAre Relief, Inc. - Proposal](#)
- [Home Care Relief, Inc. - Other docs.](#)
- [Rx Home Healthcare, Inc. - Proposal](#)
- [Rx Home Healthcare, Inc. - Other docs.](#)
- [Senior Outreach Services, Inc. - Proposal](#)
- [Senior Outreach Services, Inc. - Other docs.](#)
- [U-First Homecare Services, Inc. - Proposal](#)
- [U-First Homecare Services, Inc.](#)
- [Xcel Healthcare Providers, inc. - Proposal](#)
- [Xcel Healthcare Providers, Inc. - Other docs.](#)
- [Contract Evaluation Form - First Choice](#)
- [Contract Evaluation Form - Geocare](#)
- [Contract Evaluation Form - Rx Home Healthcare](#)
- [Contract Evaluation Form - Xcel Healthcare](#)

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

Contractor: A-1 Health Care, Inc., (Homemaker Services)

Contract/Agreement No.: CE 1200261-01      Time Period: 07/01/12 – 06/30/14

Service Description: Homemaker services for the Options for Elders program.

Original Contract/Agreement Amount: Total \$271,253.00 ~~+\$35,524.00~~ =  
\$306,777.00

Prior Amendment(s) Amount(s): None

Performance Indicators: Provider was reviewed based on results of a limited review of its contract compliance to date. The remaining categories will be evaluated as vendor semi-annual audits are completed. The audits for the period ending 12/31/13 are currently underway. Please see attached.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Actual performance versus performance indicators (include statistics) – The vendor earned 55 out of 67 possible total possible points (83%) (please see attached).

To date, DSAS has been satisfied with this vendor's delivery of homemaking service and on the basis of this performance is rating the overall performance as "superior".

DSAS/  
User Division

April 4, 2014  
Date

s: evaluation

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

**Contractor:** FirstChoice Medical Staffing of Ohio, Inc.

**Contract/Agreement No.:** CE1200271                      **Time Period:** 7/1/12 - 6/30/14

**Service Description:** Homemaking services for Options for Elders program.

**Original Contract/Agreement Amount:** \$218,294.00

**Prior Amendment(s) Amount(s):** None

**Performance Indicators:** Provider was reviewed based on 9 factors, including: facilities check, policies, personnel files, client files, service delivery, and referral acceptance rate. Please see attached.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** Actual performance versus performance indicators (include statistics) – The vendor earned 65.50 out of 68 possible total possible points (96%) (please see attached).

To date, the vendor’s delivery of homemaking service and on the basis of this performance is rating the overall performance as “superior”.

DSAS  
User Department

April 4, 2014  
Date

s: evaluation

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 – 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: First Choice Medical Staffing of Ohio, Inc.

Potential Points		Earned Points		Total % Earned; Notes
<b>68</b>		<b>65.50</b>		<b>96%</b>
Facility Check	5	Deduct one point for each finding issued in this area	5.00	No findings
Policies & Procedures	5	Deduct one point for each finding issued in this area	4.00	Incorrect grievance procedure
Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	4.00	Performance appraisals not completed
Client Files	10	Deduct one point for each finding issued in this area	10.00	No findings
Unit Verification	6	[Computed by half; Each half worth 6 points; Providers may lose up to 6 points per half] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services). Deduct an additional point if more than 15% units unverified. Deduct an additional 2 points if more than 20% of units unverified	6.00	No findings
Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area.	9.50	Grab Bars: Did not obtain owner's permission; CHO: No findings

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: First Choice Medical Staffing of Ohio, Inc.

	Potential Points		Earned Points	Total % Earned; Notes
Referral Acceptance Rate	12	100% = 12 pts; 98.00% to 99.99% = 11; 95.00% to 97.99% = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60.00% to 64.99% = 3; 59.99% or lower = 0	12.00	Accepted all referrals
Provider Issue Disenrollment Rate	10	0% = 10 pts; 0.01% to 2.99% = 9; 3.00% to 4.99% = 8; 5.00% to 9.99% = 7; 10.00% to 14.99% = 6; 15.00% to 19.99% = 5; 20.00% to 24.99% = 4; 25.00% or higher = 0	10.00	No provider issue disenrollments
Billing		Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time		Not reviewed during pe 9/30/13 audit
Unit Utilization		[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 95% or higher = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60 to 64.99% = 3; 55.00% to 59.99% = 2; 50 to 54.99% = 1; less than 50% = 0		Not reviewed during pe 9/30/13 audit
Quality Assurance	5	Based on rating; Superior = 5; Above Average = 4; Average = 3; Below Average = 2; Poor = 1	5.00	Provider concerns: Superior; Provider feedback: Superior

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

Contractor: Home Care Relief, Inc. (Homemaker Services)

Contract/Agreement No.: CE 1200275-01      Time Period: 07/01/12 - 06/30/14

Service Description: Homemaker services for the Options for Elders program.

Original Contract/Agreement Amount: Total \$422,519.00

Prior Amendment(s) Amount(s): None + \$58,259.00 = \$480,778.00

Performance Indicators: Provider was reviewed based on results of a limited review of its contract compliance to date. The remaining categories will be evaluated as vendor semi-annual audits are completed. Please see attached.

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating:** Actual performance versus performance indicators (include statistics) - The vendor earned 59.50 out of 68 possible total possible points (88%) (please see attached).

To date, DSAS has been satisfied with this vendor's delivery of homemaking service and on the basis of this performance is rating the overall performance as "above average".

DSAS/  
User Division

April 4, 2014  
Date

s: evaluation

Home Care Relief, Inc. - Cont Eval - Amend #1.doc

Page 1 of 3

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

**Contractor: Xcel Healthcare Providers, Inc.**

**Contract/Agreement No.: CE1200281                      Time Period: 7/1/12 - 6/30/14**

**Service Description: Homemaking services for Options for Elders program.**

**Original Contract/Agreement Amount: \$229,632.00**

**Prior Amendment(s) Amount(s): None**

**Performance Indicators: Provider was reviewed based on 9 factors, including: facilities check, policies, personnel files, client files, service delivery, and referral acceptance rate. Please see attached.**

**Rating of Overall Performance of Contractor (Check One):**

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

**Justification of Rating: Actual performance versus performance indicators (include statistics) – The vendor earned 57.50 out of 68 possible total possible points (85%) (please see attached).**

**To date, the vendor’s delivery of homemaking service and on the basis of this performance is rating the overall performance as “above average”.**

DSAS  
User Department

April 4, 2014  
Date

s: evaluation

Program: Options  
 Contract: 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 – 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Xcel Healthcare Providers, Inc.

Potential Points		Earned Points		Total % Earned; Notes
<b>68</b>		<b>57.50</b>		<b>85%</b>
Facility Check	5	Deduct one point for each finding issued in this area	5.00	No findings
Policies & Procedures	5	Deduct one point for each finding issued in this area	5.00	Incorrect grievance procedure (suspended); Grievance procedure not distributed to clients (suspended)
Personnel Files	5	Deduct one point for each finding issued in this area. Note findings issued for the same topic, but for multiple employees only count as 1 finding (i.e., missing background checks)	3.00	Performance appraisals not completed on time; Missing documentation of CPR/1st aid trng
Client Files	10	Deduct one point for each finding issued in this area	10.00	No findings
Unit Verification	6	[Computed by half; Each half worth 6 points; Providers may lose up to 6 points per half] Deduct one point if there are any units unverified. Deduct an additional point if 5% or more of the units in the sample are unverified (total of all services). Deduct an additional point if 10% or more of the units in the sample are unverified (total of all services). Deduct an additional point if more than 15% units unverified. Deduct an additional 2 points if more than 20% of units unverified	5.00	17 units unverified (4.5%)
Service Delivery	10	[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs.] Deduct one point for each finding issued in this area.	6.00	Missed service; Did not notify DSAS of missed service; Did not notify DSAS of changed start date; Not following care plan

Program: Options  
 Contract 07/1/12 - 06/30/114  
 Period:  
 Period Reviewed: 1/1/13 - 9/30/13  
 Doc Updated: 3/11/2014  
 Provider: Xcel Healthcare Providers, Inc.

	Potential Points		Earned Points	Total % Earned; Notes
Referral Acceptance Rate	12	100% = 12 pts; 98.00% to 99.99% = 11; 95.00% to 97.99% = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60.00% to 64.99% = 3; 59.99% or lower = 0	12.00	Accepted all referrals through 9/30/13
Provider Issue Disenrollment Rate	10	0% = 10 pts; 0.01% to 2.99% = 9; 3.00% to 4.99% = 8; 5.00% to 9.99% = 7; 10.00% to 14.99% = 6; 15.00% to 19.99% = 5; 20.00% to 24.99% = 4; 25.00% or higher = 0	7.00	8.3% provider issue disenrollment rate through 9/30/13
Billing		Deduct one point for each time the monthly billing was late; Deduct .5 point if billing was on time but was submitted incorrectly the first time		Not reviewed during pe 9/30/13 audit
Unit Utilization		[Determined by service; Each service can earn up to 10 points; Score for this question is based on average score earned by all svcs. Does not use aggregate of contract]; 95% or higher = 10; 90.00% to 94.99% = 9; 85.00% to 89.99% = 8; 80.00% to 84.99% = 7; 75.00% to 79.99% = 6; 70.00% to 74.99% = 5; 65.00% to 69.99% = 4; 60 to 64.99% = 3; 55.00% to 59.99% = 2; 50 to 54.99% = 1; less than 50% = 0		Not reviewed during pe 9/30/13 audit
Quality Assurance	5	Based on rating; Superior = 5; Above Average = 4; Average = 3; Below Average = 2; Poor = 1	4.50	Provider concerns: Superior; Provider feedback: Above average



11a-c

**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Senior and Adult Services	<b>Agency/Dept. Head Name:</b>	Tracey N. Mason
<b>Type of Request:</b>	Award Recommendation		
<b>Request Prepared by:</b>	Daurin K. Elliott	<b>Telephone No.</b>	216-420-6765

**SUMMARY OF REQUESTED ACTION:**

Recommending an award on RQ29213 and enter into a master contract with A-1 Med Tran, Inc., Ace Taxi Service, Inc., City News Ohio, Co dba My City Transportation for Options Program - Transportation services in the amount of \$272,450.00 for the period 07/01/2014 - 12/31/2015.

**A. Scope of Work Summary** 1. The Division of Senior and Adult Services is requesting approval of a master contract for Homemake services with A-1 Health Care, Inc., FirstChoice Medical Staffing of Ohio, Inc., Geocare, Inc. dba Home Instead Senior Care, Home Care Relief, Inc., Rx Home Healthcare, Inc. Senior Outreach Services, Inc., U-First Homecare Services, Inc. and Xcel Healthcare for the anticipated cost of \$1,745,370.00 for the period 07/01/2014 - 12/31/2015

2. The primary goal of the Options program is to promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community. Direct services are delivered to clients age 60 and older who met a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. The goal of the Options program is to extend the amount of time a client is able to reside at home before requiring more intensive services.

3. The Options program is a non-mandated service offered to Cuyahoga County residents.

**B. Procurement**

**1. The Division of Senior and Adult Services is requesting the awards on RFP 29213.**

**2. The RFP closed on 3/6/2014**

**C. Contractor and Project Information**

**1. 2. Not applicable**

**3. Awarded services will be delivered to residents throughout the entire county.**

**D. Project Status and Planning**

**1. DSAS awards contracts for Options services every two years.**

**2. The current contracts for Options services end on June 30, 2014.**

**3. To avoid an interruption of client services, it is important this RFP keeps moving forward.**

**4. Not applicable.**

**5. Not applicable.**

**6. Not applicable.**

**E. Funding**

**1. The Options program is funded by the County Health & Human Services levy with a smaller portion of the program revenues coming from client fees. Options clients pay for a portion of services they receive on a sliding scale.**

**2. The schedule of payments to vendors is monthly.**

**3. Not applicable.**

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

With RFP 29213, the Division of Senior & Adult Services seeks to deliver one or more of six essential services to Cuyahoga County seniors age 60 and older who require a Protective Level of Care and have incomes less than \$2,500 per month and assets less than \$25,000. These essential services include: chore, emergency response systems, grab bar installation, home delivered meals, homemaking, and transportation (primarily to/from medical appointments).

The resulting contracts will allow DSAS to continue to deliver services to 1,100 unduplicated clients on an annual basis.

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

This RFP will be for 18 months instead of 24 months; thus decreasing the dollar amount by

(\$680,740.00) in comparison to the prior contract request.

**Financial Information:**

<b>Funding source:</b> Other	<b>Explanation:</b> Cuyahoga County Health & Human Services Levy
<b>Total Amount Requested:</b> \$272,450.00	

**ATTACHMENTS:**

Click to download

- [Final RFP](#)
- [Award Letter](#)
- [Department Acknowledgement Form](#)
- [Bidder's Manual](#)
- [OPD Tab Sheet](#)
- [Transportation - Master Contract - TAB -](#)
- [A-1 Med Tran, Inc. - Proposal](#)
- [A-1 Med Tran, Inc. - Other docs.](#)
- [Ace Taxi Services, Inc. - Proposal](#)
- [Ace Taxi Service - Other docs.](#)
- [City News Ohio, Co. - Proposal](#)
- [City news Ohio, Co. - Other docs](#)
- [Contract Cover - TAB](#)
- [Voucher -3](#)

**History**

**Time**

**Who**

Office of Procurement &  
Diversity

**Approval**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0135

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management</b></p>	<p><b>A Resolution</b> authorizing a Lease Agreement with City of Broadview Heights in the amount not-to-exceed \$30.00 for land for an Emergency Operations Center and Special Operations Facility for the period 6/1/2014 - 5/31/2044; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, the County Executive/Department of Public Safety and Justice Services/Office of Emergency Management has authorized a Lease Agreement with City of Broadview Heights in the amount not-to-exceed \$30.00 for land for an Emergency Operations Center and Special Operations Facility for the period 6/1/2014 - 5/31/2044; and

WHEREAS, the primary goal of this project is for the lease of property known as original Brecksville Township Lot No. 40, located in the City of Broadview Heights, to be utilized for the construction and operation of an Emergency Operations Center; and

WHEREAS, this Contract will be funded 100% by 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 a Lease Agreement with City of Broadview Heights in the amount not-to-exceed \$30.00 for land for an Emergency Operations Center and Special Operations Facility for the period 6/1/2014 - 5/31/2044.

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0137

<p>Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE1300322-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2013 - 6/30/2014 to extend the time period to 6/30/2015 and for additional funds in the amount not-to-exceed \$523,100.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended approval of an amendment to Contract No. CE1300322-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2013 - 6/30/2014 to extend the time period to 6/30/2015 and for additional funds in the amount not-to-exceed \$523,100.00; and

WHEREAS, the original Contact No. CE1300322-01 was in the amount of \$600,672.00 and this amendment will be for additional fund in the amount of \$523,100.00, bringing the revised contract amount to \$1,123,772.00; and

WHEREAS, the primary goal of this project is to design, implement and manage the administration of a comprehensive pre-employment screening of participants so that participants may be matched with the most appropriate employment and training programs and services available, with the goal of enhancing the participants' ability to ultimately secure employment; and

WHEREAS, this Contract will be funded 100% by Federal Temporary Assistance for Needy Families ("TANF") funding; 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.



\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 13, 2014  
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: May 27, 2014

Journal \_\_\_\_\_  
\_\_\_\_\_, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0126

Sponsored by: <b>County Executive FitzGerald/Department of Public Works</b>	<b>A Resolution</b> authorizing a second amendment to a Hangar Lease Agreement with Eaton Corporation for the period 6/1/2003 - 5/31/2013 to exercise an option to extend the time period to 5/31/2018 and to change the per annum fee to the County from \$112,145.00 to \$116,167.64; 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.
---	---

WHEREAS, the County Executive/Department of Public Works has recommended a second amendment to a Hangar Lease Agreement with Eaton Corporation for the period 6/1/2003 - 5/31/2013 to exercise an option to extend the time period to 5/31/2018 and to change the per annum fee to the County from \$112,145.00 to \$116,167.64; and

WHEREAS, this Contract will be funded 100% from revenue generated from the lease.

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 a second amendment to a Hangar Lease Agreement with Eaton Corporation for the period 6/1/2003 - 5/31/2013 to exercise an option to extend the time period to 5/31/2018 and to change the per annum fee to the County from \$112,145.00 to \$116,167.64.

**SECTION 2.** That the County Executive is authorized to execute the amendment and any 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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0127

Sponsored by: <b>County Executive FitzGerald/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ30134 to Professional Service Industries, Inc. in the amount not-to-exceed \$862,232.00 for testing and inspection services for the Convention Center Hotel Project for the period 5/27/2014 - 12/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works recommended an award on RQ30134 to Professional Service Industries, Inc. in the amount not-to-exceed \$862,232.00 for testing and inspection services for the Convention Center Hotel Project for the period 5/27/2014 - 12/31/2016; and

WHEREAS, the primary goal of this project is to perform testing and inspection services during the construction of the Convention Center Hotel located in Council District 7; and

WHEREAS, this Contract will be funded 100% by 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 makes an award on RQ30134 to Professional Service Industries, Inc. in the amount not-to-exceed \$862,232.00 for testing and inspection services for the Convention Center Hotel Project for the period 5/27/2014 - 12/31/2016.

**SECTION 2.** That the County Executive is authorized to execute the contract and any 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: May 13, 2014

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

Journal CC014

May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0128

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ30047 to The C.A. Agresta Construction Co. in the amount not-to-exceed \$904,764.90 for repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh 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 \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommended an award on RQ30047 to The C.A. Agresta Construction Co. in the amount not-to-exceed \$904,764.90 for repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh 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 \$7.50 License Tax Funds in said amount to fund said contract; and

WHEREAS, the primary goal of the project is to repair and resurface Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh Heights in Council District 7 and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% using funds from the Cuyahoga County Motor Vehicle \$7.50 License Tax Funds; and

WHEREAS, this project is scheduled to begin July 1, 2014 and scheduled to be completed October 31, 2014; and

**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 RQ30047 to The C.A. Agresta Construction Co. in the amount not-to-exceed \$904,764.90 for repair and resurfacing of Harvard Avenue from Newburgh Heights West Corporation Line to East 54<sup>th</sup> Street in the Village of Newburgh Heights.

**SECTION 2.** That the County Executive is authorized to execute the contract and any and all documents consistent with this Resolution.

**SECTION 3.** That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$7.50 License Tax Fund for said amount to fund said contract.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 13, 2014

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

Journal CC014

May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0129

Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ29932 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,099,283.40 for 2014 Resurfacing Operations Group 2 in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended and award on RQ29932 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,099,283.40 for the 2014 Resurfacing Operations Group 2 in the following municipalities:

- i. Chagrin Boulevard from Lander Road to South Lane (2.7 miles) in the City of Pepper Pike and Village of Moreland Hills, and
- ii. West Grace Street from 800' east of Turney Road to Broadway (0.5 miles) Avenue in the City of Bedford.

WHEREAS, the primary goal of the agreement is properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% from the County's Motor Vehicle \$7.50 License Tax Funds; and

WHEREAS, construction is scheduled to begin June 2, 2014 and scheduled to be completed October 31, 2014; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on on RQ29932 to Ronyak Paving, Inc. in the amount not-to-exceed \$2,099,283.40 for the 2014 Resurfacing Operations Group 2 in the following municipalities:

- iii. Chagrin Boulevard from Lander Road to South Lane (2.7 miles) in the City of Pepper Pike and Village of Moreland Hills, and
- iv. West Grace Street from 800' east of Turney Road to Broadway (0.5 miles) Avenue in the City of Bedford.

**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.** That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$7.50 License Tax Fund in the amount \$2,099,283 to fund the contract.

**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: May 13, 2014

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

Journal CC014

May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0131

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$551,700.00 for measured business line services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$551,700.00 for measured business line services for the period 6/1/2014 - 12/31/2018; and

WHEREAS, the primary goal of the agreement is to provide Measured Business Lines (CAT-F) for Cuyahoga County; and

WHEREAS, this project is funded 100% by the WAN and Telecommunications General 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.

### **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 RQ27440 to AT&T Corp. in the amount not-to-exceed \$551,700.00 for measured business line services for the period 6/1/2014 - 12/31/2018.

**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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0132

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,382,000.00 for Centrex telephone and Centrex messaging services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,382,000.00 for Centrex telephone and Centrex messaging services for the period 6/1/2014 - 12/31/2018; and

WHEREAS, the primary goal of the agreement is to provide Centrex & Messaging Services for Cuyahoga County; and

WHEREAS, this project is funded 100% by the WAN and Telecommunications General 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.

### **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 RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,382,000.00 for Centrex telephone and Centrex messaging services for the period 6/1/2014 - 12/31/2018.

**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,



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0133

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,396,160.00 for Session Initiation Protocol and transport services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,396,160.00 for Session Initiation Protocol and transport services for the period 6/1/2014 - 12/31/2018; and

WHEREAS, the primary goal of the agreement is to provide Session Initiation Protocol and transport Services for Cuyahoga County; and

WHEREAS, this project is funded 100% by the WAN and Telecommunications General 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.

### **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 RQ27440 to AT&T Corp. in the amount not-to-exceed \$2,396,160.00 for Session Initiation Protocol and transport services for the period 6/1/2014 - 12/31/2018.

**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,



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0134

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$300,000.00 for long distance services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$300,000.00 for long distance services for the period 6/1/2014 - 12/31/2018; and

WHEREAS, the primary goal of the agreement is to provide Long Distance Services (CAT-J) for Cuyahoga County; and

WHEREAS, this project is funded 100% by the WAN and Telecommunications General 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.

### **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 RQ27440 to AT&T Corp in the amount not-to-exceed \$300,000.00 for Long Distance Services for the period 6/1/2014 - 12/31/2018.

**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: May 13, 2014  
Committee(s) Assigned: Finance & Budgeting

Journal CC014  
May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0136

Sponsored by: <b>County Executive FitzGerald/Clerk of Courts</b>	<b>A Resolution</b> authorizing a contract with Federal Express Corporation, FedEx Ground Package System, Inc. and FedEx Corporation Services, Inc. in the amount not-to-exceed \$1,760,000.00 for transportation/carrier services for the period 6/1/2014 - 5/31/2015; 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.
--	--

WHEREAS, the County Executive FitzGerald/Clerk of Courts has requested authorization to execute a contract with Federal Express Corporation, FedEx Ground Package System, Inc. and FedEx Corporate Services, Inc., collectively (“FedEx”) to provide transportation/carrier services in the amount not-to-exceed \$1,760,000.00 for the period June 1, 2014 – May 31, 2015; and

WHEREAS, the purpose of this contract is to provide transportation/carrier services for the Clerk of Courts; 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 a contract with Federal Express Corporation, FedEx Ground Package System, Inc. and FedEx Corporate Services, Inc., collectively (“FedEx”) to provide transportation/carrier services for the Clerk of Courts in the amount not-to-exceed \$1,760,000.00 for the period June 1, 2014 – May 31, 2015.

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

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0103

<p>Sponsored by: <b>County Executive FitzGerald/Department of Development</b></p> <p>Co-sponsored by: <b>Councilmember Jones</b></p>	<p><b>A Resolution</b> authorizing a contract with National Council for Community Development, Inc. dba National Development Council in the amount not-to-exceed \$2,132,000.00 for administration and capitalization of the Grow Cuyahoga County Fund for the period 1/1/2014 - 12/31/2015; authorizing an agreement with Cuyahoga County Community Improvement Corporation for fiscal agent services in connection with said Fund for the period 11/19/2013 - 12/31/2016; authorizing the County Executive to execute the contract and agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Development has authorized a contract with National Council for Community Development, Inc. dba National Development Council in the amount not-to-exceed \$2,132,000.00 for administration and capitalization of the Grow Cuyahoga County Fund for the period 1/1/2014 - 12/31/2015; authorizing an agreement with Cuyahoga County Community Improvement Corporation for fiscal agent services in connection with said Fund for the period 11/19/2013 - 12/31/2016; and

WHEREAS, the primary goals are to: (1) continue offering Small Business Administration (SBA) 7(a) loans to growing small businesses in Cuyahoga County; and (2) provide access to multiple professionals with breadth of knowledge in various areas of public financing; and

WHEREAS, the funding for this project will come 100% from the Economic Development Revolving Loan 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:**



First Reading/Referred to Committee: April 8, 2014  
Committee(s) Assigned: Economic Development & Planning

Legislation referred to the Committee of the Whole by parliamentary motion of the  
Economic Development & Planning Committee: April 14, 2014

Legislation withdrawn from Committee of the Whole and referred back to the  
Economic Development & Planning Committee by Council President: April 16, 2014

Additional Sponsorship Requested on the Floor: May 5, 2014

Committee Report/Second Reading: May 13, 2014

Journal CC014  
May 27, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0115

Sponsored by: <b>County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
---	--

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

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

WHEREAS, on March 18, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through EE), 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:

Modification of the following Classifications: (See Attached Classification Specifications)

- Exhibit A: Class Title: *Appraisal System Administrator*  
Number: 1057205  
Pay Grade: 17B  
\* Change department from Fiscal Office to I.T. Department and pay grade from 16A to 17B. Revised functions and responsibilities.
- Exhibit B: Class Title: *Database Analyst*  
Number: 1053103  
Pay Grade: 12B  
\* Changed title from *Database Developer*, changed department from all departments to I.T. Department, and pay grade from 12A to 12B. Revised functions and responsibilities.
- Exhibit C: Class Title: *GIS Analyst*  
Number: 1053192  
Pay Grade: 9B  
\* Changed department from Fiscal Office - Auditor to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit D: Class Title: *Information Systems Analyst*  
Number: 1053133  
Pay Grade: 15B  
\* Changed title from Information Systems Administrator, changed department from all departments to I.T. Department, and pay grade from 15A to 15B. Revised functions and responsibilities.
- Exhibit E: Class Title: *Information Technology Project Manager*  
Number: 1053124  
Pay Grade: 12B  
\* Changed department from all departments to I.T. Department and pay grade from 13A to 12B. Revised functions and responsibilities.
- Exhibit F: Class Title: *Manager, Network Engineering*  
Number: 1053118  
Pay Grade: 16B  
\* Changed department from all departments to I.T. Department and pay grade from 15A to 16B. Changed Classification number. Revised functions and responsibilities.

- Exhibit G: Class Title: *Network Administrator*  
Number: 1053112  
Pay Grade: 9B  
\*Changed department from all departments to I.T. Department and pay grade from 10A to 9B. Revised functions and responsibilities.
- Exhibit H: Class Title: *Security and Research Manager*  
Number: 1053292  
Pay Grade: 13B  
\* Changed department from Information Services Center to I.T. Department. Changed Classification number.
- Exhibit I: Class Title: *Software Specialist*  
Number: 1053111  
Pay Grade: 7B  
\* Changed department from all departments to I.T. Department and pay grade from 7A to 7B. Revised functions and responsibilities.
- Exhibit J: Class Title: *Systems Analyst*  
Number: 1053131  
Pay Grade: 10B  
\* Changed department from all departments to I.T. Department and pay grade from 10A to 10B. Revised functions and responsibilities.
- Exhibit K: Class Title: *Voice-Video Communications Manager*  
Number: 1053244  
Pay Grade: 14B  
\* Changed department from Information Services Center to I.T. Department. Changed Classification number.

Addition of the following Classifications: (See Attached Classification Specifications)

- Exhibit L: Class Title: *Certified Network Administrator*  
Number: 1053113  
Pay Grade: 11B
- Exhibit M: Class Title: *Certified Network Engineer*  
Number: 1053116  
Pay Grade: 13B
- Exhibit N: Class Title: *Communications Analyst 3*  
Number: 1053213  
Pay Grade: 11B

Exhibit O: Class Title: *Courier*  
Number: 1011151  
Pay Grade: 2

Exhibit P: Class Title: *Customer Service Representative*  
Number: 1016211  
Pay Grade: 5B

Exhibit Q: Class Title: *Engineering Operations Administrator*  
Number: 1053265  
Pay Grade: 19B

Exhibit R: Class Title: *Enterprise Services Manager*  
Number: 1053261  
Pay Grade: 13B

Exhibit S: Class Title: *GIS Planning and Development Manager*  
Number: 1053193  
Pay Grade: 17B

Exhibit T: Class Title: *Multi-Media Developer*  
Number: 1053243  
Pay Grade: 14B

Exhibit U: Class Title: *Network Engineer*  
Number: 1053114  
Pay Grade: 11B

Exhibit V: Class Title: *Network Engineering Administrator*  
Number: 1053119  
Pay Grade: 19B

Exhibit W: Class Title: *Network Security Specialist*  
Number: 1053291  
Pay Grade: 8B

Exhibit X: Class Title: *Senior Certified Network Engineer*  
Number: 1053117  
Pay Grade: 14B

Exhibit Y: Class Title: *Senior Database Analyst*  
Number: 1053104  
Pay Grade: 15B

Exhibit Z: Class Title: *Senior Information Technology Project Manager*  
Number: 1053125  
Pay Grade: 13B

Exhibit AA: Class Title: *Service Desk Analyst 1*  
Number: 1011241  
Pay Grade: 6B

Exhibit BB: Class Title: *WAN Engineer 2*  
Number: 1053283  
Pay Grade: 11B

Exhibit CC: Class Title: *WAN Manager*  
Number: 1053284  
Pay Grade: 16B

Exhibit DD: Class Title: *Web and Applications Development Administrator*  
Number: 1053247  
Pay Grade: 19B

Exhibit EE: Class Title: *Web Maintenance Technician*  
Number: 1011251  
Pay Grade: 4B

**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: April 22, 2014

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

Committee Report/Second Reading: May 13, 2014

Journal CC014

May 27, 2014

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Appraisal System Administrator	<b>Class Number:</b>	1057205
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports and tentative abstracts; to develop and maintain databases and software related to appraisal operations; to coordinate workflow between Real Property and Appraisal to produce a final abstract.

### Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for performing activities within the Information Technology Department for the County Fiscal Office. This class develops and provides information used throughout the Appraisal Division and is responsible for performing duties in a timely and accurate manner. The employee works within a broad framework of regulations, policies, and procedures.

### Essential Job Functions

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

- 30% +/- 5%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.
- 40% +/- 5%
- Works with the computer assisted mass appraisal systems (CAMA) and other computer systems; integrates transfers between real property and CAMA; rolls over the CAMA database into the new year; integrates values into CAMA; develops residential land rates and maintains the database; executes batch updating and major database transactions of primary appraisal systems; extracts, transforms and loads data from real property system, CAMA, and all primary sub-systems into a centralized data warehouse; scrubs the CAMA database and performs troubleshooting.
- 20% +/- 5%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.
- 10% +/- 2%
- Coordinates the workflow of the residential valuation team; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, may prepare employee performance evaluations; responds to employee issues and concerns.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, computer science or a related field with six (6) years previous experience in real estate appraisal, computer database systems and/or finance; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Real Estate Appraiser certification is desirable, but not required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use college level algebra and descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, serve in a supervisory capacity, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within

Appraisal System Administrator

and outside the Department.

- Ability to use and interpret programming and real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, boards, committees.

#### **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

<b>Class Title:</b>	Database Analyst	<b>Class Number:</b>	1053103
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to assist and administer daily maintenance of servers including backing up, installing, monitoring and applying patches and to ensure data integrity and efficient operation.

### Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected become fully aware of the operating policies and procedures of the work unit and, as experience is gained, to become able to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as new or unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Database Analyst in that the later class trains and oversees this class in performance of database operations and activities and performs the more complex work of the unit.

### Essential Job Functions

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

- 60% +/- 10%
- Assists in developing, maintaining and modifying databases; monitors servers; manages user accounts; schedules system jobs; configures new devices; reviews and assists with database design and programming; assists in planning systems architecture; creates standards; installs and partitions disk drives; assists with database installations and in installing applications.
- 20% +/- 10%
- Maintains the County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance.
- 20% +/- 10%
- Provides support for assigned applications and systems; provides ongoing maintenance support; prepares documentation; maintains print services; assists in assembling hardware.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, information technology or a related field with three (3) years experience in a data processing environment including database management; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

## **Database Analyst**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals percentages and basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including network backup status reports, data input/output, email and WAN status reports.
- Ability to comprehend a variety of reference books and manuals including operating system Administration reference, database documentation, backup Administration procedures; network, and operation manuals, and schematic drawings..
- Ability to prepare documentation, backup strategy, backup server lists, backup chart, flow charts, technical reports, diagrams and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer and computer programming terminology and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with*

**Database Analyst**

*disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	GIS Analyst	<b>Class Number:</b>	1053192
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) developer and manager administer the GIS database and maintain GIS software.

### Distinguishing Characteristics

This is a journey level, technician class in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Essential Job Functions

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

- 30% +/- 10%
- Administers GIS database; installs and administers application web servers; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software.
- 30% +/- 10%
- Designs, refines and updates GIS data and metadata; designs, maintains and publishes GIS services; designs and maintains spatial data models.
- 20% +/- 10%
- Designs, develops, deploys and tests GIS web applications.
- 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provide training.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of computer programming experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.

## **GIS Analyst**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

#### **Supervisory Responsibilities**

- Ability to provide instruction to other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and descriptive and inferential statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report 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 GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, 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

<b>Class Title:</b>	Information Systems Analyst	<b>Class Number:</b>	1053133
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to plan, direct, and manage the activities and operations for new project development and system changes. Develops configuration to meet changing business process requirements, troubleshoots problems, develops solutions and provides customer support.

### Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of a specific information system.

### Essential Job Functions

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

- 30% +/- 10%
- Plans, directs, and manages the activities and operations for new project development and system changes; works with County management in a collaborative manner to determine effective solutions in support of business requirements and strategic directions; gathers requirements for new systems using interviews, document analysis, requirement workshops, surveys, site visits, etc..
- 20% +/- 10%
- Performs critical analysis and information gathering from a variety of sources; reconciles conflicts; transforms high-level information into detailed specifications; performs accurate needs assessments; distinguishes user requests from actual system needs.
- 15% +/- 10%
- Proactively communicates and collaborates with external and internal customers to analyze information needs and functional requirements; works independently with users to define data define definitions, concepts and processes.
- 15% +/- 10%
- Leads testing efforts and ensures issues are identified, tracked, reported on and resolved in a timely manner; works with client personnel to identify required changes and communicates needed changes to development team.
- 10% +/- 5%
- Manages the enforcement of project deadlines and schedules; communicates and applies project standards; manages resources in accordance with project schedule.
- 10% +/- 5%
- Performs miscellaneous administrative duties; directs configuration and security requirements; performs feasibility studies; acquires new tools and applications; responds to questions, complaints and requests for information; reads and reviews various trade publications; composes and prepares routine correspondence.

**Information Systems Analyst****Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or related field with six (6) years of computer information systems 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 computers, servers, mainframe, printers, and scanners.

**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, calculate decimals and percentages, utilize the principles of algebra, geometry and descriptive and inferential statistics.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including report requests, layout specifications, database sets, configuration specifications, software specifications, source materials, requests for proposals, computer periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedural manuals, department reports, training documents, functional specifications, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, employees, governmental agencies, other County employees, consultants and vendors.

**Environmental Adaptability**

Revised September 2013

- 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

<b>Class Title:</b>	Information Technology Project Manager	<b>Class Number:</b>	1053124
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to coordinate, document and manage projects throughout the project life cycle. Employee oversees and communicates project plans, status, contractual obligations, resources and expenses, and timelines and budgets.

### Distinguishing Characteristics

This is a project manager level classification that receives direction from a senior-level project manager. The employee in this class is expected to exercise discretion in applying policies and procedures; to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner.

### Essential Job Functions

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

- 40% +/- 10%
- Plans, organizes oversees and coordinates projects to ensure that requirements are met and that projects are completed on time and on budget; creates the project work plan, describing how the project will be managed; continuously reviews project work plan and documents including the budget, capturing contractual obligations, resources, and equipment and material expenses; creates the project schedule, setting critical path and base time lines for the project duration; communicates through regular status meetings where such activities are reviewed, documented and discussed among the project team, customers, and stakeholders; reviews procedures and status reports for compliance with standards and adherence to plans, objectives and schedules; keeps administration informed of status of projects; documents lessons learned at project completion.
- 30% +/- 10%
- Creates project documentation according to specific project requirements that may include specific detailed documents, Visio drawings, charts, reports, and/or presentations; reviews and updates project documentation for updating, versioning, disseminating and archiving on a continual basis; creates project budget documentation used to track all contractual obligation, resource, and equipment and material expenses; reviews and updates project budget on an ongoing basis.
- 20% +/- 10%
- Creates, updates, maintains, and executes a variety of project related plans and procedures such as a Risk Plan, Issue Resolution/Escalation Plan, Communication Management Plan, Document Management Procedures, and Quality Management Plan; reviews, documents and logs plan status, results and issues.
- 10% +/- 10%
- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, computer science or a related field and three (3) years experience in information technology project management; or an equivalent combination of education and experience.

## **Information Technology Project Manager**

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to use descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including contracts, statement of work, billing invoices, spreadsheets, project documentation, flow chart diagrams, architectural drawings, electrical wiring diagrams, and network diagrams.
- Ability to comprehend a variety of reference materials and manuals including policy manuals, contracts, training manuals, requests for proposal, project statement of work, project schedule, action item logs, and project budgets.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, logs, budgets, plans, reports, diagrams, manuals, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, convince and influence others, to record and deliver information; to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with outside agencies, departmental employees, trainees, clients, consultants, sales representatives, attorneys, and law enforcement personnel.
- Ability to use and interpret contract, legal, accounting and network terminology and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

**Information Technology Project Manager**

*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

<b>Class Title:</b>	Manager, Network Engineering	<b>Class Number:</b>	1053118
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to plan, direct, supervise, and coordinate the operations and activities of network engineering, network administration and field engineering that are charged with any of the following functions: managing open system services, Human Resource Information System (HRIS), distributed Geographic Information Systems (GIS), large databases, network components, applications and servers, and/or firewall security applications and devices.

### Distinguishing Characteristics

This is a first-level management classification, responsible for managing the operations and activities of a Network Engineering unit. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements; in resolving organizational and service delivery problems and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively in order to increase efficiencies and economies of scale. The primary focus of the Manager class is project and contract management, supervising employees in performance of the work of a unit, and providing responsible and complex support to the division administrator.

### Essential Job Functions

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

- 40% +/- 10%
- Manages projects and contracts requiring developing and implementing project plans, defining requirements, evaluating options, incorporating resources, materials, costs, target dates/schedules and time recording, and reviewing equipment purchases; monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures and recommends improvements; designs solutions for projects; ensures continuous availability of the networks; reviews and researches customer complaints; ensures emergency procedures for hardware and software failures with the least of time.
- 20% +/- 10%
- Provides supervision of assigned staff and consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, such as troubleshooting and repairing server and network issues and configuring equipment; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions reviews, administers, and monitors service contracts.
- 40% +/- 10%
- Provides assistance to division management staff; prepares status reports for service and data requests and problem resolution requests; provides network and server information for new and ongoing operations; participates in the development and implementation of policies and procedures necessary to provide assigned services; plans future enhancements and goals for strategic planning and for business and functional reengineering; interacts with division management to provide information regarding activities and problems within the Unit; works with other department staff to establish priorities and activities; manages and participates in the development and administration of the Unit annual budget; participates in the forecasting and justification of additional funds needed for

## **Manager, Network Engineering**

staffing, equipment, materials, and supplies.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or a related field or equivalent experience and five (5) years experience involving network engineering and administration, field engineering, communications, wide area networks and/or help desk; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including system monitoring tools, project plans, status reports, budgets, contracts, statements of work, customer service requests, network diagrams, employee timesheets, and performance reviews.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer software, hardware, network, and operation manuals, network server documentation and schematic drawings.

## Manager, Network Engineering

- Ability to prepare Gantt and Pert charts, network documentation and assessments, flow diagrams, status, progress, and activity reports, performance reviews, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and networking terminology and language.
- Ability to communicate with directors, managers, supervisors, employees, government agencies, other County employees, consultants and vendors.

## 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

<b>Class Title:</b>	Network Administrator	<b>Class Number:</b>	1053112
<b>FLSA:</b>	Non Exempt	<b>Pay Grade:</b>	9B
<b>Dept:</b>	Information Technology Department		

### **Classification Function**

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

### **Distinguishing Characteristics**

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class does not require certification as a Network Administrator. **Essential Job Functions**

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

30% +/- 15%

- Maintains, updates and upgrades computer hardware and software that comprise the computer network; ; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the IOS on the data switches, routers, firewall, VPN and voice switches .

25% +/- 10%

- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference

25% +/- 5%

- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.

20% +/- 5%

- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

## **Network Administrator**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or a related field with two (2) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, networking hardware and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of County policies, computer hardware and computer network system reference books and manuals and internet websites.
- Ability to prepare personal computer and server configurations, project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

**Network Administrator**

**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

<b>Class Title:</b>	Security and Research Manager	<b>Class Number:</b>	1053292
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13 B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to provide network security to all County agencies using enterprise level information technology software, appliances and techniques. Employee establishes, monitors, and enforces the Information Services Center security policies and procedures.

### Distinguishing Characteristics

This is a first-level management classification, working under direction from the Chief Information Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for establishing and enforcing the departmental security policies and procedures and assisting in the design of security solutions.

### Essential Job Functions

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

- 40% +/- 10%

• Conducts analysis of network security including Web security appliances and reports of threats, intrusion detection system security appliances (devices or software applications that monitor network and/or system activities for malicious activities or policy violations and produces reports), and email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required.
- 40% +/- 10%

• Performs security research and development; reviews, researches and writes security policies and procedures.
- 15% +/- 10%

• Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; assesses and reviews work and maintains standards; motivates staff; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations, defines and provides for training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends salary increases and transfers.
- 5% +/- 10%

• Reviews closed circuit TV operations and monitors activity.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three years information technology experience including network engineering security; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

Certification as an Information Systems Security Professional (CISSP) is desirable.

Proposed November 2013

## **Security and Research Manager**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer or salary increase of other employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational gained by accessing computer systems including the Intrusion Prevention System (IPS), closed circuit television, email security, Web security, the email system, Web proxy email, security proxy email, reports, and customer service requests (CSR) /operations division requests (ODR).
- Ability to comprehend a variety of reference books and manuals including online documentation, the Office of Information Technology (OIT) website, State Code Websites, the SysAdmin, Audit, Networking, and Security Institute (SANS) Website, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security assessments, reports of security threats, emergency call lists, status reports, travel and training requests, Automatic Data Processing (ADP) briefing memos and documents, customer service requests (CSR) /operations division requests (ODR) and annual employee performance reviews using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.

**Security and Research Manager**

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

**Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Software Specialist	<b>Class Number:</b>	1053111
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7B
<b>Dept:</b>	All departments		

### Classification Function

The purpose of this classification is to provide computer software technical support and assistance to end-users in a County department.

### Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

### Essential Job Functions

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

- 70% +/- 15%

• Provides computer software technical support and assistance to end-users in a County department; installs and maintains software and associated hardware systems; troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; writes macro programs within software to automate data calculations for users; publishes procedural manuals, reports, graphs, charts, etc. to present programs and other information; conducts software training sessions for department employees.
- 20% +/- 5%

• Evaluates existing department software systems and makes recommendations; evaluates department's software and hardware needs and recommends new purchases to supervisor; evaluates software releases from vendors and tests packages before installation.
- 10% +/- 5%

• Performs miscellaneous administrative duties; provides non-computer related assistance such as proof reading and maintaining computer inventory.

### Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or a related field and one (1) year of computer 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

© Archer Company  
Revised March 30, 2005

Proposed December 2013  
1997, 1993

- Ability to operate a variety of automated office machines including personal computer, scanners, printers, and telephone.
- Ability to move and install computer and related hardware equipment.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various software manuals and computer manuals.
- Ability to prepare flow charts, program data forms, memos, procedural manuals, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, other County employees, the general public and vendors.

**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

<b>Class Title:</b>	Systems Analyst	<b>Class Number:</b>	1053131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10B
<b>Dept:</b>	All departments		

### Classification Function

The purpose of this classification is to work with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot County's computer information system(s).

### Distinguishing Characteristics

This is a technical, journey level classification responsible for analyzing and modeling current and proposed information and business processes. The work requires general knowledge of customer systems needs and specific knowledge of systems, software and applications used by the County.

### Essential Job Functions

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

- 60% +/- 15%  
• Works with users and functional managers to design and develop system solutions to address business needs and perform systems analysis to troubleshoot County's computer information system(s); performs preliminary investigations of systems problems; prepares estimates for repair of systems; consults with management on systems problems and provides recommendations; designs corrective systems solutions as necessary; performs systems testing to identify problems; conducts follow-up studies; reviews and monitors systems for inadequacies; consults with users on systems needs and solutions).
- 25% +/- 10%  
• Coordinates new project development and systems changes; determines requirements for development of systems modifications to existing systems of a basic nature; performs feasibility studies; evaluates and recommends applicable equipment, techniques and programming packages; designs software adaptations and system test procedures.
- 15% +/- 5%  
• Conducts computer training for County departments; prepares user instruction and procedures manuals; instructs and trains users in operation and function of new systems.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with three (3) years of computer information systems 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 computers, mainframe computer, modems, hard drives, printers, and scanners.
- Ability to move and install computer and related hardware equipment.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, utilize the principles of algebra, geometry and descriptive statistics and logical analysis.

**Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including feasibility studies, systems reports, user reports, computer periodicals, hardware software specifications, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures.
- Ability to prepare feasibility studies, statistical reports, systems instruction curriculum, department reports, 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 computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, vendors, consultants, state employees, and other County employees.

**Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Voice-Video Communications Manager	<b>Class Number:</b>	1053244
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to plan, direct, supervise, and coordinate the operations and activities of telecommunications services. This classification is responsible for overseeing management of Voice over Internet Protocol (VoIP) and Communications Customer Service.

### Distinguishing Characteristics

This is a first-level management classification, responsible for managing the day-to-day operations of communications services, purchasing, and billing. This class works under direction from the division Administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems and in supervising assigned staff. The primary focus of the this class is overseeing and participating in the performance of professional work, troubleshooting voice communications systems and supervising employees in performance of the work of a section within the division.

### Essential Job Functions

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

- 30% +/- 10%
- Assumes management responsibility for development and maintenance of networks and telecommunications systems; oversees the work of staff, troubleshoots issues, identifies solutions to complex problems to meet deadlines; consults with clients with respect to plans, designs and implementation; supports the voice infrastructure; develops technical architecture and physical designs, and analyzes existing voice and data networks and recommends solutions.
- 30% +/- 10%
- Manages new projects including performing cost analysis, developing architecture, overseeing staff, and performing and overseeing network configuration and installation.
- 15% +/- 10%
- Provides supervision of assigned staff and consultants by prioritizing, assigning, reviewing, and coordinating work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines and provides for education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends discipline, salary increases, transfers and promotion reviews.
- 10% +/- 10%
- Negotiates vendor contracts; researches new telecommunications applications; coordinates meetings with contractors that have not previously provided services to the County; coordinates and sets up training requirements for new clients; orders new phones and peripheral equipment.
- 10% +/- 10%
- Performs analysis and reports on call detail and on voice utilization traffic.

## Voice/Video Communications Manager

5% +/- 10%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer operations.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field or equivalent experience with five (5) years experience involving voice communications, wide area networks; or any equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

## Voice/Video Communications Manager

### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, invoices, architectural drawings, call detail record reports, circuit utilization, system error logs, and project requirements.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, architectural drawings, call center scripts, phone system user guides, and computer and communications software, hardware, network, and operation manuals.
- Ability to prepare cost analysis, network diagrams and documents, status, progress, and activity reports, reports on hardware/software issues and resolution of issues; timesheets; performance reviews, requests for bid, service requests and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators.
- Ability to use and interpret computer networking and accounting terminology and language.

### Environmental Adaptability

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Certified Network Administrator	<b>Class Number:</b>	1053113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to maintain, update and upgrade computer hardware and software that comprise the computer network. This includes deploying, configuring, maintaining and monitoring active network equipment.

### Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class requires certification as a network administrator to administer current County computer networks.

### Essential Job Functions

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

- 40% +/- 15%
- Maintains, updates and upgrades computer hardware and software that comprise the computer network; designs network infrastructure hardware and software that comprise the data, voice; configures upgrades of the IOS on the data switches, routers, firewall, VPN and voice switches.
  
- 25% +/- 10%
- Configures personal computers and laptops to work with the network and software; monitors performance and troubleshoots network problems; documents problems and resolution for future reference
  
- 20% +/- 5%
- Assists users with questions or problems associated with their computers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software; assists users in resolution of network related problems using standard analysis techniques; monitors service and/or referred calls; enters and logs problems on problem tracking system; communicates with help desk staff regarding status; monitors service and/or referred calls and refers problems to supervisor, co-workers, other support areas, or higher level staff as necessary; supports customers with scheduled and non-scheduled network and mainframe outages.
  
- 15% +/- 5%
- Initiates and maintains network security measures; moves computers and printers between officers; responds to calls after hours.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of Local Area Networks; or an equivalent combination of education, training, and experience.

### Additional Requirements

Certification in current County technologies.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, networking hardware and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including design data, trouble tickets, equipment configuration, design diagrams, project status reports, user requests.
- Ability to comprehend a variety of reference books and manuals including computer program manuals and internet websites.
- Ability to prepare personal computer and server configurations; project updates, network access reports, trouble tickets, design diagrams and job related documents using prescribed format.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer network terminology and engineering and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Certified Network Engineer	<b>Class Number:</b>	1053116
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems, and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

### Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience and is responsible for installation of new servers and designing and programming system applications. It is further distinguished from the Network Engineer in that the later class requires certification in current County technologies.

### Essential Job Functions

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

- 20% +/- 5%
- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs for multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection
- 35% +/- 5%
- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.
- 5% +/- 5%
- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.
- 20% +/- 5%
- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.
- 20% +/- 5%
- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications, to use of the internet and on software.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Certification in current County technologies.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals percentages and basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including maintenance and customer service requests, virtual private network accounts, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, emails to notify users of changes, quotes for equipment purchases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including working groups, users, vendors, peers, and employees of own and outside departmental and administrators.

### **Certified Network Engineer**

- Ability to use and interpret computer hardware and software and electrical circuit terminology and language.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Communications Analyst 3	<b>Class Number:</b>	1053213
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11 B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to support, maintain, design and develop solutions for the Voice over Internet Protocol (VOIP) phone system. This classification is responsible the servers, Call Manager, Voice Mail, and Call Center.

### Distinguishing Characteristics

This is a technical, senior level class in the Communications Analyst series. Employees at this level work under general supervision, and are distinguished from the journey level in that the employee is expect to use broader judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is further distinguished from the journey level in that the former class requires more experience and a higher level of expertise.

### Essential Job Functions

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

- 30% +/- 10%
- Maintains the VOIP servers including hardware and connectivity Call Manager; maintains Call Center, Unity/Voice Mail including call handlers; monitors call flow, call manager and IVR's; ensures calls passing in and out of County; performs back-ups of Call Manager, Voice Mail and Call Center; designs and develops migration strategies and implements VOIP solutions for the County; consolidates solutions to reduce costs.
- 10% +/- 10%
- Coordinates and directs the daily workload of the VOIP unit and assists with project assignments...
- 25% +/- 10%
- Designs and implements solutions for user needs; creates and issues reports; documents issues and resolutions of Trak-It tickets.
- 25% +/- 10%
- Researches solutions to technical problems; obtains prices and quotes for needed equipment.
- 10% +/- 5%
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department; attends meetings; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field and three (3) years of experience in configuration, installation, maintenance, repair of communication systems infrastructure and administration of related County systems; or an equivalent combination of education, training and experience.

## **Communications Analyst 3**

### **Additional Requirements for all levels**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment and voice equipment.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including phone bills, data point chart, agency phone list, user requests, project plans, call flow reports, architectural drawings and technical information documents.
- Ability to comprehend a variety of reference materials and manuals including computer software and reference manuals, programming manuals, technical information documents, CISCO guides and County policies.
- Ability to prepare phone usage/call flow reports, expense sheets, phone directory reports, inventory reports, project plans, cost benefit analysis reports, billing reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret computer information, communications and infrastructure terminology and language.
- Ability to communicate with users, vendors, consultants, and departmental employees.

### **Communications Analyst 3**

#### **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

<b>Class Title:</b>	Courier	<b>Class Number:</b>	1011151
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	2
<b>Dept:</b>	All Departments		

### Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

### Distinguishing Characteristics

This is an entry/journey level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

### Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.
- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.
- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.
- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.
- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

## **Courier**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

Ohio Driver's License required. Proof of insurance required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

**Environmental Adaptability**

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and 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

<b>Class Title:</b>	Customer Service Representative	<b>Class Number:</b>	1016211
<b>FLSA:</b>	Non Exempt	<b>Pay Grade:</b>	5B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to provide assistance to all County departments on communication issues including telephones, cellular phones, and pagers.

### Distinguishing Characteristics

This is an entry/journey level classification, working under general supervision from the unit administrator and/or technical and functional oversight from higher level staff. The employees in this class perform duties under well-defined policies, procedures and guidelines. Incumbents are expected to become fully aware of the technical aspects and operating procedures of the work unit and to learn to perform the full range of duties assigned. As experience is gained, positions at this level receive instruction or assistance only as new or unusual situations arise.

### Essential Job Functions

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

- 30% +/- 15%
- Provides assistance to all County departments on communication issues including telephones, cellular phones, and pagers; provides responsive assistance to departments in the analysis of their voice communication needs and technical support; converts lines to a Voice Over Internet Protocol (VOIP) system; installs phones; arranges moves, adds, changes and repairs with the vendor; obtains pricing information; logs and processes departments' service requests and complaints; reassesses department's needs including equipment and line configurations; recommends appropriate solutions; orders equipment and services as directed by supervisor.
- 20% +/- 15%
- Processes billings for telecommunications equipment and services; identifies discrepancies with billings; verifies all equipment and services billed are being used; verifies cost centers; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; obtains credits when appropriate; tracks costs and assists departments in identifying charges on bills for budget and reporting purposes.
- 20% +/- 15%
- Provides front line customer and technical support; provides or schedules training sessions; schedules conference calls for employees.
- 15% +/- 15%
- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs; participates in internal and external groups to address and correct problems.
- 10% +/- 5%
- Maintains documentation on all position procedures, processes and functions.
- 5% +/- 15%
- Monitors the progress of installations and changes to verify completion; manages voicemail boxes.

### Minimum Training and Experience Required to Perform Essential Job Functions

## **Customer Service Representative**

High school diploma or GED with two (2) years of related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, computer terminal, phones, pagers, calculator, copier and fax machine.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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, emails, statements, forms, directories, warrants, vouchers, and other reports and records.
- \* Ability to comprehend a variety of reference books and manuals including training manuals, accounting principles, computer manuals, phone listings, and policies and procedures manuals.
- \* Ability to prepare daily, weekly, monthly, or annual activity, invoices, spreadsheets, presentations, charts, graphs, chargebacks, forms, vouchers, emails, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to exchange information, follow instructions, record and deliver information and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, other County employees, and the general public.

**Customer Service Representative**

**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

<b>Class Title:</b>	Engineering Operations Administrator	<b>Class Number:</b>	1053265
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to plan, direct and manage responsibilities in the enterprise server client/server, operations and service desk areas.

### Distinguishing Characteristics

This is a management class that requires technical knowledge and supervisory responsibilities. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employees must have a broad background in Information technology to problem-solve and understand interactions between servers, databases, networks and applications.

### Essential Job Functions

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

- 40% +/- 15%
- Provides supervision of assigned staff and directs the activities and operations of the work unit; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 40% +/- 15%
- Provide direction and leadership for all operational and service desk areas; reviews, approves, and/or recommends software and hardware solutions to meet departmental needs; installs, configures and supports various hardware and software platforms; recommends and reviews hardware and software purchases, including written technical papers, costing spreadsheets, and client services request documentation; develops and participates in writing and/or reviewing requests for proposal; maintains hardware and software contracts and reviews and develops contracts with vendors.
- 15% +/- 5%
- Assists in engineering design, review, and implementation; provides reports on technical request or issues to management; participates in developing policies and procedures.
- 5% +/- 5%
- Represents the department at meetings with other departments and external organizations; makes presentations to committees.

## **Engineering Operations Administrator**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science, management information systems or a related field with nine (9) years of experience in information technology including working with servers, networks, and database management systems and a variety of operating systems; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

No license or certification requirements.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, toners, and cable testers.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understand and apply descriptive statistics and statistical inference.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including project information; timesheets, network diagrams, customer requests for service, billing invoices, and technical documents.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network diagrams, internet articles, information technology publications, architectural drawings, network and server documentation, and policy and procedure manuals.
- Ability to prepare reports, notifications, performance statistics, client service requests, purchase justification papers, network documentation, technical analysis, personnel evaluations and other

## **Engineering Operations Administrator**

job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, supervisor, colleagues, vendors/sales representatives, consultants, and employees and managers of other divisions.
- Ability to use and interpret computer, legal and database terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Enterprise Services Manager	<b>Class Number:</b>	1053261
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is organize, plan, supervise, coordinate and participate in the full range of Enterprise Server hardware, system software and customer service support operations and activities of the Computer Operations Unit. This class is responsible for overseeing the management of the quality control, tape management, production control, and job scheduling.

### Distinguishing Characteristics

This is a first-level management classification, working under direction from a division administrator. Employee exercises discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is responsible for ensuring data integrity in mainframe operations 24 hours a day, 7 days a week.

### Essential Job Functions

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

- 40% +/- 10%
- Monitors and controls mainframe computer operations to ensure effectiveness and efficiency; performs quality control, application support, and job scheduling; maintains availability of the system in running production jobs; monitors production activity; sets job priorities; performs problem determination and problem resolution; initializes and switches systems, as necessary; processes batch production, preparing jobs for processing; communicates with the computer utilizing systems commands to control processing; sorts jobs; releases and runs jobs as scheduled; allocates and de-allocates files and monitors; ensures that all deadlines and schedules are maintained for delivery of output to customers; organizes and distributes output materials.
- 30% +/- 10%
- Provides supervision of assigned staff; prepares department work schedule to ensure continuous operation; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; determines education and training needs; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions.
- 10% +/- 10%
- Participates in the most complex work of the unit; employs a variety of automation and monitoring tools for writing script, macros and common routines; employs production change software to move modules to production; contacts vendors to obtain product/service information.
- 15% +/- 10%
- Processes a variety of functions such as payroll, forms, parking tickets, voucher, and checks; prepares printed reports for distribution to customers; provides help desk support.
- 5% +/- 5%
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer operations.

## **Enterprise Services Manager**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or a related field with five (5) years previous experience in a mainframe environment leading or managing projects and technical activities; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

May require certification in Law Enforcement Automated Data Systems (NCIC/LEADS)

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including printer meter readings, time sheets, daily plan (run schedule), training status reports, tape reports, change management reports, systems flow charts, job flow charts, check register logs, shift turnover logs, and activity reports.
- Ability to comprehend a variety of reference books and manuals including forms manuals, policies and procedures, equipment manuals, database manuals, vendor manuals, training manuals, interactive training videos, and job flow charts.
- Ability to prepare weekly activity/status reports, equipment maintenance reports, daily production (run schedule), training status reports, change management reports, process and procedures, systems flow charts, job flow charts, performance evaluations, training manuals and videos.

## **Enterprise Services Manager**

Interactive Assessment Tests, Departmental Work Calendar, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, work groups, and departmental employees and managers.
- Ability to use and interpret computer language terminology.

## **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

<b>Class Title:</b>	GIS Planning and Development Manager	<b>Class Number:</b>	1053193
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

### Distinguishing Characteristics

This is a professional, management-level class working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

### Essential Job Functions

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

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
- 20% +/- 5%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
- 15% +/- 5%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

## **GIS Planning and Development Manager**

5% +/- 5%

- Creates maps and reports; fulfills public service and data requests.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

Certification in current County technologies.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

## **GIS Planning and Development Manager**

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Multi-Media Developer	<b>Class Number:</b>	1053243
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to coordinate and produce multimedia and video projects for all County agencies. This classification is responsible for overseeing quality and management of project resources, client relations, project creation and dissemination.

### Distinguishing Characteristics

This is a technical, journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge of multi-media and video equipment, systems and 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.

- 25% +/- 10%
- Coordinates initial project meetings; researches project purpose and goals; reviews project messages; meets with clients to define project parameters.
  
- 20% +/- 10%
- Conducts all steps necessary to produce projects including script writing, casting, location scouting and design, lighting and audio, film editing, setting budgets and deadlines, communicating with all parties involved and directing talent and crew.
  
- 15% +/- 5%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
  
- 15% +/- 5%
- Serves as videographer; shoots video or project in studio and on location including proper image composition, lighting and audio equipment use; directs interviews and crews on site.
  
- 15% +/- 5%
- Serves as film or video editor; assembles the final product by quality control of raw camera footage shots, dialogue, sound effects and graphics.
  
- 10% +/- 5%
- Resolves day-to-day problems of filming and coordinates other activities including camera, sound, editorial and musical.

### Minimum Training and Experience Required to Perform Essential Job Functions

## **Multi-Media Developer**

Bachelor's degree in communications, video productions or a related field with six (6) years previous experience involving photography, videography, film editing; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment and a variety of cameras, video cameras, lighting equipment and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including project concepts, agency promotional material, video release forms, billing invoices and performance appraisal forms.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, software manuals, video and editing tutorial guides.
- Ability to prepare project ideas, project proposals, project outlines, scripts, customer service requests, project invoices and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **Multi-Media Developer**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret marketing, video and audio production, and sound mastering terminology and language.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*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

<b>Class Title:</b>	Network Engineer	<b>Class Number:</b>	1053114
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to configure, install, monitor and maintain servers, systems and programs for various applications. This class is responsible for ensuring that networks are operational to the user agencies and for the Information Technology Department.

### Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected to become aware of the operating policies and procedures of the work unit and to learn to perform the full range of duties assigned. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Certified Network Engineer in that the certified level must be certified in current County technologies.

### Essential Job Functions

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

20% +/- 5%

- Participates in assessing user needs and configures, installs, monitors and maintains network operating systems and programs from which the employee can centrally manage access to resources on multiple servers and computers within a network; configures systems so that programs and users running at the same time do not interfere with each other; installs computers according to specifications of end users and/or third party software or hardware vendors; monitors system performance; solves and documents network problems; maintains systems by installing upgrades, performing backups and through virus protection; documents network problems and resolution for future reference.

35% +/- 5%

- Maintains collaboration software that supports email and calendaring including creating user accounts, distribution lists, and resources, resetting passwords, and providing user assistance with functionality; provides desktop support for department staff and for clients using the collaboration software throughout the County; performs documentation of the collaboration system.

20% +/- 5%

- Configures personal computers and laptops to work with the network and software; maintains local and network printers; moves computers and peripherals between offices as necessary; sets up projectors and laptops for presentations and demonstrations.

5% +/- 5%

- Assists in supporting cell phones and supports the enterprise system that allows users access to calendar, contacts, tasks, notes, instant messaging, web-based and enterprise applications through wireless networks.

20% +/- 5%

## **Network Engineer**

- Assists other departmental staff with questions or problems associated with servers or their applications; provides desktop support and network connectivity; trains users on how to connect to the network applications, use of the internet and on software.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or a related field with three (3) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals percentages and basic algebra.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including service requests, virtual private network accounts, monitoring data, logs, accounts for configuring reset of user names and passwords.
- Ability to comprehend a variety of reference books and manuals including policy manuals, computer program manuals and internet websites.
- Ability to prepare system documentation, status documents, accounts so that users can access various servers for various functions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within

## **Network Engineer**

and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and other County departments and with County administrators.

- Ability to use and interpret computer terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION**

<b>Class Title:</b>	Network Engineering Administrator	<b>Class Number:</b>	1053119
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of the classification is to administer the design, management and monitoring of web applications, database servers, domain name systems, file transfer protocols, and file and print servers involving various operating systems, virtualized server and storage environment, enterprise email and various enterprise storage platforms; configure and maintain employee internet access in conjunction with the Security unit; implement and manage the County's internet presence.

**Distinguishing Characteristics**

This is a management class that works under direction from the Chief Technology Officer. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems and in supervising assigned staff. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division.

**Essential Job Functions**

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

- 40% +/- 15%
- Act as a project manager, developing and executing plans for consolidation, active directory migration, integration, print management, enterprise storage design and integration, desktop/laptop refresh initiative, storage and server virtualization initiative, network redundancy design and implementation, and county-wide backup design.
- 30% +/- 10%
- Provides supervision of Network Managers and assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews.
- 20% +/- 10%
- Provides support for the day-to-day operations of the infrastructure county-wide; reviews and prioritizes failure events, performance monitoring, and operational status reporting.
- 5% +/- 5%
- Reviews, approves, and/or recommends software and hardware solutions for infrastructure assets; install, configure and support various hardware and software platforms.
- 5% +/- 5%
- Provides management with status of the performance of the infrastructure.

## **Network Engineer Administrator**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science, electrical engineering, management information systems or a related field with nine (9-) years of experience in network design and installation; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

No license or certification requirements.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, toners, and cable testers.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understand and apply descriptive statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including timesheets, network monitor, network drawings, customer requests for service, billing invoices, incident tickets, and technical documents.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, reference manuals, network and server documentation, and policy and procedure manuals.
- Ability to prepare network documentation, network and information technology assessments, customer service requests, fiscal reporting, technical analysis, personnel evaluations and

## **Network Engineer Administrator**

- development plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, colleagues, vendors, and employees and managers of other divisions.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Network Security Specialist	<b>Class Number:</b>	1053291
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is to provide first line defense of network security for server password protection; provide help desk assistance by phone; monitor and enforce the Information Services Center security policies and procedures.

### Distinguishing Characteristics

This is a journey level classification, working under general supervision from higher level staff in the Security Unit of the Information Technology Department. Employees in this class work under a framework of defined procedures in troubleshooting, monitoring appliances for network security and in assisting clients in computer use. After gaining experience, employees are expected to work with a degree of independence, exercising judgment and initiative in problem solving, while recognizing their limits of expertise and referring complex matters to departments and higher level professional staff. Employees participate in emergency response and disaster recovery planning, implementation and actions.

### Essential Job Functions

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

- 40% +/- 10%
- Monitors the overnight processes for intrusion detection and protection system alerts, web filtering reporting and following up with the appropriate departments to ensure network security infrastructure integrity is maintained; monitors email security appliances that protect the email against spam, viruses, phishing and a wide variety of other threats; reports on security threats, as required.
- 40% +/- 10%
- Documents processes and procedures; researches and writes a monthly security advisory; contacts and maintains communication with technical support personnel for devices when issues arise; resets passwords; updates and resets security appliance, as needed.
- 20% +/- 10%
- Stays abreast of trends and new technology in the field; researches possible solutions to problems; reads technical documents regarding appliance operability.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with one (1) year of information technology experience; or an equivalent combination of education, training, and experience.

### Additional Requirements

Certified in current County technologies. desirable.

## **Network Security Specialist**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, monitoring appliances and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational gained by accessing computer systems including the email security, Web security, the email system, reports, and customer service requests (CSR).
- Ability to comprehend a variety of reference books and manuals including online documentation, configuration guides, software user guides, network design, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security advisories, trends reports, update reports, status reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures; ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with clients, vendors, supervisor, network administrators and departmental employees and administrators.
- Ability to use and interpret computer and networking terminology and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Certified Network Engineer	<b>Class Number:</b>	1053117
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this classification is to design, build, maintain, monitor, and troubleshoot servers, systems, and programs for the County's Internet, Local Area Network (LAN) and Intranet effectiveness and efficiency; to include Internetworking devices, such as computer servers and various security devices.

### Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from a unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the journey level Certified Network Engineer in that the senior level has more extensive computer networking knowledge and experience, provides higher level technical support and troubleshooting assistance, is responsible for designing and building systems and provides technical assistance to that class.

### Essential Job Functions

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

40% +/- 15%

- Plans, configures, installs and maintains local area networks; utilizes current County technologies and a variety of procedures; protocols and wireless communication bridges; utilizes the internet and downloads files, software patches and updates to correct file servers and nodes; assesses user needs and designs, builds, configures, installs, monitors and maintains servers, systems and programs to ensure internet, Local Area Network (LAN) and intranet efficiency; plans for and performs operating system upgrades; designs and programs system applications; installs computers according to specifications of end user and/or third party software or hardware vendors; monitors system performance; performs troubleshooting analysis of servers, workstations and associated systems; resolves and documents network problems; works with outside vendors to resolve purchasing issues or to acquire technical support for equipment failures and service issues.

30% +/- 5%

- Performs backups and virus protection and maintains the County internet firewall; develops and installs data retrieval system for retrieval and emergency systems; manages user accounts, permissions, email, anti-virus, and anti-spam; controls access to the network, updating security programs and performing frequent changing of passwords; installs security programs to prevent unauthorized access to privileged data and information.

20% +/- 5%

## Senior Certified Network Engineer

- Assists other departmental staff with questions or problems associated with servers or their applications and by providing network connectivity; trains users on how to connect to network applications and to use of the internet and on software. 10% +/- 5%
- Participates in departmental decision-making related to network systems and provides advice and recommendations regarding possible disruptive issues within the network; provides threat assessment to Information Technology Department security group in both Internet and Intranet matters;

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or a related field with five (5) years of experience in design, maintenance and installation of local and wide area networks; or an equivalent combination of education, training, and experience.

### Additional Requirements

Certification in current County technologies.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

- No supervisory responsibilities. Provides technical assistance to lower level employees.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals percentages and algebra, geometry and trigonometry.

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network performance data; network design diagrams; service request forms; diagnostic reports; security reports, billing invoices, and vendor proposals.

### **Senior Certified Network Engineer**

- Ability to comprehend a variety of reference books and manuals including network diagrams, device configurations, computer program manuals and internet websites.
- Ability to prepare documentation, hardware configurations, status reports, network designs, networking design configurations, responses to user requests, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade and influence others, record and deliver information, to explain procedures, to follow instructions
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer and hardware terminology and language.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Database Analyst	<b>Class Number:</b>	1053104
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of this class is to monitor, design, implement and coordinate database operations and assigned application systems to ensure data integrity and efficient operation.

### Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the Database Analyst in that the senior level has more extensive database, computer networking, computer architecture, operating system, and programming knowledge and experience and assists and instructs the lower level class.

### Essential Job Functions

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

- 40% +/- 10%
- Monitors database systems and analyzes, designs, and implements physical and logical database designs to ensure optimal performance, system availability, data integrity and consistency and security of data; monitors online performance of programs and growth of databases; creates and maintains strategies for monitoring and maintaining the databases; installs and configures software; provides application support work and enhancements; documents procedures; creates and enforces standards; tunes databases.
- 35% +/- 10%
- Troubleshoots and resolves application and maintenance anomalies involving databases, server operating systems, networks, applications, websites and programming code; conducts program code and database design reviews; researches and develops new software fixes and solutions; installs patches and upgrades; designs and coordinates creation and modification of databases and data warehousing solutions; maintains County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance; conducts database migrations.
- 20% +/- 10%
- Collaborates with system and network administrators on best practices for database environment configuration, application and system upgrades and capacity planning; researches, evaluates and provides recommendations on other database systems; mentors developers on best practices for software development, programming standards, change control and database design.
- 5% +/- 10%
- Provides advisory help and support work for mainframe platforms and client server platforms; advises and instructs others regarding database operations and procedures; responds to service calls and fixes

## Senior Database Analyst

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, engineering, business administration or a related field and six (6) years related experience including database administration and development; software development, programming, and data modeling; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

- No supervisory responsibilities; may provide oversight, assistance and training to lower level positions.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals percentages and basic algebra.

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including diagnostic reports, performance charts and queries, data flow, technical environment and entity-relationship diagrams, context diagrams, performance, reorganization, space utilization, backup, database integrity, monitoring and index data, transaction logs, transaction count reports, requirement documents, and programming code.
- Ability to comprehend a variety of reference books and manuals including data dictionary, database reference books, requirement and instruction documents, entity-relationship diagrams, programming code, technical environment diagrams, server books, software manuals and documentation, installation/upgrade guides, and maintenance documentation.
- Ability to prepare documentation, diagnostic reports, performance charts and queries, dataflow diagrams, context diagrams, database and system diagnostics, production reports, assessments, standards documents, change control documents, instructions documents and other job related

### **Senior Database Analyst**

documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to represent the department with other organizations or departments, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer, software and database engineering terminology and programming languages.

### **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

<b>Class Title:</b>	Senior Information Technology Project Manager	<b>Class Number:</b>	1053125
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to organize, plan, and coordinate multi-program information technology projects that are time-limited and involve more than one internal and/or external organizational line. Employee coordinates planning activities for specialized projects ensuring sufficient resources are available and involved.

### Distinguishing Characteristics

This is a senior-level professional classification that provides combines technical and project managerial duties. This class works under direction from department administration, and is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. The employee in this class establishes policies, procedures and roles for project administration, project execution, and plan development. The Senior Project Manager is distinguished from the Project Manager by the years of experience and the technical complexity of the assigned projects.

### Essential Job Functions

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

- 45% +/- 10%
- Oversees management of large, multi-faceted projects to ensure that requirements are met and that projects are completed on time and on budget; assesses client needs and requests and recommends solutions; establishes objectives and performance goals; prepares statement of work for project plans; determines organizational and personnel requirements for project teams; creates and executes development plans and revises as necessary in order to meet changing needs and requirements; reviews project plans, procedures and status reports for compliance with standards and adherence to plans, objectives and schedules; identifies strategies and implements to improve project performance; facilitates procurement and delivery process; keeps administration informed of status of projects; facilitates client meetings; facilitates end user testing and issue resolutions; approves final acceptance of project deliverables.
- 30% +/- 10%
- Manages department services and activities including evaluating, analyzing, prioritizing and assigning requests for information technology related projects; provides summary of work to be completed; recommends new initiatives, project closure or transfer; integrates project management plans with performance objectives and goals of the organization; provides the sharing of technical and management knowledge across project functional and departmental lines; develops and maintains standards; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- 15% +/- 10%
- Assists in Information Technology management; prepares recommendations; participates in strategic plan development; prepares budgets and evaluates funding sufficiency; prepares paperwork for senior management review and approval; prepares and conducts presentations.

## Senior Information Technology Project Manager

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field of computer technology; researches and evaluates software, hardware and technology products and trends; consults with other agencies, outside government and private organizations to their approach to projects and their experience with vendors.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, business administration or a related field and five (5) years previous experience including information technology project management; or an equivalent combination of education, training and experience.

### Additional Requirements

Must obtain Project Management Professional certification within two years.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

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

#### Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra and geometry and descriptive statistics.

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including project plans, procedures and status reports, internet research for software, hardware and technology, employee timesheets; vendor invoices, project documentation, requests for information, requests for proposal, and contracts. project recommendations, purchase recommendations, performance evaluations, billing statements, a variety of reports, contracts, budgets, requests for bid and proposal, project plans, timelines, workflow charts, procedural diagrams,

### **Senior Information Technology Project Manager**

- Ability to comprehend a variety of reference materials and manuals including project management policies and procedures, TenStep Licensed Website for project managers, documentation and trade publications, software manuals, codes, and standards documents.
- Ability to prepare status reports, data compiled for software, hardware and technology products and trends, timesheets, invoices, project documentation, requests for bid and requests for proposal, contracts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, users, vendors, and outside agencies, departmental employees and senior managers.
- Ability to use and interpret contract, computer, project management, circuitry terminology and language.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Service Desk Analyst 1	<b>Class Number:</b>	1011241
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

### Distinguishing Characteristics

This is a technical, entry level classification in the Service Desk series. Employees in this work under general supervision. Employees in this class are expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. It is expected that employees will exercise general independent discretion and judgment in matters related to work procedures and methods.

### Essential Job Functions

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

- 40% +/- 15%

• Develops an understanding and relationship of the core business applications and the associated technologies within nine months on the job; communicates effectively with County staff, technical support staff and vendors; manages Severity 1 incidents including communications to technicians; provides Service Desk and general technical support to all employees; determines and differentiates between user application and infrastructure incidents; researches and develops solutions for incidents; achieves full understanding of Service Desk escalation protocols.
- 40% +/- 15%

• Develops an understanding of the County's infrastructure; assists users in accessing and utilizing office technology; provides technical support and operating instructions on applications and hardware devices; provides hardware related training; develops training materials; leads Root Cause Analysis (RCA) for specific incidents; ensures that all documentation is complete.
- 20% +/- 5%

• Keeps users informed of status of problem resolutions; complete application training within one year; attend other training as required; performs miscellaneous clerical duties.

### Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems; or an equivalent combination of education, training, and experience.

### Additional Requirements

Obtain LEADS certification within one year on the job.

## Service Analyst 1

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Data Utilization

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

No supervisory responsibilities.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business and information technology procedures, computer software manuals and County policies and procedures.
- Ability to prepare training manuals, procedures, solutions, status reports, documentation related to incidents and solutions and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, and supervisor.
- Ability to use and interpret computer terminology and language.

#### Environmental Adaptability

- Work is typically performed in an office environment.

**Service Analyst 1**

*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

<b>Class Title:</b>	WAN Engineer 2	<b>Class Number:</b>	1053283
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	11B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to maintain standards and policies and troubleshoot the County's Wide Area Networks (WAN), Local Area Networks (LAN), and wireless network; to perform research and analysis on the fiber optic network for performance enhancement designs and upgrade; resolve connectivity issues.

### Distinguishing Characteristics

This is a professional, journey-level class that works under direction from a unit manager. This class is distinguished from the entry level in the class series by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Essential Job Functions

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

- 30% +/- 10%
- Resolves, designs and deploys all connection matters to the wide area network; monitors services and maintains and deploys upgrades; provides network administration support; performs project management including planning, scheduling and activities including design, configuration, completion and implementation.
- 30% +/- 10%
- Researches, designs, configures, installs and deploys all data and voice over internet protocol (VOIP) circuits and network devices on a fiber optic background; provides network administration support for virtual private network (VPN) database and accounts; designs network connections.
- 30% +/- 10%
- Provides and writes data requests; performs impact studies; supports and writes instructional documentation for VPN and requests for proposal design and documentation; writes and provides contract renewal data, customer requests for service, and designs, updates, writes, provides and maintains documentation and diagrams for the WAN; provides reports to managers and users.
- 10% +/- 5%
- Analyzes business needs of customers; assists in procurement of electrical project requirements; researches new configurations and recommends modifications to communication devices; reviews, and recommends updates and modifications to network and data communications procedures assists network administrators regarding server connections, internet protocol addresses and troubleshooting.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, network administration, communications system infrastructure, management information systems or a related field with three (3) years of experience in network administration; or any equivalent combination of education, training, and experience.

## **WAN Engineer 2**

### **Additional Requirements**

Certification in current County technologies is desirable.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment including printers, routers, switches, and servers.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including customer requests for service, network analysis reporting, network and electrical designs and diagrams, documentation, requests for proposal, reports, VPN database, status reports, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, fiber optic network helpdesk, software that logs network traffic, monitoring software, policy and procedure manuals, and documentation.
- Ability to prepare bandwidth and network reporting, requests for proposal documentation, diagrams, contract inventory, time schedules, purchase orders, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to coordinate work with others, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, vendors, network administrators, and departmental employees and management.
- Ability to use and interpret computer, data communications and infrastructure terminology and language.

## WAN Engineer 2

### Environmental Adaptability

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	WAN Manager	<b>Class Number:</b>	1053284
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to supervise and participate in the work of staff in researching, designing, implementing, configuring and troubleshooting the County's Wide Area Networks (WAN); to implement new technologies, ensure maintenance and to resolve operational issues.

### Distinguishing Characteristics

This is a technical supervisory class that works under direction of a unit administrator. This position is responsible for monitoring the work of outside service providers as well as supervising and participating in the work of staff. The employee in this class is expected to apply technical expertise in resolving organizational and service delivery problems. Incumbents act as project managers, ensuring that the work of the unit is completed in a timely and accurate manner. The employee works within a broad framework of policies, and procedures.

### Essential Job Functions

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

- 35% +/- 10%
- Provides supervision of assigned staff and oversees the work of contractors; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development; prepares employee performance evaluations as scheduled or required; identifies opportunities for improvement and makes constructive suggestions; delegates and reviews tasks and project reviews; ensures proper staffing.
- 35% +/- 10%
- Performs project management including project and resource reporting; presents proposals; gathers and understands project requirements; monitors projects to ensure that they remain on schedule and are properly completed; provides second and third level troubleshooting designs, updates, writes, provides and maintains documentation and diagrams for the WAN.
- 25% +/- 10%
- Manages infrastructure hardware and firmware; develops network designs for Wide and Local Area Networks; manages the infrastructure LAN/WAN security; gathers and reports data network change activity; participates in the change management process; acts as a network escalation point; supports voice over internet protocol (VOIP) and video conferencing.
- 5% +/- 2%
- Attends meetings and represents the unit; keeps abreast of new technologies.

## **WAN Manager**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science, electronics, network administration, management information systems or a related field with five (5) years of experience in network administration; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

Certification in current County technologies.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment including printers and servers.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; understanding of binary arithmetic and conversion to decimal and hexadecimal.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including customer requests for service, design data, trouble tickets, timesheets, network analysis reporting, and technical information.
- Ability to comprehend a variety of reference materials and manuals including websites, software applications, computer training and reference manuals, site documentation, reports, subordinate files, policy and procedure manuals, and documentation.

## **WAN manager**

- Ability to prepare design documentation, timesheets, change control forms, project updates and plans, bandwidth and network reporting, diagrams, time schedules, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a supervisory capacity, influence others, record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including users, WAN group, colleagues, staff, vendors, network engineers, and departmental employees and management.
- Ability to use and interpret computer engineering, mechanics, electrical, and infrastructure terminology and language.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Web and Applications Development Administrator	<b>Class Number:</b>	1053247
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19B
<b>Dept:</b>	Information Technology Department		

### Classification Function

The purpose of the classification is to plan, direct, supervise, coordinate and manage the activities, operations, procedures and goals of the Web, Video, Application Development and GIS divisions.

### Distinguishing Characteristics

This is a second-level management classification, responsible for evaluating, developing and maintaining standards and best practices for system design and development. Under administrative direction of the Chief Information Officer, the incumbent is responsible for evaluating effectiveness of information systems, developing short and long goals and overall vision. The employee is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. This class is responsible for direct and general supervision over management, professional, and line staff.

### Essential Job Functions

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

- 30% +/- 10%
- Designs and directs project plans, project tasks lists and action plans for individual systems being designed or developed; gathers the requirements for new systems; proposes options and project cost estimates; ensures systems support agency business strategy are user friendly, intuitive, proper testing plans are in place and that execution is completed on time and within budget; ensures effective system maintenance plans are in place.
- 20% +/- 10%
- Provides supervision of assigned staff and oversees the work of consultants; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns; interviews and recommends new hires; recommends the discipline, discharge, salary increases, transfers and promotions; reviews/approves time sheets, travel requests and leave requests.
- 20% +/- 10%
- Researches, develops and implements policies, procedures and best practices for application development and business process integration; develops vision, short term and long term goals from a technical and business process perspective; evaluates effectiveness of software systems being used; researches current trends and technologies on the web and various trade publications; assesses usability and effectiveness of systems being developed.
- 20% +/- 10%
- Analyzes requirements of clients and their agency's mission; understands business requirements; explains technical methods, procedures and protocols; maintains effective working relationships with a variety of individuals both within and without the department.

## **Web & Applications Development Administrator**

10% +/- 5%

- Conducts staff meetings; facilitates collaboration design sessions; ensures the client agency is being effectively served; prepares routine status reports, cost estimates and statements of work; develops contracts. Attends and participates in professional group meetings, conferences, seminars and training.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in computer science or business administration with nine (9) years previous related experience including planning, supervision, budgeting, contract negotiation and computer proficiency; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No special license or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; may require the ability to perform mathematical operations involving basic algebra.

## Web & Applications Development Administrator

### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including proposals, contracts, statements of work, project requests, customer service requests, technical documentation, performance reviews, documentation, product specifications and manuals.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, computer books and manuals, communications software, hardware, network, architecture and operation manuals.
- Ability to prepare status and progress reports, project analysis, annual reports, performance reviews, requests for proposals and for bid, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including staff, clients, vendors, contractors, and departmental employees and administrators.
- Ability to use and interpret computer information, project management and legal terminology and language.

### Environmental Adaptability

- Work is typically performed in an office environment.

*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

<b>Class Title:</b>	Web Maintenance Technician	<b>Class Number:</b>	1011251
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text and images using web software.

### Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator and guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

### Essential Job Functions

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

- 40% +/- 15%
- Updates websites for County agencies.
  
- 40% +/- 15%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites.
  
- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
  
- 10% +/- 5%
- Meets with web designers to maintain or create database services.

### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

### Additional Requirements

No special license or certification is required.

## **Web Design Technician**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Data Utilization**

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

#### **Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0122

Sponsored by: <b>County Executive FitzGerald on behalf of The MetroHealth System</b>	<b>A Resolution</b> approving The MetroHealth System’s request to establish and operate a healthcare facility in the City of Brunswick, Medina County, Ohio; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, The MetroHealth System (“MetroHealth”) currently provides services to MetroHealth and Cuyahoga County employees who reside in Medina County; and,

WHEREAS, MetroHealth’s potential provision of outpatient services in Medina County will further MetroHealth’s mission of enhancing healthcare for those in Cuyahoga County; and

WHEREAS, MetroHealth has been presented with an opportunity to conduct certain healthcare activities in the City of Brunswick in Medina County, Ohio, including the operation of a healthcare facility; and,

WHEREAS, in accordance with the requirements of Ohio Revised Code Section 339.01(C)(2)(c), the County’s approval is required for MetroHealth to establish and operate an outpatient facility in any other county than Cuyahoga; and

WHEREAS, MetroHealth has sought the County’s approval to move forward with its plans to operate an outpatient facility in the City of Brunswick in Medina County, Ohio.

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

**SECTION 1.** That the Cuyahoga County Council hereby approves The MetroHealth System’s request to establish and operate an outpatient healthcare facility in the City of Brunswick in Medina County, Ohio.

**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: April 22, 2014  
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: May 13, 2014

Journal CC014  
May 27, 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0017

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> establishing a County Road Maintenance Program for the Department of Public Works in order to reinstate the financial responsibility of the County for design, construction, repair and road surface maintenance projects for County Roads, effective 3/1/2014.
--	---

WHEREAS, Cuyahoga County had historically required a local funding match from municipalities on roadway projects;

WHEREAS, the County has instituted a two-year moratorium on requiring a local funding match for roadway projects, effective February 29, 2012;

WHEREAS, the State has cut the budgets of the local municipalities causing them financial hardship;

WHEREAS, in light of the financial hardship resulting from the State's budget cuts, the County Council considers it in the interest of the County that the Department of Public Works implement a moratorium on requiring local funding from municipalities on County Road projects, effective March 1, 2014; and

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

**SECTION 1.** The Cuyahoga County Department of Public Works shall implement an indefinite moratorium on requiring local funding for County Road projects, effective March 1, 2014. Items covered by this moratorium shall be restricted to resurfacing, restoration, rehabilitation, design, construction, repair and maintenance of County Roads.

**SECTION 2.** Cuyahoga County shall have sole financial responsibility for resurfacing, restoration, rehabilitation, design, construction, repair and maintenance of County Roads, effective March 1, 2014.

**SECTION 3.** Nothing herein creates any responsibility on the part of Cuyahoga County for the general cleaning, clearing of debris, or removal of snow and ice from roads.

**SECTION 4.** This Ordinance in no way relieves any municipality of any of its responsibility, legal or otherwise, for these roads other than in those areas covered in Section 1.

**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

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 26, 2012

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

Legislation retained per Motion No. M2012-0031: January 22, 2013

Legislation Withdrawn from Council Consideration by Sponsor: May 20, 2014

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0001

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> amending Section 407.15 of the Cuyahoga County Code to prohibit Nominees from making certain 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.
--	--

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 407.15 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 or Employee~~ shall **knowingly** make **partisan** political contributions to or ~~solicit~~ **raise funds** for their own elected County employer. **Further, no Public Official shall make political contributions to or solicit funds for their** appointing authority and/or confirming authority **where the contribution or solicitation:**
1. **is intended to influence, or could reasonably be expected to influence, the employer, appointing authority, or confirming authority's decision in making the appointment, nomination, or confirmation; or**
  2. **is intended as a reward for making the appointment, nomination, or confirmation.**

~~Exempted from this total prohibition are voluntary employee contributions to candidates for any other public office.~~

- B. No Public Official shall **knowingly** solicit and/or accept **partisan** political contributions from individuals that they employ. **Further, no Public Official shall knowingly accept political contributions from any person who they** appoint or confirm **where the contribution:**
1. **is intended to influence, or could reasonably be expected to influence, the Public Official's decision in making the appointment, nomination, or confirmation; or**
  2. **is intended as a reward for making the appointment, nomination, or confirmation.**
- C. **The prohibitions in this Section shall apply equally to any person whose confirmation is pending before a County confirming authority.**

**SECTION 2:** 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 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: January 14, 2014

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Legislation Withdrawn from Council Consideration by Sponsor: May 19, 2014

Journal \_\_\_\_\_  
\_\_\_\_\_, 2014