



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JUNE 10, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) May 27, 2014 Committee of the Whole Meeting (See Page 14)
 - b) May 27, 2014 Regular Meeting (See Page 16)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. RECEIPT OF DOCUMENT SUBMITTED TO COUNCIL**
 - a) Cuyahoga County Veterans Service Commission 2015 Tax Budget (See Page 35)
- 10. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2014-0149: A Resolution confirming the County Executive’s appointment of Jeannet Wright, upon her taking the oath of office, as Treasurer of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective. (See Page 47)

Sponsor: Council President Connally

- 2) R2014-0150: A Resolution confirming the County Executive’s appointment of Jennifer L. Scofield, upon her taking the oath of office, as Director of Regional Collaboration of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective. (See Page 53)

Sponsor: Council President Connally

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

- 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: (See Page 59)

- 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, Conwell and Germana

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

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 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 62)

Sponsors: Councilmembers Connally, Conwell, Hairston and Germana

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

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

- 1) O2013-0023: An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.05 to establish a policy for a more consistent approach to compensation including any pay rate adjustments, cost of living adjustments, and/or merit pay awards to all or a significant part of its non-bargaining employees as part of the biennial budget process or throughout the year. (See Page 64)

Sponsors: Councilmembers Gallagher, Greenspan and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) O2014-0013: An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year. (See Page 67)

Sponsors: Councilmembers Greenspan and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

e) CONSIDERATION OF ORDINANCES OF COUNCIL FOR THIRD READING ADOPTION

- 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 70)

Sponsor: Councilmembers Connally and Simon

- 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 74)

Sponsor: Councilmember 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 77)

Sponsor: Council President Connally/Department of Law

11. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2014-0151: 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 82)

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

- 2) R2014-0152: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 5 employees in 2 classifications at the Cuyahoga County Airport in the Department of Public Works for the period 12/1/2013 - 11/30/2016; 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 98)

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

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

- 1) R2014-0153: A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2015; and declaring the necessity that this Resolution become immediately effective. (See Page 101)

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

- 2) R2014-0154: A Resolution adopting the 2014 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective. (See Page 105)

Sponsor: County Executive FitzGerald/Department of Development

- 3) R2014-0155: 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 197)

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

- 4) R2014-0156: A Resolution authorizing an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; 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 311)

Sponsor: County Executive FitzGerald/Department of Human Resources

- 5) R2014-0157: A Resolution making an award on RQ27791 to KeyBank National Association in the total amount not-to-exceed \$962,829.00 for various services for the period 5/1/2014 - 8/23/2017; 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 320)
- i) in the amount of \$600,000.00 for Corporate Credit Card Program services for duty-related travel.
 - ii) in the amount of \$362,879.00 for Procurement Card Program services.

Sponsor: County Executive FitzGerald/Fiscal Officer/County Treasurer

- 6) R2014-0158: A Resolution making awards on RQ29544 to various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2015; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 325)
- i) Career Development and Placement Strategies, Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
 - ii) The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
 - iii) Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
 - iv) Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.

- v) JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- vi) The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
- vii) Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- viii) University Settlement Courts, Inc. in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- ix) Murtis H. Taylor Multi-Service Center in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- x) Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.
- xi) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- xii) The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.

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

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

- 1) 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. (See Page 369)

Sponsor: County Executive FitzGerald/Department of Human Resources

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

- 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 371)

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

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

- 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 improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York 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 374)

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

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

- 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 377)
- 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.

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

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

- 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 380)
- 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

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

- 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 383)

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

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

- 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 386)

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

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

- 8) R2014-0148: A Resolution making an award on RQ30389 to Perk\ME Joint Venture in the amount not-to-exceed \$22,945,485.17 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$5,277,461.59 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 390)

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

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

d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 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 393)

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 395)

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

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

- 12. MISCELLANEOUS COMMITTEE REPORTS
- 13. MISCELLANEOUS BUSINESS
- 14. PUBLIC COMMENT UNRELATED TO AGENDA
- 15. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING: TUESDAY, JUNE 24, 2014
3:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, JUNE 24, 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 27, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
3:00 PM

1. CALL TO ORDER

Council President Connally called the meeting to order at 3:04 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

4. ITEM REFERRED TO COMMITTEE

- a) 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.

Mr. Brian Zimmerman, CEO, Cleveland Metroparks, addressed the Committee regarding Resolution No. R2014-0125. Discussion ensued. Councilmembers asked questions of Mr. Zimmerman pertaining to the item, which he answered accordingly.

On a motion by Mr. Germana with a second by Mr. Gallagher, Resolution No. R2014-0125 was considered and approved by majority roll-call vote to be referred to the full Council

agenda with a recommendation for passage under second reading suspension of rules, with Councilmembers Jones, Hairston, Simon, Miller, Germana, Gallagher and Connally voting in the affirmative and Councilmembers Conwell, Greenspan and Schron casting dissenting votes.

5. DISCUSSION / EXECUTIVE SESSION

- a) **Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S Technicians, representing approximately 4 employees in the Department of Public Works for the period 1/1/2014 - 12/31/2016.**

A motion was made by Mr. Miller, seconded by Mr. Greenspan 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 International Union of Operating Engineers, Local 18-S Technicians, representing approximately 4 employees in the Department of Public Works for the period 1/1/2014 - 12/31/2016, and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 4:02 p.m. The following Councilmembers were present: Conwell, Jones, Hairston, Simon, Greenspan, Miller, Germana, Gallagher, Schron and Connally. The following additional attendees were present: Deputy Chief Director of Law Nora Hurley, Chief Deputy Engineer Stan Kosilesky, Council Chief of Staff Joe Nanni, Council Legislative Budget Advisor Trevor McAleer and Research & Policy Analyst/Special Counsel Michael King. At 4:17 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 4:18 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 27, 2014
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:00 p.m.

2. ROLL CALL

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

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Brandon McGhee, a senior at Brush High School.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation for the families and victims of shootings in Santa Barbara, California and Tuscora Avenue in Cleveland and for all members of the U.S. military who have served and who serve our Country.

5. PUBLIC COMMENT RELATED TO AGENDA

Reverend Pamela Pinkney Butts addressed Council regarding issues of concern to her relating to her personal safety and follow-up from previous concerns she had expressed to Council.

6. APPROVAL OF MINUTES

- a) May 13, 2014 Committee of the Whole Meeting
- b) May 13, 2014 Regular Meeting

A motion was made by Mr. Schron, seconded by Mr. Greenspan and approved by unanimous vote to approve the minutes of the May 13, 2014 Committee of the Whole and Regular meetings.

In accordance with Rule 6B of the County Council Rules, a motion was made by Mr. Miller, seconded by Ms. Simon and subsequently withdrawn at the request of Mr. Schron to add Resolution No. R2014-0148 to the agenda as an additional item under No. 10. b) and Resolution No. R2014-0125 to the agenda as an additional item under No. 10. d). Discussion ensued. The Resolutions were then considered separately.

A motion was made by Mr. Miller, seconded by Mr. Germana and approved by unanimous vote to add Resolution No. R2014-0148 to the agenda as an additional item under No. 10. b). A motion was then made by Ms. Simon, seconded by Mr. Gallagher and approved by majority vote to add Resolution No. R2014-0125 to the agenda as an additional item under 10. d). Mr. Schron cast the only dissenting vote.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally made the following announcements:

- (a) Thanked Niki Muller, Deputy Clerk, for her service to Council and wished her and her husband, Dave, well in their impending move back to New Jersey and in her new position; and**
- (b) Introduced Joan Colleran, a sophomore at Laurel School, who will be shadowing Council for the next couple of weeks.**

Councilmember Simon then introduced Brandon McGhee, a senior at Brush High School, who participated in the Maltz Museum of Jewish Heritage's *Stop the Hate: Youth Speak Out* essay contest and won a cash prize. Brandon addressed Council briefly about his essay.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald reported the following:

- (a) **In relation to Memorial Day, paid tribute to those who have made the ultimate sacrifice for our Country;**
- (b) **Discussed the official launch of the Cuyahoga County College Savings Account Program and indicated that approximately 10,000 packets were mailed out to families who will have kindergarten students starting in the fall; and**
- (c) **Indicated that Cuyahoga County is a finalist for both the Republican and Democratic 2016 conventions.**

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.

Sponsors: Councilmembers Connally and Conwell

Council President Connally referred Resolution No. R2014-0138 to the Human Resources, Appointments & Equity Committee.

- 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.

Sponsors: Councilmembers Conwell, Germana, Brady and Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0108 was considered and adopted by unanimous vote.

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.

Sponsors: Councilmembers Miller, Conwell and Germana

Council President Connally referred Ordinance No. O2014-0016 to the Council Operations & Intergovernmental Relations Committee.

- 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.

Sponsor: Councilmember Greenspan

Council President Connally referred Ordinance No. O2014-0017 to the Public Works, Procurement & Contracting Committee.

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.

Sponsor: Councilmembers Connally and Simon

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

Clerk Schmotzer read Ordinance No. O2014-0010 into the record.

This item will move to the June 10, 2014 Council meeting agenda for consideration for third reading adoption.

- 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.

Sponsor: Councilmember Miller

Committee Assignment and Chair: Finance & Budgeting –
Miller

Clerk Schmotzer read Ordinance No. O2014-0012 into the record.

This item will move to the June 10, 2014 Council meeting agenda for consideration for third reading adoption.

- 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.

Sponsor: Council President Connally/Department of Law

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

Clerk Schmotzer read Ordinance No. O2014-0015 into the record.

This item will move to the June 10, 2014 Council meeting agenda for consideration for third reading adoption.

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. R2014-0139 and R2014-0140.

- 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.

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. Germana and approved by unanimous vote to delete Item AA. in Section 1. of Resolution No. R2014-0139, which provided appropriations in the amount of \$4,300,000.00 for a County Call Manager System.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0139 was considered and adopted by unanimous vote, as amended.

- 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.

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0140 was considered and adopted by unanimous vote.

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.

Sponsors: County Executive FitzGerald and Councilmember Simon

Council President Connally referred Resolution No. R2014-0141 to the Committee of the Whole.

- 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.

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

Council President Connally referred Resolution No. R2014-0142 to the Public Works, Procurement & Contracting Committee.

- 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.

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

Council President Connally referred Resolution No. R2014-0143 to the Public Works, Procurement & Contracting Committee.

- 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:

- 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

Council President Connally referred Resolution No. R2014-0144 to the Public Works, Procurement & Contracting Committee.

- 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:

- 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

Council President Connally referred Resolution No. R2014-0145 to the Health, Human Services & Aging Committee.

- 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.

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

Council President Connally referred Resolution No. R2014-0146 to the Education, Environment & Sustainability Committee.

- 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:
- 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

Council President Connally referred Resolution No. R2014-0147 to the Health, Human Services & Aging Committee.

[Note: In accordance with Rule 6B of the County Council Rules, the following item was added to the agenda and read into the record by the Clerk of Council.]

- 8) **R2014-0148**: A Resolution making an award on RQ30389 to Perk\ME Joint Venture in the amount not-to-exceed \$22,945,485.17 for grading, draining and paving of Bagley Road/Pleasant Valley Road from York Road to State Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$5,277,461.59 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. R2014-0148 to the Public Works, Procurement & Contracting Committee.

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.

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

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

Clerk Schmotzer read Resolution No. R2014-0135 into the record.

This item will move to the June 10, 2014 Council meeting agenda for consideration for third reading adoption.

- 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.

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

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

Clerk Schmotzer read Resolution No. R2014-0137 into the record.

This item will move to the June 10, 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. R2014-0125, R2014-0126, R2014-0127, R2014-0128, R2014-0129, R2014-0131, R2014-0132, R2014-0133, R2014-0134 and R2014-0136.

[Note: In accordance with Rule 6B of the County Council Rules, the following item was added to the agenda and read into the record by the Clerk of Council.]

- 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

Committee Assignment and Chair: Committee of the Whole – Connally

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0125 was considered and adopted by unanimous vote.

- 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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2014-0126 was considered and adopted by majority vote, with Mr. Greenspan recusing himself from the vote.

- 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

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0127 was considered and adopted by unanimous vote.

- 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 54th 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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2014-0128 was considered and adopted by unanimous vote.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2014-0129 was considered and adopted by unanimous vote.

- 6) 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

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0131 was considered and adopted by unanimous vote.

- 7) 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

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0132 was considered and adopted by unanimous vote.

- 8) 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

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0133 was considered and adopted by unanimous vote.

- 9) 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

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Simon, Resolution No. R2014-0134 was considered and adopted by unanimous vote.

- 10) 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

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

On a motion by Mr. Gallagher with a second by Mr. Germana, Resolution No. R2014-0136 was considered and adopted by unanimous vote.

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.

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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0103 was considered and adopted by unanimous vote.

- 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

On a motion by Ms. Conwell with a second by Mr. Schron, Resolution No. R2014-0115 was considered and adopted by unanimous vote.

- 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

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0122 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Greenspan reported that a time frame will be established in order for proposed Charter amendments to be heard by the Committee of the Whole.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 2, 2014 at 1:00 p.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, June 4, 2014 at 11:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet at a date and time to be determined.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business discussed.

13. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the 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.

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.

Sponsor: Councilmember Greenspan

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

Clerk Schmotzer reported that Ordinance Nos. O2012-0017 and O2014-0001 have been withdrawn from further Council consideration by Mr. Greenspan.

15. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 5:58 p.m., without objection.

MAY 22 2014

Cuyahoga County Council



CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 CCVSC Budget

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

STAFFING

The CCVSC is composed of a Board of 5 Commissioners, a staff comprised of an Executive Director, 30 management and professional staff employees. As of this date, all 5 Commissioner and 2 professional staff employee are considered "part time" for County payroll purposes. All other employees are full time.

2014 Staffing Request.....	29 FTEs/7 PTEs
2015 Staffing Request.....	29 FTEs/7 PTEs
Net Staff changes.....	0 FTEs/0 PTE

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

010 PERSONNEL SERVICES

Salaries Budget Base

\$1,820,886

This salary projection covers the entire current classified and non-classified CCVSC staff. This salary base budget is from 2015 salary projections that include a 2% cost of living allowance.

.....
Total Personnel Services for 2015

\$1,820,886

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

015 PERSONNEL BENEFITS

Personnel benefits for 2015 **\$637,310**

Personnel benefits are calculated as 35% of total CCVSC staff salaries (\$1,820,886 x .35=\$637,310). This percentage covers Workers' Compensation, unemployment compensation, Flex benefits, PERS retirement and Medicare based on 2015 salaries. This percentage assures that there will be no shortfall for any unanticipated benefit expense, for example, increased unemployment compensation and/or hospitalization insurance costs.

.....

Total Personnel Benefits 2015 **\$637,310**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

022 COMMODITIES

Office/Technical Supplies for 2015 **\$15,500**

The office/technical supply budget for 2015 is based on a 2013 actual expenditures multiplied by a 1.35% inflation rate and rounded up to nearest hundredth. These purchases are for general office/technical supplies utilized in day-to-day operations. It is anticipated that office/technical supplies usage will stay the same as the 2013 levels.

Electricity Usage for 2015 **\$17,750**

Electric utility is the only utility paid by CCVSC under its existing lease agreement. The average electric bill in 2013 has been approximately \$1,428 per month. The CCVSC anticipates 1.35% inflation and the electric utility usage will stay about the same since the office has energy conservation light fixtures in the new leased space. We have experienced a better than 50% reduction in cost due to the sustainable construction of the building.

.....

Total Commodities for 2015 **\$33,250**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

026 CONTRACTS & PROFESSIONAL SERVICES

Annual Lease Agreement **\$203,004**

In 2015, the CCVSC will renew its 5 year-lease agreement with LTD Partners for the office space at 1849 Prospect Avenue, Cleveland, Ohio. The renewed 5 year lease agreement is scheduled to expire September 30, 2019. The cost is \$14.50 per square foot for the remaining 5 year cost.

Employee Tuition reimbursement Program **\$5,000**

The CCVSC has an employee tuition reimbursement program to encourage staff to return to school to obtain college degrees in subject areas relevant to the agency. To support this effort, the CCVSC will offer tuition assistance to qualified staff.

Marker Fees **\$6,000**

Marker fees are charges for setting indigent veteran headstones at the various cemeteries located within the County. Price varies by each cemetery. The 2014 projection is based on three year average from 2013, 2012 and 2011 expenditures.

Miscellaneous Technical Services **\$10,000**

Various technical services needs arise throughout the year. The 2015 projection is conservatively based on 2013 activities, as it is premature to use any 2014 figures.

.....
Total Contracts and Professional Services for 2015 **\$224,004**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

035 CONTROLLED SERVICES

Data Processing Charges **\$25,283**

The County Data Center charges back for various computer maintenance and document support functions provided by its technical staff. In calculation of the CCVSC 2015-projected budget, the 2013 actual expenditures were utilized, which represents the most recent complete year's fees.

Space Maintenance **\$180,596**

The CCVSC has two Protective Service Officers on the premises during working hours. This represents a charge back from Central Services for security service provided. In calculation of the CCVSC 2015-projected budget, the 2013 actual expenditures were utilized.

.....
Total Controlled Services for 2015 **\$205,879**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

050 CLIENT SERVICES

Client Services Budget Basis **\$3,437,425**

The CCVSC client services base budget for 2015 is based on 2013 actual expenditures. This basis was deemed more accurate than utilizing 2014 first quarter expenditures. We do not need to consider inflationary factors on Client Service since increased financial allowance were made in 2014.

Financial Assistance Increase from 2014 Estimates **\$227,848**

Currently, the CCVSC is involved in an intensive outreach initiative seeking to increase veteran awareness of CCVSC services via a multifaceted marketing approach. This initiative has proven highly successful as validated in growth of critical CCVSC performance indicators. The CCVSC will need to increase 2014 client services base budget.

.....

Total Client Services for 2015 **\$3,665,273**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

060 OTHER OPERATING

Other Operating Budget Basis **\$330,060**

For a conservative approach to the 2015 budget process in Other Operating Expenses, the CCVSC is using 2012 actual expenditures rather than 2013 expenditures as a basis for this object number. The 2013 actual expenditure came in under due to some expenses carryover into 2014. CCVSC Advertising for 2012 was \$263,377 and it is in the budget basis above. Other items in the base budget are County Fast Copier, County Postage, County Telephone, County Garage and County Printing. It also includes Travel, Office supplies, Software, Publications, Professional Dues and Other Operating expenditures.

Other Operating Increased by 1.35% for 2015 **\$4,456**

The majority of other operating expenditures are administrative charge backs from Central Services. The operating expenditures provided by Central Services are County storeroom supplies, County postage, County telephone, County garage (leased van), and County printing. The CCVSC anticipates a 1.35% inflation rate increase for these services as well as the other independent administrative expenditures.

Staff Development **\$20,000**

O.R.C. 5901.03, Paragraph F charges a veterans service commission board with the responsibility of providing funding for staff development. For 2015, it is estimated 8 employees will participate customer service and new service officer training as part of the agency's long-term initiative. The staff development projection includes training and travel expenses. The cost for staff development per employee is \$1,250.

.....
Total Other Operating for 2015 **\$354,516**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2015 BUDGET SUMMARY

070 CAPITAL OUTLAYS

Miscellaneous Capital Outlays **10,000**

Miscellaneous capital outlay is based on replacement of electronic equipment and refurbish needs at the Veterans Service Commission.

.....
Total Capital Outlay for 2015 **\$10,000**

CCVSC TOTAL 2015 BUDGET = \$6,951,118

ASSESSED VALUATION CALCULATION **\$27,924,471,670 x .00025 = \$6,981,118**



Cuyahoga County Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650
Email: vscmail@cuyahogacounty.us
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

I hereby certify that the attached document represents a true copy of the 2015 legal budget of the Cuyahoga County Veterans Service Commission as approved by its Board of Commissioners in an open meeting on April 2, 2014 and submitted to the Cuyahoga County Executive, Cuyahoga County Council and Cuyahoga County Office of Budget Management. It is based on a more accurate valuation of property tax provided to us by the Fiscal Office. Your review and appropriation of the requested funds in accordance with the Ohio Revised Code section 5901.11 is appreciated.



Jon Reiss
Executive Director

5/21/14

Date

The foregoing instrument was acknowledged before me on this date by Jon P. Reiss, Executive Director of the Cuyahoga County Veterans Service Commission.



Melinda R. Halliburton
Resident Summit County
Notary Public, State of Ohio
My Commission Expires: 9/29/2015



Melinda Halliburton, Notary

MY COMMISSION EXPIRES:
September 29, 2015

5/22/2014

Date



Cuyahoga County Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650
Email: vsc_mail@cuyahogacounty.us
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115



May 22, 2014

Enclosed is the 2015 budget for the Veterans Service Commission. It is based on estimated valuation provided to us from the Fiscal Officer. If the actual amount changes because of property tax revisions prior to October, we will revise the budget accordingly to remain under the .25 mil criteria described in the Ohio Revised Code.

To more fully describe the activities and functions of the office, the following enumerates the direct service provided to veterans by our various departments for 2013:

Financial Assistance Department; 8 FTE:

- Clients seen – 9,785
- Hardship Assistance granted – 2,651
- Transportation Assistance granted – 5,444
- Ineligible applicants – 763 – non-residents, less than honorable service
- Claims denied per policy – 608
- Applications withdrawn – 319
- Average hardship assistance per veteran - \$1,248

Service Officer Department; 9 FTE:

- Original VA claims processed – 1,383
- Claims follow-up – 5,580
- VA Home Loan and education claims – 261
- Phone calls taken and made – 17,856
- State Bonus claims for Iraq and Afghanistan veterans - \$497,206

Memorial Affairs Department; 2 FTE:

- Indigent burials – 122
- Documents located – 1,298
- Presidential Memorial Certificates – 1,060
- Phone calls – 11,638
- Indigent burial benefits paid - \$116,087

Federal VA dollars spent in Cuyahoga County in 2012 (most current statistic)

- Total federal VA dollars - \$2,546,649,779
- Compensation and Pension - \$156,326,842
- Education and Vocational - \$30,890,043

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0149

Sponsored by: Council President Connally	A Resolution confirming the County Executive's appointment of Jeannet Wright, upon her taking the oath of office, as Treasurer of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, each of the offices provided for in Article V shall be appointed by the County Executive, subject to the confirmation by Council; and

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

WHEREAS, the County Executive has nominated Jeannet Wright for the appointment to the position of County Treasurer; and

WHEREAS, Jeannet Wright is currently serving as Interim County Treasurer per R2014-0100; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2014.

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Jeannet Wright to serve as County Treasurer, upon her taking the oath of office.

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

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

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

Yeas:

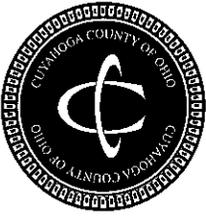
Nays:

County Council President Date

Clerk of Council Date

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

Journal _____
_____, 20__



EDWARD FITZGERALD
Cuyahoga County Executive

June 3, 2014

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

Re: Cuyahoga County Treasurer

Dear President Connally:

Pursuant to Article V, Section 5.07 of the Cuyahoga County Charter, I am pleased to nominate **Jeannet Wright** to serve as the Cuyahoga County Treasurer. A copy of her resume is attached hereto which details her relevant work history and background. As you can read, Ms. Wright meets the requirements outlined in our Charter and has performed well as Acting Cuyahoga County Treasurer.

Ms. Wright has served Cuyahoga County in numerous capacities in her years of service. She currently serves as a representative on the County Land Bank, the Cuyahoga County Community Improvement Corporation, and the Investment Advisory Committee (Chair). In addition to those roles, she is also an active member of the County Treasurers Association of Ohio. Ms. Wright has served ably as the Acting Treasurer and I am proud to submit her name to continue as Cuyahoga County's Treasurer.

I ask that this nomination be addressed as soon as Council's schedule allows. 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

JEANNET WRIGHT

ACTING CUYAHOGA COUNTY TREASURER with 20+ years of experience and knowledge in fiscal management, banking operations, supervision, and customer service excellence including 15 years of management of large public sector organizations and large fiscal government organizations

SUMMARY OF QUALIFICATIONS

- * Knowledge of programs, operations, laws, rules, government structure and processes of County Treasury and Fiscal Office
- * Development and monitoring of financial processes
- * Preparation and analysis of departmental budgets, financial projections and monthly reports
- * Supervisory responsibility for accounting, clerical and support staff
- * Serve as liaison to various County Agencies, vendors and managers
- * Proficient in Microsoft Excel, Microsoft Word and Microsoft Power Point

PROFESSIONAL EXPERIENCE

CUYAHOGA COUNTY TREASURER (INTERIM)

September 2013 - Present

Position was promotion from Business Administrator 4 which began August 2013

- * Oversees the collection of semi-annual real estate tax collections
- * Responsible for the management Cuyahoga County's investment portfolio
- * Ensures the establishment of delinquent taxpayer payment plans
- * Responsible for the collection of delinquent taxes, including the selling of delinquent property tax liens
- * Supervises personnel including providing work direction, performance evaluation; interviewing and selecting new employees and recommending promotions
- * Serves as a Board Member for various Cuyahoga County Committees
- * Provides assistance to people with obtaining unclaimed funds held by the State of Ohio and Cuyahoga County
- * Serves as alternate to County Fiscal Officer at the Contracts and Purchasing Board and Board of Control Meetings
- * Participates in RFP evaluations

FISCAL OFFICER

June 2010 - August 2013

CUYAHOGA COUNTY DIVISION OF CHILDREN AND FAMILY SERVICES

Position was transferred from Tapestry System of Care to the Procurement Unit

- * Supervised assigned personnel
- * Audited and approved vendor invoices, process vendor payments
- * Signed Purchase and Departmental Orders
- * Monitored and tracked employee training
- * Reconciled revenue and expenditures, ensured alignment with County Auditor's system
- * Identified problems and implemented methods to solve them
- * Controlled purchasing activities within allotted guidelines
- * Created departmental reports utilizing Microsoft Office Products
- * Attended meetings on behalf of Agency
- * Developed policy

- * Responsible for the travel unit within the agency
- * Monitored and tracked payroll expenditures
- * Assisted with the development of annual contract

BUDGET MANGEMENT ANALYST

February 2009 - June 2010

CUYAHOGA COUNTY OFFICE OF BUDGET AND MANAGEMENT

- * Developed, prepared and monitored budget of assigned departments
- * Prepared and/or processed various fiscal actions for assigned departments
- * Analyzed fiscal activities of assigned departments and made forecasts concerning expenditure patterns
- * Prepared budget forecasts and recommended County fiscal policy and procedures
- * Prepared and processed vendor contracts and payments
- * Processed year-end transactions, including pre-encumbrances
- * Assisted in the development of the Budget Plan Book and Budget Summary

BUSINESS ADMINISTRATOR

June 2006 - February 2009

CUYAHOGA COUNTY DEPARTMENT OF JUSTICE AFFAIRS

Position was upgraded from Budget Officer 2 in November 2007

- * Developed budget, prepared and requested budget to properly reflect programmatic and staffing changes
- * Ensured compliance in handling grant funds
- * Supervised lower level staff
- * Analyzed budget expenditures, provided recommendations to project managers
- * Reconciled account expenditures and revenues collected to project budget variances/discrepancies
- * Monitored reimbursement of State and Federal monies
- * Prepared and submitted financial reports as required by funding sources
- * Created and request adjustments and transfers for expenses, appropriations and revenues through OBM
- * Served as liaison for State and Local Drug Board concerning fiscal activities and reporting
- * Implemented required changes to maintain compliance standards of the TASC funding sources
- * Coordinated MACSIS billing activities for TASC and Treatment Services Divisions
- * Processed, reviewed and submitted daily billing for payment through the MACSIS System
- * Processed corrections to obtain Medicaid reimbursements

FISCAL OFFICER I

October 2002 - June 2006

CUYAHOGA COUNTY DEPARTMENT OF EMPLOYMENT & FAMILY SERVICES

Position was upgraded November 2003 from Account Clerk Supervisor

- * Reconciled clients' restitution accounts for accurate posting of payments
- * Maintained logs and records of department activities
- * Prepared monthly reports for review by Department Administrator
- * Created tracking system for PRC vouchers and debit/gift cards issued to the victims of hurricane Katrina
- * Directly supervised two units within the Administrative Operations Department
- * Discussed invoices and payments on account with vendors
- * Audited PRC relief orders/utilities
- * Evaluated employee performance
- * Supervised Account Clerks involved in Fiscal activities
- * Researched and resolved discrepancies
- * Represented department at various meetings, contract talks and conferences

ADDITIONAL EMPLOYMENT

Interim Account Clerk Supervisor Cuyahoga County E & FS June 2002 - October 2002

Office Manager, Cuyahoga County Dept. of Employment & Family Services, November 1999 - June 2002

Tax Department Supervisor, Mellon Mortgage Company, Cleveland, OH, April 1999 - August 1999

EDUCATION AND TRAINING

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR: FINANCE

THE OHIO STATE UNIVERSITY Columbus, Ohio

- * Discipline Training for Supervisors
- * Dealing with Difficult People for Managers
- * Budget Preparation 8-Hour Seminar
- * Maintaining Team Spirit
- * Continual attendance in Supervisory Trainings and the Center for Professional Investment Management Training
- * BuySpeed Purchasing Software System
- * Cultural Awareness and Sensitivity for Managers
- * Principles of Management and Supervision
- * MACSIS Training

BOARDS AND MEMBERSHIPS

- * Investment Advisory Committee - Chairperson
- * Cuyahoga County Land Reutilization
- * Cuyahoga County Community Improvement Corporation Board
- * County Treasurers Association of Ohio

TECHNICAL SKILLS

SOFTWARE: Excel, Microsoft Word, Microsoft Works, PowerPoint

DATABASE: Access

OTHER: McCracken and Strategy systems, CRIS-E, FAMIS, BRASS, ORACLE based systems (MVP, Justice Matters)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0150

Sponsored by: Council President Connally	A Resolution confirming the County Executive's appointment of Jennifer L. Scofield, upon her taking the oath of office, as Director of Regional Collaboration of Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council established the Department of Regional Collaboration of Cuyahoga County in Ordinance No. O2011-0009; and

WHEREAS, Ordinance No. O2011-0009 provides that the specific goals, duties and activities of the Department of Regional Collaboration shall be further determined by the County Executive who shall employ and supervise a Director and such number of deputies, assistants and employees as shall be reasonably necessary to assist the County Executive in carrying out the duties of the Department of Regional Collaboration; and

WHEREAS, the County Executive has nominated Jennifer L. Scofield to the position of Director of Regional Collaboration of Cuyahoga County; and

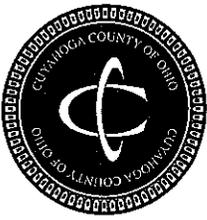
WHEREAS, he Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on _____, 2014; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Jennifer L. Scofield to the position of Director of Regional Collaboration of Cuyahoga County; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Jennifer L. Scofield to serve as Director of Regional Collaboration upon her taking the oath of office.



EDWARD FITZGERALD
Cuyahoga County Executive

June 3, 2014

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

Re: Cuyahoga County [REDACTED] Director of Regional Collaboration

Dear President Connally:

When Cuyahoga County transitioned to a Charter form of government, it became clear that efficiencies in operations needed to occur. Additionally, a spirit of cooperation and collaboration was encouraged between the communities in the area. To foster these goals, Ordinance 02011-0009 was adopted in April of 2011. This legislation created the Department of Regional Collaboration which serves as the primary entity to encourage cooperative efforts among the communities in Cuyahoga County and within the Northeast Ohio region.

Pursuant to applicable provisions, I am proud to nominate **Jennifer L. Scofield** to serve as the Director of the Department of Regional Collaboration. A copy of her resume is attached hereto which details her relevant work history and background. As you can read, Ms. Scofield has outstanding credentials for leading this department. She has led numerous regional initiatives including the Cuyahoga County Health Alliance and the LakeStat project. Additionally, she currently serves on the Natural Resources Advisory Council. She will be an excellent ambassador for Cuyahoga County in its dealings with other governmental agencies.

I ask that this nomination be addressed as soon as Council's schedule allows. 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

Jennifer L. Scofield, MA, CHES

PROFILE

Energetic professional with excellent program development, implementation and evaluation skills. Process-oriented manager and team leader with experience in executing multi-faceted programs, proven experience motivating and managing teams, and translating conceptual models into effective strategies.

SKILL SUMMARY

- Action Planning, Implementation and Evaluation
- Program Direction
- Creative Thinking and Goal Setting
- Benchmarking and Comparative Analysis
- Budget Planning and Management
- Resource Development
- Creating Strategic Partnerships
- Teaching and Training
- Process Improvement
- Team Building and Small Group Facilitation
- Community Outreach
- Meeting Planning
- Entrepreneurship

PROFESSIONAL EXPERIENCE

Leadership

- Developed and launched LakeStat.
- Appointed and served on the Natural Resources Advisory Council.
- Appointed and served on the Legislative Committee on Public Health Futures.
- Developed and launched the Cuyahoga County Health Alliance.
- Developed, implemented and evaluated CountyStat performance measurement strategy for Cuyahoga County government.
- Served on the Transition Team for Cuyahoga County Executive-elect Ed FitzGerald.
- Formed a for-profit health consulting company that specializes in community health policy and program development and evaluation; member of the Council of Smaller Enterprises (COSE).
- Directed a small non-profit literacy organization with responsibilities for staff supervision, program and resource development, budget planning, board engagement, communications and action planning to include creation of new mission and vision statements.
- Served on the Network of Community Advisors for the Prevention Research Center at Case Western Reserve University.
- Developed a new health promotion program office and assembled a high-quality team to implement a five-year plan.
- Appointed by Governor Strickland to participate on the Ohio Food Policy Advisory Council.
- Instructed graduate and undergraduate students in Community Health and Health Education.
- Selected participant of the State Health Policy Institute, State Health Promotion and Policy Expert and Trainer, Society of Public Health Education.
- Led a multi-disciplinary, multi-jurisdictional team in *Sustainability Planning* process for chronic disease prevention.
- Served on Advisory Committee for the Active Living by Design project in Cleveland.

- Participated as member of a Youth Highway Safety Assessment Team for the State of Oregon.

Program Management and Direction

- Coordinated work of the LakeStat Dashboard Committee.
- Coordinated the Summer Public Policy Fellowship Program.
- Coordinated the Loaned Executive Program.
- Coordinated the CountyStat planning team of analysts, IT specialists and policy advisors.
- Developed and managed \$7 million, multi-year chronic disease prevention and disease management program funded by the Centers for Disease Control and Prevention.
- Directed \$2.7 million statewide highway safety program; included state and federal grant funds; supervised office staff of 10 and field staff of 30.
- Managed professional teams of degreed professionals to include recruiting, hiring, training and supervising.
- Developed a comprehensive program and resource development plan to support literacy.

Community Outreach and Partnership-building

- Reached out to the Fund for Our Economic Future, University of Akron and Innovation Alliance to build framework for Center for Excellence in Local Government.
- Engaged 100 participants in the LakeStat launch event.
- Recruited 22 Mayors/communities and 29 institutional partners in the County Health Alliance.
- Coached a chronic disease prevention coalition for the YMCA Pioneering Healthy Communities and Racial and Ethnic Approaches to Health (REACH) program.
- Engaged community organizations to participate in the *Faces of Influenza campaign*, a program of the national office for the American Lung Association.
- Created strategic partnerships such as the Community Consortium and Healthy Cleveland Business Council; convened the Cleveland-Cuyahoga County Food Policy Coalition; convened support for the Gardening for Greenbacks Market Gardener Small Business Loan Program; designed the "We Run This City" Rite Aid Cleveland youth marathon program.
- Supervised a comprehensive communications plan to support chronic disease prevention that included radio, TV, web-based, electronic and print media.
- Created a Youth & Community Development Advisory Board to address at-risk and adjudicated urban youth issues.
- Enhanced alcohol and drugged driving prevention and highway safety programs through a network of college and university faculty and students.

EMPLOYMENT HISTORY

CountyStat Coordinator, Office of County Executive Ed FitzGerald; January 2011 –

Transition Team for County Executive-elect Ed Fitzgerald – December 2010

Health Impact Consulting, Inc. – Cleveland, OH; President; 2008 – present

Cleveland State University, Department of Health, Physical Education, Recreation & Dance – Cleveland, OH; Instructor, 2008 - present

Cleveland Reads – Cleveland, OH; Interim Executive Director; 2009

Cleveland Department of Public Health – Cleveland, OH; Deputy Health Commissioner, 2007-2008;
Health Promotion Director, 2003-2007

Health Museum of Cleveland – Cleveland, OH; Director of Development, 2002-2003

Akron Area YMCA – Akron, OH; Director of Youth & Community Development, 1999-2002

National Highway Traffic Safety Administration; Baltimore, MD and Washington, DC; Program Manager,
1998-1999

Maryland State Highway Administration – Hanover, MD; Chief, Safety Programs Section, 1994-1998;
Youth & Alcohol Program Coordinator, 1992-1994

American College Health Association – Rockville, MD; Administrative/Program Assistant, 1987-1991

The Orthopaedic Center – Rockville, MD; Administrative Assistant, 1986-1987

EDUCATION

University of Maryland at College Park – College Park, Maryland

- Masters of Arts in Health Education, 1997
- Bachelors of Science in Community Health/Health Education (Magna Cum Laude), 1991

Certified Health Education Specialist (CHES) No. 14547; National Commission for Health Education
Credentialing, Inc., 2007-

RECENT PRESENTATIONS and PUBLICATIONS

Government Finance Officers Association (2012-2013); PPMRN (2011, 2013), APHA (2013)

Miller, EK and Scofield, JL (2009). *Active Living by Design: Best Practices from the Field*. American
Journal of Preventive Medicine, Vol. 37, Number 652, pp. 377-385.

VOLUNTEERISM and OTHER ACTIVITIES

Member, Association of Fundraising Professionals, 2010 -

Volunteer Community Garden Leader, 2009-

Board of Directors, Cleveland Reads, 2007-2009

Board of Directors, America SCORES Cleveland, 2006-2007

Member, Ohio Department of Health Agency Review Team, Division of Prevention Committee; Governor
Strickland's Transition Team, December 2006

Elected Trustee, Ohio City Near West Development Corporation, 2005-2006

Society of Public Health Education, 2003-2013; Ohio Health Educator of the Year, 2005

City Club of Cleveland, 2002-2005; New Leaders Marketing Chair, 2003-2004

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0123

Sponsored by: Councilmembers Connally and Conwell Co-sponsored by: Councilmember Germana	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.
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WHEREAS, Ohio Revised Code Chapter 345 provides that a county may establish a memorial to commemorate the services of all members and veterans of the armed forces, and authorizes the taxing authority of the county to appoint a board of trustees for such a memorial; and,

WHEREAS, Article III, Section 3.01 of the County Charter establishes that the County Council is the "taxing authority;" and,

WHEREAS, Council has determined that Donald N. Jaffe is qualified to serve on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees and that his service would be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument; and

WHEREAS, Berj A. Shakarian and Jerry L. Young have served admirably as a Trustee for the Cuyahoga County Soldiers' and Sailors' Monument Commission since 2011; and

WHEREAS, Berj A. Shakarian and Jerry L. Young's most initial terms of service on the Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees ended on April 15, 2014; and

WHEREAS, Council has determined that Berj A. Shakarian and Jerry L. Young's continued service on the Board of Trustees would be beneficial to the on-going success and development of the Cuyahoga County Soldiers' and Sailors' Monument; and

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

Additional Sponsorship Requested: June 3, 2014

Committee Report/Second Reading: June 10, 2014

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0138

Sponsored by: Councilmembers Connally and Conwell	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.
Co-sponsored by: Councilmembers Hairston and Germana	

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:

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0023

<p>Sponsored by: Councilmember Gallagher</p> <p>Co-sponsored by: Councilmembers Greenspan and Miller</p>	<p>An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.05 to establish a policy for a more consistent approach to compensation including any pay rate adjustments, cost of living adjustments, and/or merit pay awards to all or a significant part of its non-bargaining employees as part of the biennial budget process or throughout the year.</p>
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WHEREAS, Article II, Section 2.03(9) requires the County Executive to submit to the County Council prior to the beginning of each biennium, a proposed operating budget for the upcoming biennium; and

WHEREAS, Article II, Section 2.03(9)(B) requires the County Executive to submit as part of the biennium budget a statement of proposed expenditures, shown by department, office, agency, authority, board and commission, and by activity, character and object; and

WHEREAS, Article III, Section 3.09 (5) empowers the County Council to adopt and amend the biennial operating budget and to make appropriations for the County; and

WHEREAS, on a biennial basis all departments, offices, agencies, authorities, and boards and commissions come before the County Council to present their upcoming biennial budget and have the opportunity to request any additional appropriation for any unbudgeted expenditures; and

WHEREAS, the County Council desires to receive notification prior to the expenditure of funds for any unbudgeted items to ensure County funds are not used for any unintended purpose.

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 adding Section 701.05 to establish a policy for a more consistent approach to compensation including any pay rate adjustments, cost of

Additional Sponsorship Requested: November 19, 2013

Committee Report/Second Reading: June 10, 2014

Journal _____
_____, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0013

Sponsored by: Councilmember Greenspan	An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year.
Co-sponsored by: Councilmember Miller	

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 a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year.

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 adding Section 701.04 to establish a policy for any requests for new programs or services that require an additional appropriation as part of the biennial budget process or throughout the year to read as follows:

Clerk of Council

Date

First Reading/Referred to Committee: April 22, 2014

Committee(s) Assigned: Finance & Budgeting

Additional Sponsorship Requested on the Floor: April 22, 2014

Committee Report/Second Reading: June 10, 2014

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0010

Sponsored by: Councilmembers Connally and Simon	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.
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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 CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0012

Sponsored by: Councilmember Miller	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.
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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** ~~OBM~~ **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: Council President Connally/Department of Law	An Ordinance enacting the Cuyahoga County Electronic Modernization Act by authorizing the electronic delivery and execution of legislation, contracts, and other instruments and documents.
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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 CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0151

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

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

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

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

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A1.	21A513 – CCA 407 Felony Program CO754630 – CCA 407 Non-support Specialist FY15 Personal Services \$ 52,566.00 Other Expenses \$ 50,750.00	BA1400223
A2.	21A512 - CCA 408 Jail/Misdemeanant CO754564 - Domestic Violence FY15 Other Expenses \$ 216,060.00	BA1400224
A3.	21A512 - CCA 408 Jail/Misdemeanant CO754572 - Jail Intensive Supervision Program 15 Personal Services \$ 247,996.00 Other Expenses \$ 213,746.00	BA1400225
A4.	21A512 - CCA 408 Jail/Misdemeanant CO754556 - Pre-sentencing Investigation Writer FY15 Personal Services \$ 495,000.00	BA1400226
A5.	21A512 - CCA 408 Jail/Misdemeanant CO754614 - Pretrial Release Program FY15 Personal Services \$ 639,782.00	BA1400227
A6.	21A513 – CCA 407 Felony Program CO754622 - Community Correction Act II FY15 Personal Services \$ 2,600,799.00 Other Expenses \$ 947,294.00	BA1400228
A7.	21A512 - CCA 408 Jail/Misdemeanant CO754598 - Jail Case Management FY15 Personal Services \$ 122,966.00 Other Expenses \$ 90,549.00	BA1400229

Funding Source: The funds come from the Ohio Department of Rehabilitation and Corrections, Bureau of Community Sanctions to the Cuyahoga County Corrections Planning Board for the period of July 1, 2014 through June 30, 2015.

B.	20A377 – Probation Services Fees CO507228 – Probation Supervision Fees Capital Outlay \$ 250,000.00	BA1400251
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Funding Source: Funding comes from monthly probation fees paid by offenders. There are sufficient funds for this request.

C.	20A058 – Special Project II CO456111 – Special Project II Capital Outlay \$ 488,082.87	BA1400261
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Funding Source: Funding comes from fees collected for filing criminal and civil cases pursuant to O.R.C. 2303.201(E)(1). There are sufficient funds for this request.

D.	20A312 – Coroner’s Lab		BA1400263
	CR180034 – Medical Examiner – Lab		
	Other Operating	\$	35,000.00
	Capital Outlay	\$	10,000.00

Funding Source: The fund receives fees for services, such as out of county autopsies, LifeBanc, convicted offender database consulting, and fee-for-service testing for law enforcement, and has no General Fund impact. There are sufficient funds for this request.

E.	21A173 – Adult Drug Court Project		BA1400219
	CO754549 - Adult Drug Court Prj FY14		
	Personal Services	\$	159,612.00
	Other Expenses	\$	75,000.00

Funding Source: Funding is a grant from ADAMHS Board of Cuyahoga County with the Cuyahoga County Common Pleas Court Planning Board. The grant period is January 1, 2014 through December 31, 2014.

F.	20D448 – Casino Tax Revenue Fund		BA1400260
	DV520791 – Casino Tax Revenue Fund		
	Other Expenses	\$	3,684,650.00

Funding Source: Funding is from revenues received from casino revenues. Sufficient cash exists in the fund for the appropriation request.

G.	21A701 – SHSP NBI-FY11 Law Enforcement (LE)		BA1400270
	SH754507 – Northern Border Initiative LE-SHSP FY11		
	Personal Services	\$	10,737.70
	Other Expenses	\$	19,262.30

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

H.	21A700 – SHSP NBI-FY10 Law Enforcement (LE)		BA1400283
	SH754531 – Northern Border Initiative LE-SHSP FY10		
	Personal Services	\$	20,067.13
	Other Expenses	\$	114,932.87

Funding Source: Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2010 through April 30, 2013.

I.	21A702 – Operation Stonegarden (OPSG)		BA1400271
	SH754515 – Operation Stonegarden (OPSG) FY11		
	Personal Services	\$	24,753.33
	Other Expenses	\$	69,246.67

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

J.	21A702 – Operation Stonegarden (OPSG)	BA1400272
	SH754523 – Operation Stonegarden (OPSG) FY12	
	Personal Services	\$ 28,308.33
	Other Expenses	\$ 70,191.67

Funding Source: Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 31, 2014. .

K.	22A938 – 2008 EPA	BA1400275
	DV708784 – 2008 EPA Hazardous Substance Grant	
	Other Expenses	\$ (347.54)
	Capital Outlays	\$ (0.01)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period August 1, 2008 through July 31, 2009.

L.	22A900 – EPA Brownfields Fund	BA1400276
	DV708990 – EPA-Hazardous Substance Grant	
	Other Expenses	\$ (23.04)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2003 through December 31, 2008.

M.	22A979 – Clean Ohio Program	BA1400277
	DV712836 – COAF-Ben Venue Lab Inc. Expansion	
	Other Expenses	\$ (311,358.23)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

N.	22A979 – Clean Ohio Program	BA1400278
	DV712844 – COAF-Tri-C Expansion	
	Other Expenses	\$ (101,231.35)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

O.	22A979 – Clean Ohio Program	BA1400280
	DV712851 – COAF-American Industrial Buildings	
	Other Expenses	\$ (580,620.29)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

P. 22A979 – Clean Ohio Program **BA1400281**
 DV712893 – COAF-Great Lakes Towing Project
 Other Expenses \$ (776,528.73)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2009 through September 30, 2010

Q. 22A979 – Clean Ohio Program **BA1400282**
 DV713511 – COAF-Emerald Alliance VII
 Other Expenses \$ (126,142.09)

Funding Source: Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2012 through September 30, 2013.

R. 40A069 – Capital Projects Future Debt Issuance **BA1400264**
 IT704239 – Wireless Expansion/Upgrade
 Capital Outlays \$ 100,000.00

Funding Source: Funding for the wireless expansion and upgrade will come from future debt issuance. Temporary use of reserves.

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:	24A601 – Senior and Adult Services	BA1400267
	SA138610 –Care Management Support	
	Other Expenses \$	1,444.00
TO:	24A601 – Senior and Adult Services	
	SA138503 –Information and Outreach	
	Other Expenses \$	1,444.00

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.

B. FROM:	01A001 – General Fund	BA1400268
	JC372060 – Juvenile Court - Legal	
	Other Expenses \$	2,100.00
TO:	01A001 – General Fund	
	JC372060 – Juvenile Court - Legal	
	Capital Outlay \$	2,100.00

Funding Source: Funding comes from General Fund.

Clerk of Council

Date

Journal CC014
June 10, 2014



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



June 4, 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 June 10, 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.

Temporary/Permanent Use of Reserves	Amount
Capital Projects/Wireless Expansion/Upgrade – Additional appropriation to cover the wireless expansion and upgrade. Funding is from a future debt issuance. Temporary use of reserves.	\$100,000.00
TOTAL	\$100,000.00

General Fund/Health & Human Services	Amount
NONE SUBMITTED	
TOTAL	0

Other Operating Funds	Amount
Common Pleas Court – Additional appropriation to replace aged furniture for Probation Services. Funding is from monthly probation fees collected from offenders.	\$250,000.00
Common Pleas Court – Additional appropriation to upgrade cameras, intercoms, door access controls and additional power and communications to support security guards. Funding is from fees collected on criminal and civil filings	488,082.87
Medical Examiner – Additional appropriation to cover lab testing expenses. Funding is from fees for services, such as out of county autopsies, LifeBanc, convicted offenders database consulting and fees for service testing for law enforcement. No General Fund impact.	\$45,000.00
Casino Tax Revenue Fund – Increase in appropriation to cover a loan to Playhouse Square District Development Corporation for streetscape improvements. Funding is from revenues received from casino revenues.	\$3,684,650.00
TOTAL	\$4,467,732.87

Grants/Projects	Amount
Common Pleas Court – To appropriate various Community Corrections Act grants from the Ohio Department of Rehabilitation and Corrections, Bureau of Community Sanctions.	\$5,677,508.00
Common Pleas Court – To establish appropriations for the Treatment Alternatives to Street Crimes Adult Drug Court Project grant from the Alcohol, Drug Addiction, and Mental Health Services Board.	\$234,612.00
Sheriff – To establish appropriations for the State Homeland Security Northern Border Initiative Law Enforcement FY11 (\$30,000.00), the State Homeland Security Northern Border Initiative law Enforcement FY10 (\$135,000.00), the Operation Stonegarden FY11 (\$94,000.00), and the Operation Stonegarden FY12 (\$98,500.00) grants from the U.S. Department of Homeland Security, Federal Emergency Management Agency.	\$357,500.00
Development – Decreasing appropriation in the 2008 EPA Hazardous Substance grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$347.55
Developmental - Decreasing appropriation in the EPA Hazardous Substance grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$23.04
Development - Decreasing appropriation in the Clean Ohio Assistance Fund Ben Venue Lab Inc. Expansion grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$311,358.23
Development - Decreasing appropriation in the Clean Ohio Assistance Fund Tri-C Expansion grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$101,231.35
Development - Decreasing appropriation in the Clean Ohio Assistance Fund American Industrial Buildings grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$580,620.29
Development - Decreasing appropriation in the Clean Ohio Assistance Fund Great Lakes Towing Project grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$776,528.73
Development - Decreasing appropriation in the Clean Ohio Assistance Fund Emerald Alliance VII grant in preparation of grant closure. Funding is from the U.S. Department of Environmental Protection Agency.	-\$126,142.09
TOTAL	\$4,373,368.72

Total Additional Appropriations - All Funds	\$8,941,101.59
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The following represents the overall changes made to the Annual Appropriation Measure for 2014 since its adoption on December 10, 2013 Resolution R2012-0229. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>06/10/14 Agenda</u>	<u>R2013-0229*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ 377,204,012.00	\$ 380,721,645.00
HHS Levy Impact	\$ 0.00	\$ 235,311,170.00	\$ 236,004,537.61
Other Fund Impact	\$ 8,941,101.59	\$ <u>693,095,162.00</u>	\$ <u>897,255,128.36</u>
Total Impact	\$ 8,941,101.59	\$1,305,610,344.00	\$ 1,513,631,310.97

* 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.

General Fund/Health & Human Services	Amount
Senior & Adult Services – Realigning appropriation to cover projected client services for the remainder of the year. Funding is from the Health & Human Services Levy Fund, Public Assistance allocations, and fees for direct services.	\$1,444.00
Juvenile Court – Realigning appropriation to cover the purchase of two laptop computers. Funding is from the General Fund.	\$2,100.00
TOTAL	\$3,544.00

Grants/Projects	Amount
Sheriff – Realigning appropriation within the Cleveland Safe Port account to properly reflect the budget modification approved by the funding source. Funding is from the U.S. Department of Homeland Security, Federal Emergency Management Agency.	\$41,133.00
TOTAL	\$41,133.00

Total Appropriation Transfers - All Funds	\$44,677.00
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Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

General Fund/Health & Human Services *	Amount
NONE SUBMITTED	
TOTAL	0

Other Operating Funds	Amount
NONE SUBMITTED	
TOTAL	0

Total Cash Transfers - All Funds	\$0.00
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Thank you for your consideration regarding this matter.

Sincerely,



W. Christopher Murray, II
 Interim Director, Office of Budget & Management
cmurray@cuyahogacounty.us
 (216) 443-7175
 Fax: (216) 443-8193

A7.	21A512 - CCA 408 Jail/Misdemeanant CO754598 - Jail Case Management FY15	BA1400229
	Personal Services	\$ 122,966.00
	Other Expenses	\$ 90,549.00

The Common Pleas Court receives Community Corrections Act grants on an annual basis. The appropriation requests for these grants are included in documents BA1400223 through BA1400229. The grants are used to divert eligible criminal offenders from the state prison system, County Jail or local municipal jails. Offenders are diverted into local community sanction programs through the Common Pleas Court’s Adult Probation Department. The funds come from the Ohio Department of Rehabilitation and Corrections, Bureau of Community Sanctions to the Cuyahoga County Corrections Planning Board for the period of July 1, 2014 through June 30, 2015.

B.	20A377 – Probation Services Fees CO507228 – Probation Supervision Fees	BA1400251
	Capital Outlay	\$ 250,000.00

The Common Pleas Court requests to appropriation funds to replace aged furniture, primarily chairs, for the probation officers’ offices, probationer waiting rooms, and the break room/kitchenette. Funding comes from monthly probation fees paid by offenders. There are sufficient funds for this request.

C.	20A058 – Special Project II CO456111 – Special Project II	BA1400261
	Capital Outlay	\$ 488,082.87

The Common Pleas Court requests to appropriate funds to upgrade security within the Justice Center Court Tower on floors 15 through 23. Upgrades would include cameras, intercoms, door access controls, and additional power and communications to support the security guards. Funding comes from fees collected for filing criminal and civil cases pursuant to O.R.C. 2303.201(E)(1). There are sufficient funds for this request.

D.	20A312 – Coroner’s Lab CR180034 – Medical Examiner – Lab	BA1400263
	Other Operating	\$ 35,000.00
	Capital Outlay	\$ 10,000.00

The Medical Examiner requests appropriation in the Coroner’s Lab fund to cover outside lab testing expenses and to ensure sufficient funds are available for X-ray purchase that will occur in 2014. The fund receives fees for services, such as out of county autopsies, LifeBanc, convicted offender database consulting, and fee-for-service testing for law enforcement, and has no General Fund impact. There are sufficient funds for this request.

E.	21A173 – Adult Drug Court Project CO754549 - Adult Drug Court Prj FY14	BA1400219
	Personal Services	\$ 159,612.00
	Other Expenses	\$ 75,000.00

This request to establish appropriation for the Treatment Alternatives to Street Crimes grant from an agreement with ADAMHS Board of Cuyahoga County with the Cuyahoga County Common Pleas Court

Planning Board for a non-Medicaid Contract for the Adult Treatment Drug Court FY2014 grant. The grant period is January 1, 2014 through December 31, 2014.

F.	20D448 – Casino Tax Revenue Fund		BA1400260
	DV520791 – Casino Tax Revenue Fund		
	Other Expenses	\$	3,684,650.00

Increase appropriations in Department of Development Casino Tax Revenue Fund to process a loan to Playhouse Square District Development Corporation for streetscape improvements that was approved by the County Council on October 8, 2013, Resolution R2013-0092. Funding is from revenues received from casino revenues. Sufficient cash exists in the fund for the appropriation request.

G.	21A701 – SHSP NBI-FY11 Law Enforcement (LE)		BA1400270
	SH754507 – Northern Border Initiative LE-SHSP FY11		
	Personal Services	\$	10,737.70
	Other Expenses	\$	19,262.30

Establish appropriations for the newly awarded Sheriff Department Northern Border Initiative Law Enforcement-State Homeland Security Program (SHSP) FY2011 grant. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

H.	21A700 – SHSP NBI-FY10 Law Enforcement (LE)		BA1400283
	SH754531 – Northern Border Initiative LE-SHSP FY10		
	Personal Services	\$	20,067.13
	Other Expenses	\$	114,932.87

Establish appropriations for the newly awarded Sheriff Department Northern Border Initiative Law Enforcement-State Homeland Security Program (SHSP) FY2010 grant. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2010 through April 30, 2013.

I.	21A702 – Operation Stonegarden (OPSG)		BA1400271
	SH754515 – Operation Stonegarden (OPSG) FY11		
	Personal Services	\$	24,753.33
	Other Expenses	\$	69,246.67

Establish appropriations for the newly awarded Sheriff Department Operation Stonegarden (OPSG) FY2011 grant. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014. .

J.	21A702 – Operation Stonegarden (OPSG)		BA1400272
	SH754523 – Operation Stonegarden (OPSG) FY12		
	Personal Services	\$	28,308.33
	Other Expenses	\$	70,191.67

Establish appropriations for the newly awarded Sheriff Department Operation Stonegarden (OPSG) FY2012 grant. Funding is from the United States Department of Homeland Security, Federal Emergency

Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 31, 2014. .

K.	22A938 – 2008 EPA		BA1400275
	DV708784 – 2008 EPA Hazardous Substance Grant		
	Other Expenses	\$	(347.54)
	Capital Outlays	\$	(0.01)

Reduce appropriations in the Department of Development 2008 Environmental Protection Agency (EPA) Hazardous Substance grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period August 1, 2008 through July 31, 2009.

L.	22A900 – EPA Brownfields Fund		BA1400276
	DV708990 – EPA-Hazardous Substance Grant		
	Other Expenses	\$	(23.04)

Reduce appropriations in the Department of Development Environmental Protection Agency (EPA) Hazardous Substance grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2003 through December 31, 2008.

M.	22A979 – Clean Ohio Program		BA1400277
	DV712836 – COAF-Ben Venue Lab Inc. Expansion		
	Other Expenses	\$	(311,358.23)

Reduce appropriations in the Department of Development Clean Ohio Assistance Fund (COAF)-Ben Venue Lab Inc. Expansion grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

N.	22A979 – Clean Ohio Program		BA1400278
	DV712844 – COAF-Tri-C Expansion		
	Other Expenses	\$	(101,231.35)

Reduce appropriations in the Department of Development Clean Ohio Assistance Fund (COAF)-Tri-C Expansion grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

O.	22A979 – Clean Ohio Program		BA1400280
	DV712851 – COAF-American Industrial Buildings		
	Other Expenses	\$	(580,620.29)

Reduce appropriations in the Department of Development Clean Ohio Assistance Fund (CORF)-American Industrial Buildings grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

P.	22A979 – Clean Ohio Program		BA1400281
	DV712893 – COAF-Great Lakes Towing Project		
	Other Expenses	\$	(776,528.73)

Reduce appropriations in the Department of Development Clean Ohio Assistance Fund (COAF)-Great Lakes Towing Project grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2009 through September 30, 2010

Q.	22A979 – Clean Ohio Program		BA1400282
	DV713511 – COAF-Emerald Alliance VII		
	Other Expenses	\$	(126,142.09)

Reduce appropriations in the Department of Development Clean Ohio Assistance Fund (COAF)-Emerald Alliance VII grant in preparation for closure. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2012 through September 30, 2013.

R.	40A069 – Capital Projects Future Debt Issuance		BA1400264
	IT704239 – Wireless Expansion/Upgrade		
	Capital Outlays	\$	100,000.00

Appropriation is requested for the wireless expansion and upgrade. Funding for the wireless expansion and upgrade will come from future debt issuance. Temporary use of reserves.

Resolution: Appropriation Transfers:

A.	FROM:	24A601 – Senior and Adult Services SA138610 –Care Management Support Other Expenses	\$	1,444.00	BA1400267
	TO:	24A601 – Senior and Adult Services SA138503 –Information and Outreach Other Expenses	\$	1,444.00	

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

B.	FROM:	01A001 – General Fund JC372060 – Juvenile Court - Legal Other Expenses	\$	2,100.00	BA1400268
	TO:	01A001 – General Fund JC372060 – Juvenile Court - Legal Capital Outlay	\$	2,100.00	

The appropriation transfer would allow the Court to purchase two laptop computers. Funding comes from General Fund.

C.	FROM:	21A065 – Cleveland Safe Port SH456095 –Cleveland Safe Port III Capital Outlays	\$	41,133.00	BA1400284
	TO:	21A065–Cleveland Safe Port SH456095 –Cleveland Safe Port III Other Expenses	\$	41,133.00	

Transfer appropriations within the Sheriff’s Cleveland Safe Port grant to properly reflect the budget modification approved by the funding source. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through August 31, 2014.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0152

<p>Sponsored by: County Executive FitzGerald/Departments of Law and Public Works</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 5 employees in 2 classifications at the Cuyahoga County Airport in the Department of Public Works for the period 12/1/2013 - 11/30/2016; 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>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters in an effort to negotiate a collective bargaining agreement (“CBA”) that includes approximately 5 employees in 2 classifications at the Cuyahoga County Airport in the 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 21, 2014, the members of the bargaining unit met and voted to ratify the proposed 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 12/1/2013 – 11/30/2016; and

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

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 5 employees in 2 classifications at the Cuyahoga County Airport in the Department of Public Works for the period 12/1/2013 – 11/30/2016.

SECTION 2. That the Funds necessary to implement the CBA between Cuyahoga County and Teamsters, Local 436, affiliated with the International Brotherhood of Teamsters shall be budgeted and appropriated.

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

Journal CC014
June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0153

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2015; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2015; and,

WHEREAS, the County Operating Tax Budget for 2015 is \$_____, and the County Library Tax Budget for 2015 is \$61,000,000.00; and,

WHEREAS, after due consideration of the Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2015.

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the provisions of Ohio Revised Code 5705.28(A)(2).

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

SECTION 1. The year 2015 Annual Tax Budget for the County of Cuyahoga, including Cuyahoga County Library Tax Budget, as prepared in accordance with O.R.C. 5705.28, is hereby approved.

SECTION 2. It is necessary that this Resolution become immediately effective for 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2014



5

Item Details:

Agency/Dept. Name:	Office of Budget and Management	Agency/Dept. Head Name:	Chris Murray
Type of Request:	Other		
Request Prepared by:	Millie Antle	Telephone No.	443-7220
SUMMARY OF REQUESTED ACTION:			
<p>The Fiscal Office, Office of Budget & Management is requesting the adoption of the 2015 Tax Budget, O.R.C. stipulates that the Tax Budget must be adopted by July 15th. The purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County. The Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources. The Certificate of Resources is the legal document that establishes the legal limitations with which we must abide when setting appropriations. The main objective of the Tax Budget is to establish the coming year's revenue estimates. The Tax Budget for 2015 is \$XXXXXX. Please note that for Tax Budget Purposes, Other Financing uses are NOT included in the total.</p> <p>The Tax Budget itself is prepared using the Alternative Tax Budget information format which became the approved reporting format in 2002.</p>			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
Explanation for late submittal:			

Contract/Agreement Information:

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

Financial Information:

Funding source:	Explanation:
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Total Amount Requested: \$

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History
Time

Who
Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2014-0154

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution adopting the 2014 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can commence and continue on behalf of the various municipalities within the County's jurisdiction.

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

SECTION 1. The County's 2014 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. 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.

CUYAHOGA COUNTY
ECONOMIC DEVELOPMENT PLAN - YEAR IV

5-22-14

PART 1: Economic Development Plan – Year IV

On July 26, 2011 the County Council approved the first Five Year Plan through Ordinance O2011-0026. As we enter Year IV, the County has moved from the establishment of policies, and the building of critical capacity to the full implementation of its portfolio of economic development tools, called the Western Reserve Program (defined below). In this way, the Department of Development leverages investment dollars and helps create jobs. Much has been accomplished through the first three years and the momentum will continue in Year IV.

Economic Development Priorities

With the Cleveland Downtown District as its nexus, Cuyahoga County is the hub of the Northeast Ohio regional economy and has been positioned to grow and lead our region in the next iteration of the global economy. The County is part of a vibrant, economically competitive region with a rich asset base upon which to build.

Mission: Improve the County’s global competitiveness through strategic investments that foster economic growth and create vibrant, healthy and welcoming places for businesses and residents to prosper.

Spurring economic growth and revitalizing our regional economy has required an innovative and transformative investment strategy and this has been provided through the first three years of the Plan. Fostering economic growth has needed an approach that combines two fundamental economic development priorities:

- Business Development – thriving, competitive, growing businesses
- Place-based Development – vibrant, dynamic, quality places

Business development and place-based development investments are designed to:

1. Create high-quality, well-connected places that provide our residents with great communities to live, work, play and learn.
2. Prepare our residents for the jobs and careers of today and tomorrow.
3. Accelerate business growth by connecting existing and new companies to regional resources that will help them invent, commercialize, make and sell new products to growing global markets.

Vision: Cuyahoga County is a vibrant, economically competitive region, creating jobs, wealth, opportunity, and prosperity for businesses and residents.

Strategic Theme

Cuyahoga County is well positioned to become a dynamic economic hub of opportunity for businesses to prosper and for residents to have meaningful, gainful employment, and to live healthy lives. Through innovation, education, strategic investments, and collaboration, the County can improve its global economic competitiveness.

Innovation

- Ensure that the overall plan and specific investments support a culture of innovation in products, processes, and services that are transformational and at a scale sufficient to grow the economic base of the County.
- Encourage universities, businesses, non-profit organizations and governments to work closely together to commercialize market-ready research.
- Foster innovative use of public, private and philanthropic sector dollars to achieve the vision and evaluation of results.
- Promote green and sustainable technologies and solutions to address market and environmental failures and create new economic development opportunities.

Education

- Instill a culture of and commitment to continuous learning, recognizing that learning begins at the earliest stages of childhood through primary, secondary and post-secondary education, and throughout one's life.
- Ensure education and training opportunities which prepare individuals to compete for meaningful jobs with sustainable wages are made available for all able citizens.
- Encourage educators, trainers, businesses and public sector agencies to work together closely to identify and train the workforce needed by tomorrow's growth sectors, to retain today's workers, and attract the next generation of workers.

Collaboration

- Design and articulate a shared vision for the County, construct a strategic framework, establish systems and structures to support it, and then collaborate with the County's communities and within the region to achieve the vision.
- Create a state and federal advocacy strategy that articulates our mutually supportive regional top priorities and recognizes the distinct role of each governmental entity, non-profit organization, and business leader in carrying out that vision.
- Encourage, public, private and civic organizations and individuals to partner and collaborate in the creation and implementation of the Plan.

Investment

- Make investments within a strategic, asset-based framework following a philosophy of capitalizing strategies, not just funding individual projects.
- Provide additional resources for investment by eliminating costs, leveraging current revenues and introducing new revenue sources.
- Invest resources stating specific goals for returns on investments over time, recognizing short-term milestones achieved and exercising patience with respect to long-term goals.
- Leverage additional county, municipal, state, federal, private, civic and philanthropic funds to make available enough resources to significantly move the needle on the County's economy as measured by relevant indicators over the next five to ten years.
- Invest in high performance county economic development management capacity.
- Expand access to investment opportunities for historically economic isolated populations. Increase economic access and opportunities for all residents; strive to be a welcoming place to minority and economically isolated populations as well as new transplants and immigrants.

Economic Development Plan Implementation

Implementation of the Plan has been geared to achieve the following objectives:

- Align County Economic Development Efforts (The Western Reserve Program defined below) – All of our efforts reflect the transformation needed to fulfill Article 7, Section 1 of the Cuyahoga County Charter that "the County shall have as a primary responsibility the promotion and enhancement of the economic well-being and prosperity of the County and all of its residents." This requires a large increase in overall effort and commitment of resources and an alignment of all of the County's activities with this primary responsibility for economic well-being.
- Focus Investments – The County has reorganized its investment activities so that they follow from a strategic, asset-based framework built around the overall mission and vision, rather than just funding individual projects.
- Continue to refine the County's Role – There are hundreds of organizations--public, private, and non-profit--in Cuyahoga County that have economic development as part of their mission. The County has been refining what roles it can best play to ensure that investment, innovation, education, and collaboration are implemented according to a shared vision and direction.
- Eliminate Barriers – The County's economic development plan includes efforts to eliminate or reduce barriers to success, such as duplicative or poorly coordinated regulatory requirements, and inefficient governmental operations.

Achieving the Vision and fulfilling the Mission through The Cuyahoga County Western Reserve Program

Fostering a robust, globally-competitive economy with opportunities and access available to all citizens requires an integrated approach that combines business development and place-based development seamlessly. That is, we must support economic development opportunities within place-based geographic environments that are attractive to residents, skilled workers, entrepreneurs, businesses, professionals, immigrants and investment capital. The following investment strategy addresses the priorities of the plan by determining the optimum investment role for the County and defining actions that will support economic growth.

PART 2: Investment Strategy

Economic development is the process of enhancing and maximizing the inputs of production (land, labor, innovation, and capital) to improve the economic competitiveness of the region and create economic opportunities for businesses and individuals. Implementing an integrated investment strategy that emphasizes business development and place-based development establishes a vibrant, economically competitive region, creating jobs, opportunity and prosperity for all businesses and residents.

1. Economic Development Approach

Cuyahoga County's approach to economic growth has shifted from project driven investments towards a calculated and strategic investment approach. In 2011, the County underwent a yearlong effort to develop a plan to strategically invest in economic development on a meaningful scale. The County engaged with the public, economic development professionals, industry leaders, and community stakeholders to define development priorities and strategies that will deliver job creation and prosperity for Greater Cleveland. This effort was recommended by the initial Five Year Economic Development Plan. The Five Year Plan called for the creation of an economic development fund to drive outcomes, foster collaboration and partnerships, and leverage expertise and invest dollars. The economic development fund was and is envisioned as the mechanism to implement the strategies most essential to fulfilling the mission of economic well-being.

In January 2012, Cuyahoga County Council and the Executive approved the creation of the Cuyahoga County Western Reserve Fund and adopted a detailed investment business plan. The Fund Business Plan laid out types of programs that would drive economic growth and job creation and enable the County to fulfill the mission and vision of the Five Year Economic Development Plan.

Western Reserve Program Defined

The primary economic development tool is the Cuyahoga County Western Reserve Fund.

However, the Plan recognizes the Department of Development has many additional economic development tools at its disposal. These include CDBG, HUD 108, EPA, bonding capacity, casino tax revenue as well as several others. Collectively, with the Western Reserve Fund, these tools can be called “The Western Reserve Program”. The Department of Development will endeavor to use the most efficient and effective tool or tools within The Program to realize the objectives of the five year Economic Development Plan.

The economic development investment strategy identifies three vital components of growth:

Innovation & Entrepreneurship

Innovation is the life blood of any healthy economy. The ability to create better or more effective products, processes, services, technologies, or ideas that are accepted by markets, governments, and society is a direct indicator of an economy’s ability to add value and grow. It is vital for the County to facilitate and accelerate innovation development in order to create an environment conducive for economic growth. Channeling capital to promising companies with a pipeline of inventive products and services, the County adds critical funding to the creative mixture of concepts, employees and management.

Supporting entrepreneurship not only helps drive economic growth, but it is also an effective way to generate economic opportunity for low-income individuals or groups that have traditionally been economically isolated. Entrepreneurial development creates opportunities to achieve economic self-sufficiency, create wealth, and transform underserved neighborhoods.

The County has four key aspects of innovation development that were designed to cultivate innovation and nourish early stage companies along the capital formation continuum and product life-cycle.

1. **Micro Enterprise:** finances business too small or unestablished for traditional lenders
2. **Pre-Seed Fund:** early stage funding to accelerate growth and attract investors
3. **Next Stage Fund:** invests in companies primed for full commercial launch
4. **Innovation Match:** provides local match required by federal and state innovation grants

Through its partnerships with ECDI, JumpStart, MAGNET and NDC the County has invested in entrepreneurs and innovators, small and smaller.

Business Growth, Commercialization and Attraction

Business growth, commercialization, and attraction are a critical source of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals,

and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

The County has identified four business development strategies in this area to reinvigorate our economic competitiveness, encourage private investment and business growth, and create high value jobs. These four strategies address the fundamental gaps that often stifle growth and hinder investment.

1. **Small Business Growth:** increase access to traditional lending markets
2. **Incumbent Worker Training:** reimburse expenses for retraining workers
3. **Accelerated Growth:** capital for expansion, acquisition for new markets and diversification
4. **Large Scale Attraction:** gap financing and incentives for large scale growth and attraction

Over the past three years the County has invested in all four of these priority areas. Through its partnership with Employment Connection has invested in worker training and the upward mobility of county citizens. As of this writing, the Department of Development is in the final stages of an innovated small business lending program in partnership with the Small Business Administration.

Commercial Property Reutilization, Expansion and Acquisition

Firms that are growing need to modernize and expand. Having development sites ready to meet the expansion and relocation plans of companies is essential. When companies are growing and require more space, they seek properties that can be available in a timely manner. Sites that are complicated by potential environmental issues or by functionally obsolete space or by vacant buildings that require demolition, possess significant cost disadvantage.

Our legacy industries have left vacant buildings and contaminated land in the core city and many inner-ring suburbs. The challenge facing older commercial and industrial land is often reinforcing and contributes to continued disinvestment. Growing businesses lack the additional capital and expertise necessary to address these redevelopment issues.

The key to reutilizing and redeveloping land is to provide applicable, attractive and relevant programs that provide swift and clear opportunities for companies to address complicated redevelopment issues. The County is actively engaging with companies seeking to locate, expand, or modernize in areas already served by existing infrastructure and transportation networks. As such, the preparation of land for redevelopment and the rapid response for the modernization of existing properties is a key piece in the County's place-based economic

development plan. The County has a nationally recognized strategy and plan that addresses the property needs of companies in Cuyahoga County, and to help them grow in place.

1. **Redevelopment and Modernization:** finances existing site improvements, including modernization for identified end users
2. **Site Expansion:** finances environmental cleanup of sites adjacent to existing end-user
3. **Redevelopment Ready:** finances environmental cleanup of underutilized sites with or without end-users

2. Quality Place-Based Development

Leveraging and harmonizing unique place-based assets is critical to creating an environment for a competitive economic landscape. Increasingly, studies have shown that business leaders consider the quality of place when determining where to start or relocate. Businesses must consider how location will affect the organizations ability to operate and grow.

In order to articulate a quality placed based strategy, the Department elected to assemble the inventory and desires of its constituents (Year III Plan Key Action Steps 5 & 6). With Action Steps 5 & 6 completed, the Department together with the Planning Commission can identify, analyze and catalogue themes and assets. In Year IV, this Plan has Action Steps to continue this work and move toward quality place-based development.

Cuyahoga County Western Reserve Plan

In order to effectuate real progress and transform our regional economy requires a strategic approach that addresses the foundational elements of our economy and our community. In March of 2012 County Executive Edward FitzGerald presented a practical, 12-point plan for creating a vibrant, dynamic, attractive place that is economically competitive. The Western Reserve Plan is a placed-based development strategy that calls for investing in the core aspects of the economy that will establish a community that offers economic opportunity and provides an enduring place to live, work and thrive. The Western Reserve Plan serves as roadmap for investing in place.

The Western Reserve Plan pinpoints investments in five key areas:

Education:

- Identifying education, from early childhood forward, as the central factor in individual and community success.
- Honoring the service of our veterans by giving them priority in hiring, training and education.

Government

- Implementing a practical strategy for creating a functioning, county-wide metropolitan government.

- Creating a culture within county government which implements on a continual basis nationally recognized good government practices and innovations.

Health and Safety

- Aligning and coordinating both public and private resources around our most pressing human service needs.
- Embracing a health and wellness culture which mirrors the excellence of our major medical institutions.
- Protecting our county by leading a county-wide public safety initiative.

Economic Opportunity

- Establishing Greater Cleveland as a center of entrepreneurship and job growth.
- Incorporating economic inclusion as a guiding principle in our economic development strategy.
- Branding our metropolitan area as an international city which harnesses the energy of our younger generations.

Built Environment

- Designing a place-based development strategy which recognizes the centrality of downtown Cleveland to the region as a whole.
- Adopting a collaborative approach to the foreclosure crisis- from prevention to restoration.

Supporting economic development opportunities within a place-based geographic context is an effective way to foster a vibrant, dynamic, and attractive economy. The value-add proposition of place-based development is achieved by creating a critical mass of economic activity and leveraging assets and investments within a defined place to drive growth. Successfully implementing a place-based development strategy requires focusing investments in selected geographic places that respond to the unique qualities and assets of the place.

The Department of Development has addressed this objective by focusing early investment from the casino tax revenue toward the asset rich geography of the Cleveland Downtown District. This geography represents the core of the County and the region and possesses a wealth of anchor institutions and assets. This approach is designed to establish business-friendly environments and foster enduring networks of place that are attractive to entrepreneurs, businesses, residents, and investment.

In Year III the Casino Revenue Fund projects were funded with the proceeds of the Gross Casino Revenues Tax, as authorized by Cuyahoga County Council Ordinance 2012-0011. The Gross Casino Revenues Tax fund was used to support economic development activities in Cleveland's

Downtown District, which is generally defined as the area bordered by Lake Erie, the Innerbelt Bridge, East 25th Street and West 25th Street.

To further augment business development and place-based development within the core, the County, in Year III, developed additional bond financing tools. Recognition that the need for a source of financing that acknowledged the existence of both priorities in a single project led to the formation of the Economic Development Revenue Bond program. Examples include Steelyard Commons West, the Westin Hotel and Flats East Bank phase II.

Additionally, Cuyahoga County has committed to build a 650-room, \$272 million convention center hotel in conjunction with the major downtown economic development centerpiece of the \$460 million Global Center for Health Innovation and the Cleveland Convention Center complex.

Housing Strategy

Housing is a major piece in place-based development. Creating high-quality, well connected places that offer diverse housing choices and provide access to enduring networks to live, work, and play is vital. Housing plays a critical role in defining a place. Therefore a housing strategy is an important aspect for the County's place-based development efforts.

A wide range of stakeholders including academics, local governments, community development corporations, nonprofit housing agencies, and private developers, are engaged in an ongoing housing policy development and refinement process with County professional staff.

Overview: Cuyahoga County's actions and expenditures affecting its housing stock should be directed towards three key desired outcomes:

1. Attract new residents who will contribute to the county's economic growth by starting businesses and filling unmet staffing needs in existing businesses, and
2. Retain existing residents who will continue to support the county's economic wellbeing through the taxes they pay and goods and services they purchase within the county, and
3. Conserve limited resources by using appropriate housing interventions to prevent more costly demands on publicly funded emergency, social service, medical, and justice systems.

Constraints: Ohio Home Rule leaves Cuyahoga County with little direct control over where and what type of new housing may be constructed. Federal funds available for housing development always come with income limits attached. Delinquent mortgages and foreclosure filings forces our attention to foreclosure prevention and recovery programs. One-time federal stimulus funding that covered part of the cost to demolish vacant, abandoned housing is nearly exhausted.

Resources: Traditional financial resources include federal housing development funds, energy-

efficiency grant financing for housing renovations, authority to issue tax-exempt housing bonds, and linked deposits to encourage below-market housing renovation lending by local banks. Innovative financial resources include loss reserves to support private lending, equity participation in housing developments with appreciation potential, and tax increment financing.

To meet a part of the need for demolition funding, the County Executive and County Council are discussing, at the time of this writing, using the County's bonding authority to provide a significant amount of non-federal funding to demolish vacant, abandoned housing and other structures. Other resources include the county's capacity to make infrastructure improvements in support of housing, the county's legal authority to direct the work of its Planning Commission, and the county's well-financed Land Reutilization Corporation

Allocation Principles: Demand for housing demolition and development subsidy will always exceed its supply. Competing funding opportunities must be evaluated to direct limited resources towards projects and programs with the greatest desired outcomes relative to the amount of county investment.

Program Examples: In consultation with our various stakeholders, examples of county-level programs to support each of the County's desired outcomes are:

1) Attract New Residents:

- a) Provide significant funding to catalytic housing development projects that will attract large numbers of well educated, highly skilled, workers and entrepreneurs currently living outside Cuyahoga County. Evaluate each project in terms of the number of new residents it will bring for each county dollar invested and for its contribution to positioning Cuyahoga County as a desirable place to choose to live.
- b) Continue to monitor national best practices in repositioning older, traditionally developed urban neighborhoods and inner ring suburbs as desirable places for families to choose to locate. Identify the housing components of these practices and assist in arranging financing for neighborhoods and suburbs able to carry out both housing and non-housing components. The goal of arranging such financing is to attract well-off families to purchase homes in these areas.

The County, in Year III, also through its Casino Revenue Fund, provided low-interest loans to major transformative housing projects in the Downtown area. The County utilized federal Neighborhood Stabilization Program funds to support the renovation and resale of vacant houses in concentrated and targeted areas of inner ring suburbs.

2) Retain Existing Residents:

- a) Identify gaps in existing financing for home repairs and improvements, such as lack of equity to support traditional secured loans due to market value decline, and develop

financing tools to fill these gaps. Private financing is preferred, with public support if truly needed, while public financing may be required for limited income homeowners.

- b) On a competitive basis, provide “gap” funding to well-planned and well-sited housing development projects that meet the housing needs and preferences of older residents.
- c) On a competitive basis, provide funding to innovative housing redevelopment projects that adapt existing housing stock to offer amenities otherwise found outside the county.
- d) Continue to monitor national best practices for keeping financially distressed homeowners living in their homes, either as owners or renters, and assist in financing private and nonprofit partners to operate programs with proven track records in this area.

Linked deposits of county funds in support of bank home repair lending continue with significant commitments by five local banks. Extending this program to encourage home purchases, a new bank agreement was signed to allow buyers to prequalify for subsidized home repair loans to make historically accurate repairs to older suburban houses. This program has no income limits, encouraging households with increasing incomes to remain as Cuyahoga County homeowners.

3) Conserve Public Resources:

- a) Partner with the County Planning Commission to provide planning services to local communities. Such planning will guide local and County resource allocation for demolitions, existing housing repairs, and new development.
- b) Continue support for low-income housing assistance programs that minimize cost to other public systems. For example, permanent supportive housing for the chronically homeless is known to drastically reduce their medical and criminal justice system costs.
- c) Continue support for operating proven housing-related social services, such as foreclosure prevention counseling, while studying and evaluating national best practices in the rapidly changing mortgage servicing and troubled mortgage workout systems.

In Year III, county funding continued to fill financing gaps in developing permanent supportive housing for the homeless, and to provide foreclosure prevention counseling to financially distressed homeowners.

PART 3: Investment Principles

The County's investments incorporate the following qualities and principles:

1. Collaboration and Determination of the County Role

The Plan works to coordinate the economic development efforts of the County and the region. The County is actively working with local civic leaders, non-profit institutions, and the private sector to foster constructive regional cooperation that looks beyond political or institutional boundaries. Collectively we must continue to articulate our regional top priorities with one voice and unite to advocate our vision with state and federal leaders. We are stronger when Northeast Ohio shares a mutually supportive vision for economic development, and realizes the distinct role of each governmental entity, non-profit organization, and business leader in carrying out that

vision.

To this end, the County initiated The Protocol project to create a process for aggregating data and information of use to the ED system and the County's municipalities. Signed by all 59 communities DOD is now perfecting and utilizing this important collaborative tool.

The most important collaboration to determine our ultimate success is strong public-private-non-profit sector interaction, beginning with each sector doing what it does best: the public sector creating the environment for economic growth and filling market gaps with programs for the general welfare of its citizens, the private sector creating economic value that supports job creation, and the non-profit sector creating knowledge, providing resources and in other ways creating social value. This effort involves coordination with a myriad of current economic development players in Cuyahoga County and their respective roles.

2. Inclusion

Inclusiveness is a major component in determining the economic competitiveness of a region. According to research by the Cuyahoga County Economic Inclusion Task Force, per capita income across the Cleveland metropolitan area is \$40,849, while in the City of Cleveland, per capita income stands at \$15,540. Economic disparities such as per capita income threaten the vitality of our economy.

In order to become a transformative region, the County is striving to be an economically welcoming place, providing opportunity to economically isolated populations as well as to new comers, both transplants and immigrants. The success of the County is inextricably tied to the success of historically isolated populations. As part of business growth, the County is working to grow the number and size of minority-owned enterprises, expand access for minority and economically isolated residents to educational training and business opportunities, and sustain a system that generates economic access and opportunities for all residents, particularly historically isolated populations.

It is of utmost importance that any plan for the area generally, and for this county in particular, fully embrace the diversity of our region in the broadest sense. We aspire to experience economic growth and quality of place that fosters inclusion and addresses disparities at every step. This plan fully embraces the work of the Cuyahoga County Equity Committee, reflected in their October 26, 2010 report. Central to the success of the Department of Development will be its ability to serve the diverse constituents, geographies and municipalities of our county in an equitable fashion.

We are doing this by utilizing our current efforts of serving low-moderate income families, targeting areas of greatest need in our local municipalities, providing economic opportunities for minority based businesses, and tracking the demographics of those we serve as a baseline for future measurement in all of our programs and functions. To the extent allowable by law, the

County is working to measure and evaluate programs and investments on their ability to deliver the outcomes espoused in this plan including diversity of suppliers, contracting and employment. Funding source or compliance requirements are not solely the driving force behind what and how we measure; good measurement regarding diversity will be done as a matter of course. We seek to measure “who” received the investment, who benefited, and “where” that investment took place.

Furthermore, the Department of Development works closely with the County Executive’s Economic Inclusion Task Force. The Executive created the task force in March of 2012 to study the issues of economic diversity and create a Framework Action Plan for Economic Inclusion that enhances economic vitality across the County by enhancing opportunity for all. The framework of the Task Force’s plan focused on four areas:

- 1) Human Resources and inclusion in hiring
- 2) Procurement and Contracting
- 3) Inclusion in Construction
- 4) Workforce Development

These impact areas of Workforce Development, Human Resources, Hiring and Inclusion in Construction projects, Procurement and Contracting are the cornerstones of the inclusion plan and will shape policy recommendations for the County Executive, his departments, and the County Council. These basic areas can move the needle at the County and in the community as the County stands to lead with a new model for inclusion.

This, along with the results of the County Disparity Study (underway at the time of this writing) will provide the Department of Development with tools to determine our inclusion successes, and is serving as a guideline to where improvements may need to be made. In addition to our current efforts, we are expanding our programs by creating additional partnerships and outreach efforts to ensure that all of our available resources are distributed county-wide to all socio-economic and cultural areas in accordance with the law. We will keep uppermost in mind that fairness and justice are paramount.

3. Innovation

While “Cluster” theories and their applicability are an ongoing debate in the field of economic development, the theory serves as a useful concept to guide innovation development investments. As defined by The Brookings Institution, clusters are “geographic concentrations of interconnected businesses, suppliers, service providers, and associated institutions in a particular sector.” Brookings further notes that: “Cluster strategies provide a direct route to economic renewal because they build on existing assets to promote growth in regions by enhancing the interactions by which firms complete transactions, share ideas, start new enterprises, and create jobs. In this fashion, industry clusters have the power not just to revitalize regions, but also to improve states’ standing in the emerging “next” economy that will likely be more export-

oriented, lower carbon, and innovation-driven.”

Regions across the country, with Northeast Ohio being no exception, have been focusing economic development initiatives around the development and support of industry clusters for several years. In addition, the Obama Administration and several federal government agencies like the Economic Development Administration have made clusters of innovation a target area of support.

Through a series of studies by Battelle, Deloitte, McKinsey and CSU, the state and region have identified key industry clusters that represent major drivers of economic growth. The table below outlines core industry clusters that have dedicated organizations to promote and facilitate growth.

Important Industry Clusters Identified by the State of Ohio

Medical Devices/Health Care Equipment	Information Technology/Broadband
Materials (metals, polymers, composites, nanomaterials, etc.)	Manufacturing Competitiveness and Innovation
Advanced Energy	Automotive
Aerospace	Instruments & Controls; Flexible Electronics

Our region’s inherent strengths in medical research, healthcare, manufacturing and materials (metals, plastics, rubber, and coatings) have enabled us to participate in multiple industries that have changed over time – primarily due to technology and innovation. These include: automotive, aerospace, biomedical and advanced energy. The Department of Development is taking the opportunity to examine relationships with current cluster-focused organizations to review, renew and redefine collaborative relationships, provide support and foster the growth of industry clusters.

In addition to the clusters mentioned above there are a number of emerging clusters that have the potential to add jobs, bolster entrepreneurship and spark innovation – building on theory in the Brookings-Rockefeller Project on State and Metropolitan Innovation. In January 2011 it reported that support for local/metro clusters also has the potential to change the dynamics of economic development providing the disciplines of cluster management are used – i.e. data, analysis and performance tracking. These clusters should build on place-based assets and support should be predicated on the cluster initiatives meeting a set of rigorous requirements.

4. Sustainability

Sustainability is the responsible management and allocation of resources. The concept is comprehensive. Investments that are sustainable are an efficient and effective use of resources that generate long-term benefits and produce economic prosperity, increased quality of life, and improved environmental quality. Sustainable investments utilize resources in a manner that ensures lasting economic growth that maintain the integrity of the social, environmental, and

economic quality of the region.

Cuyahoga County investments have been modeling this approach and encourage land use patterns and promote economic development strategies that address region-wide economic prosperity and housing equity; support sustainable multimodal transportation; redevelop and revitalize the region's built environments; and promote cost-effective investment in the region's core industry sectors. The County's investments reflect sustainability principals and work with associated communities of practice among local governments and non-profit organizations to improve the region's economic competitiveness.

In accordance with the principles of this regional sustainability effort, County investments promote an integrated regional land use, housing, transportation, and capital investment strategy that enhances the region's economic competitiveness and resilience and help its citizens gain better access to decent, affordable housing, more and better transportation choices.

5. Accountability and Metrics

As the County strives to strengthen its global competitiveness and economic vibrancy, it is essential to measure investment performance, assess economic progress, and examine industrial trends. This analysis has helped the County evaluate investments, monitor program outcomes, and study the overall performance of the economy to determine trends and best practices. The key measures are tracked in the Economic Development Dashboard published quarterly by the Department of Development.

Primary Metrics:

- Job Creation
- Jobs Retained
- Dollars Leveraged
- Follow-on Funding
- Property Assembled
- Revenue Generated
- Payroll Growth
- Patents Filed

It is also important to select and monitor metrics that indicate the outcome of County programs and reflect the economic competitiveness of the County over time. These metrics tend to be lagging indicators, but are widely accepted as indicators of economic growth:

Long term Metrics:

- Per-capita Income Growth
- Employment Growth – identify key industry segments
- Gross Metropolitan Product

- Productivity Growth
- Population Growth
- Poverty Rate
- Exports
- Tax Revenue

The selected indicators and metrics reflect what is believed to be most important to the county’s economic prosperity. Many of these key metrics are also tracked by the Dashboard of Economic Indicators which is a product of the Council of Regional Economic Policy Advisors. These advisors counsel the Fund for Our Economic Future (FFEf) on what indicators matter most to achieve improved economic outcomes.

Measuring the County’s economic development performance is a very important analytical tool. Not only do these measures help guide the County’s economic development plan; but it they also align with the CountyStat process (a governmental performance measurement system) and indicate how county resources should be allocated. These measures enable the county to determine the most effective way to realize this plan's vision and mission, ensure strategic investment, enable collaboration, and produce positive economic growth and prosperity.

Although these actions of Cuyahoga County can’t alone impact many of these indicators and metrics, and there is no silver bullet to move the needle short-term on most of these, we believe these are the best measures of opportunity and prosperity for all residents of Cuyahoga County.

6. Transparency: Review and Approval

In order to ensure the economic development plan put forth in this document is implemented successfully, the County has put a process in place for monitoring decision making and measuring performance. The Department of Development is managing the process through its reorganization, relying mostly on staff already in place and resources available in other departments has and creating a few new positions. In addition, outside input from industry leaders, community stakeholders, investors, and residents is utilized.

The Cuyahoga County Community Improvement Corporation (CCCIC) has been tasked with reviewing and making recommendations as it relates to various investment decisions. The CCCIC is an outside body comprised of industry, county and community leaders. The CCCIC’s ability to make objective and uncompromised recommendations consistent with the County’s economic goals and objectives is vital. The County Council and County Executive have final authority over investments consistent with the County’s contracting and procurement ordinances. Transparency and reporting outcomes are critical priorities throughout county government, and especially for economic development. The following diagram outlines the approval process:



The process for reviewing, recommending and approving investments has been evaluated consistent with the investment principles outlined in this plan. To ensure this adherence, the County devised a methodology for analyzing investment projects:

1. Strategic fit – consistent with the goals and objectives of the economic development plan
2. Universal measures – located in the County and creating jobs
3. Project specific measures – adheres to specific program investment parameters
4. Community benefit – promotes vibrant, dynamic, quality places and economic opportunity
5. Financial feasibility – aids thriving, competitive, growing businesses
6. Collaboration – promotes regional economic development principles

The analytical process is used to provide an early measure of a project’s strategic fit, eligibility, quality, community benefit and financial feasibility. The analysis reflects an initial review of an investment opportunity and represents a uniform process for vetting. However, because each economic development opportunity has different qualities and characteristics, universal application criteria do not exist. Since economic development opportunities present themselves in an unpredictable fashion, they are not ranked against one another. Rather, investment opportunities are evaluated monadically for their impact.

The Department created a comprehensive Economic Development Dashboard to track all Western Reserve Program investments (Appendix II). The Dashboard records all investment activity and indexes the multiple funding sources for the various programs and projects. The Dashboard systemizes the Department’s investment strategy and creates alignment across various programs and funding streams. It is an invaluable tool for reporting and measuring performance. The Dashboard is updated on a quarterly basis and a report is provided regularly through the County Executive’s CountyStat process, the data-driven accountability system that is used as a decision-making and communications strategy.

Having implemented the organizational elements described above into action, the results of Year III, as judged against the year’s Key Action Step goals, are illustrated below.

PART 4: Key Action Steps and Results for Year III

The Year III Plan had six discrete Action Steps. Those steps and the attendant results are below.

- **Year III - Action Step 1**

Create at least 1,000 jobs

Retain at least 2,000 jobs.

Results: As illustrated in Appendix II - DOD Economic Development Dashboard, 870 jobs were created and 2,472 jobs were retained.

- **Year III - Action Step 2**

Lever at least \$100 Million in tandem investment from private and local, state and federal sources from the DOD's economic development funding programs, loans and grants activity.

Results: As illustrated in Appendix II - DOD Economic Development Dashboard, over \$110,000,000 in additional tandem investment was leveraged.

- **Year III - Action Step 3**

Commit \$1 Million of incumbent and on-the-job training capital, through the Employment Connection partnership, to the training of up to 500 employees.

Results: \$184,000 of Incumbent and On-The-Job Training Capital was expended through the Employment Connection Partnership resulting in 374 employees trained.

- **Year III - Action Step 4**

Contract for 15 Environmental Certified Professional Assessments of contaminated/brownfield properties in Cuyahoga County.

Results: As illustrated in Appendix II - DOD Economic Development Dashboard Snapshot, 15 environmental certified professional assessment contracts were completed.

- **Year III - Action Step 5**

Prepare descriptions of the kinds of projects desired but not seen or infrequently seen as a step toward a fully proactive Economic Development strategy.

Results: The Cuyahoga County Planning Commission has reviewed 30 Community Master Plans and 26 TLCI Studies discovering that communities across Cuyahoga County share interest

in the following themes and types of projects:

- Reuse of vacant buildings, land assembly, infill development and brownfield revitalization;
- Collaboration with colleges, universities, airport and Metroparks;
- Strengthening existing town centers;
- Road improvements and infrastructure improvements (especially energy and high-speed internet);
- Mixed-use development, transit-oriented development, recreational and green infrastructure improvements;
- High-tech startups and green jobs;
- Marketing of regionally shared assets on a national scale;
- Improved collaboration between communities to build upon each other's strength.

Appendix III – 2014 Place-based Economic Development Findings contains details and in-depth analysis.

- **Year III - Action Step 6**

Create and maintain a countywide file of proposed place-making projects designed to add distinctive character to and stimulate economic development in the neighborhoods where the projects are proposed to be located.

Results: The Cuyahoga County Planning Commission has compiled an initial inventory and comprehensive map highlighting the geographic locations and solutions desired for development in the respective communities. Communities find themselves pursuing mixed-use, retail, office, and/ or industrial development. This illustrates opportunities for communities to collaborate on shared industrial parks, to coordinate on design requirements for retail districts, and improved access to amenities.

Appendix III – 2014 Place-based Economic Development Findings contains details and in-depth analysis.

PART 5: Key Action Steps for Year IV

- **Year IV - Action Step 1**

Create at least another 1,000 jobs
Retain at least another 2,000 jobs.

- **Year IV - Action Step 2**

Lever at least another \$100 Million in tandem investment from private and local, state and

federal sources from the DOD's economic development funding programs, loans and grants activity.

- **Year IV - Action Step 3**

Continue the partnership with Employment Connection and retain the commitment of the \$1 Million capacity for incumbent worker and on-the-job training capital, to train up to an additional 500 employees.

- **Year IV - Action Step 4**

Contract another 15 Environmental Certified Professional Assessments of contaminated brownfield properties in Cuyahoga County.

- **Year IV - Action Step 5**

Identify development projects and themes that demonstrably contribute to the County overall. Identify strategies to attract development and redevelopment to specific geographic areas in Cuyahoga County (asset-based investment).

- **Year IV - Action Step 6**

Determine which place-making projects are candidates for a more proactive implementation role for the County. Assemble plans and layer all of these together to identify target areas for place-making economic development opportunities for the overall development of Cuyahoga County.

As we enter Year IV, the County will continue to fulfill the Vision and the Mission of the Charter by working strategically and implementing its portfolio of economic development programs as creatively and effectively as possible, thus creating jobs, and improving our community as a great place to live, work, play and learn.

Appendices

Appendix I – Cuyahoga County Western Reserve Fund Initiative - Operations and Economic Development Programs

Appendix II – DOD - Economic Development Dashboard (June 1, 2013 – May 30, 2014)

Appendix III – Cuyahoga County Planning Commission – 2014 Place-based Economic Development Findings

APPENDIX I



Cuyahoga County Western Reserve Fund

Operations & Economic Development Programs

The Cuyahoga County Western Reserve Fund Initiative seeks to reinvigorate Business development as well as the urban fabric, nurturing the place-based values expounded in the Five Year Economic Development Plan. The overarching goal of the Fund is simple: make \$100 million dollars available to spur county job creation and economic growth. The Fund is collaborative and inclusive, binding regional assets together to augment strengths, repair weaknesses and embrace economically isolated populations. All of this is achieved with uppermost accountability and transparency. The County has marshaled flexible, cost-effective and strategic funds to meet the demands—and customer service expectations—for those businesses poised to grow and add jobs.

Investment Priorities

There are three major priority areas for investment available countywide, each with distinct programs:

Innovation Development			
Micro Enterprise	Pre-Seed Fund	Next Stage Fund	Innovation Match
Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests in Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants

These programs are designed to nourish early stage companies. By channeling capital to promising companies with a pipeline of inventive products and services, the county adds critical funding to the creative mixture of concepts, employees and management.

Commercial Property Reutilization, Expansion and Acquisition		
Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Finances Existing Site Improvements, Including Modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End-User	Finances Environmental Cleanup of Underutilized Sites With or Without End Users

Firms that are growing need to modernize and expand. These resources swiftly address that need for successful companies already in Cuyahoga County, and help them grow in place. Furthermore, local dollars present the opportunity to leverage federal and state grants already in place for remediation.

Business Growth, Commercialization and Attraction			
Small Business Credit Enhancement	Incumbent Worker Training	Business Growth	Large Scale Attraction
Increases Access to Traditional Lending Market	Reimburses 50% of Expenses for Retraining Workers	Capital for Expansion Via Acquisition, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction

The greatest source of potential job growth lies in small business. The program portfolio addresses needs gleaned from active engagement with loaned executives, economic development professionals and transition volunteers

Universal Terms

While each program in the Fund is different, there are certain criteria that span the programs. These basic criteria focus the plan on its mission of providing jobs and prosperity to Cuyahoga County.

Location in Cuyahoga County

Because the Fund is furnished by Cuyahoga County, all investments are aimed at the county's residents.

- Business and innovation related programs require the recipient to be either located or planning to locate in Cuyahoga County.
- Only real estate located in the county are eligible for land related programs.
- If the company is sold or leaves Cuyahoga County, the remainder of the loan must be paid in full in addition to an exit fee.
- Projects require a resolution of support from the respective municipality.
- Borrowers must be current on all Cuyahoga County tax obligations.

Job Creation and Retention

Creating jobs is at the foundation of the Fund. With that in mind, every program aims to put Cuyahoga residents to work, and each program's success or failure will be measured, in some degree, by job creation.

- To that end, borrowers receiving County assistance will be required to execute a Workforce Development Agreement with Employment Connection.
- Further, annual job creation and retention reporting by the borrower to the Department of Development is required.

Security and Collateral

The County strives to balance the access to capital for growing businesses with prudent lending practices.

- The borrower must demonstrate that funding commitments to finance the total project have been secured.
- Unless otherwise specified, the borrower must have at least 10% equity in the project.
- Unless otherwise specified, loans do not exceed 40% of the total project costs.
- Unless otherwise specified, the County will secure a corporate and/or personal guaranty.
- Unless otherwise specified, the County will secure a first-priority lien on machinery and equipment and second-priority lien on real estate.

Fees

Borrowers are to pay all fees, costs and expenses incurred by the County, including legal fees.

- Borrowers will be required to pay an application fee of \$250.
- Loan fees equaling 1% of the loan amount, for loans greater than \$150,000, are due at loan closing.

Other Regulations

Borrowers are to comply with all applicable federal, state, and local regulations to the extent that are applicable to the project.

- Payment of State prevailing wages and benefits rates for that portion of the project funded by the loan/grant authorized by the County, if applicable (i.e. new construction, rehabilitation, expansion or renovation).
- Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.

	Innovation Development			
	Micro Enterprise	North Coast Opportunites Technology Fund	Next Stage Fund	Innovation Match
Summary	Finances Business Too Small or Unestablished for Traditional Lenders	Early Stage Funding to Accelerate Growth and Attract Investors	Invests in Companies Primed for Full Commercial Launch	Provides Local Match Required by Federal and State Innovation Grants
Funding Type	Loan	Loan	Loan	Grant
<i>Amount</i>	\$10,000 - \$100,000	\$25,000 - \$125,000	\$400,000 - \$700,000	Up to \$300,000
<i>Forgivable</i>	No	No	No	
<i>Interest</i>	7% - 12%	5% (Deferred for 5 years)	7% - 10%	
<i>Time Period</i>	3 - 7 Years	5 years	3-5 Years	
Eligibility	<ul style="list-style-type: none"> Revenues less than \$500,000 Credit Score Above 600 Current on Taxes Personal Guarantee and Collateral Must Participate in Technical Assistance Program 	<ul style="list-style-type: none"> High Growth Technology Company Jumpstart Registered and Supported Not Engaged in Due Diligence Have Not Received Investments Totaling More than \$1.5 Million 	<ul style="list-style-type: none"> Entering Broad Market High Growth Technology Company Part of Northeast Ohio Entrepreneurial Network 25% Minimum Contribution Create or Retain Jobs 	<ul style="list-style-type: none"> Highly Competitive In Target Industry Focused on Research and Development Strong Potential For Marketable Products Seeking State or Federal Funds
Partners	<ul style="list-style-type: none"> Cleveland Foundation Huntington Bank City of Cleveland Federal Reserve Bank Jumpstart 	<ul style="list-style-type: none"> Jumpstart BioEnterprise MAGNET Nortech 	<ul style="list-style-type: none"> Jumpstart 	<ul style="list-style-type: none"> Jumpstart BioEnterprise MAGNET Nortech
Performance Indicators	<p>Primary</p> <ul style="list-style-type: none"> Dollars Leveraged Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> Jobs Created Payroll Growth New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> Dollars Leveraged Follow-on Funding <p>Secondary</p> <ul style="list-style-type: none"> Jobs Created Job Placements Payroll Growth Patents Filed New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> Dollars Leveraged Follow-on Funding Job Created Payroll Growth <p>Secondary</p> <ul style="list-style-type: none"> Patents Filed New Revenue Generated Program Income Investment Exits 	<p>Primary</p> <ul style="list-style-type: none"> Dollars Leveraged Patents Filed <p>Secondary</p> <ul style="list-style-type: none"> Follow -on Funding Job Creation Job Placement Payroll Growth

Micro Enterprise Revolving Loan Fund (MRLF)

The MRLF provides microloans to qualified small businesses that can be capitalized with modest loans and can attain traditional financing within three to five years. The MRLF is an effort to grow the number and size of enterprises owned by economically isolated populations, expand access to capital for underserved communities, and sustain a capital system that generates economic opportunities for all residents. The County entered into a contract with the Economic and Community Development Institute (ECDI) to administer the MRLF and provide technical assistance to startup and established small businesses.

Use of Funds:

- Establishment of new businesses. (less than one year of operations)
- Expansion of existing businesses (1 or more years of operations)
- Purchase of equipment, machinery, or supplies/inventory
- Startup operating costs/working capital (limited to no greater than 50% of total loan request)
- Debt refinancing – must demonstrate cost savings to the business

Eligibility:

- For-profit business located in Cuyahoga County with revenues typically less than \$500,000
- Must have a credit score above 600 and be current with all taxes
- Must provide personal guarantee and sufficient collateral to secure the loan
- The borrower is required to participate in business training and technical assistance programs
- Funds are provided on a reimbursement basis

Application and Review:

- Application information includes but is not limited to: Complete ECDI Application Form and provide business plan, balance sheet and profit and loss statement, existing and projected monthly cash flow, sources and uses of funds, existing debt schedule, personal financial statements, verification of costs/invoices in proposed use of funds, verification of collateral
- Loan Approval:
 - Loans under \$25k receive internal approval from ECDI senior management: Cleveland Market VP along with President & CEO review and approve.
 - Loans over \$25k are referred to a Cleveland based ECDI Loan Review Committee (LRC) – Cleveland based ECDI Relationship Manager presents underwriting to the LRC, who approve along with the President & CEO.

Terms:

1. **Loan Amount:** \$15,000 to \$100,000
2. **Interest Rate:** up to 7.25%
3. **Term/Repayment:** 6 to 60 months
4. **Forgiveness Terms:** N/A
5. **Security/Collateral/Guarantor(s):** Priority Lien on Business Assets, Personal Guarantees

Northcoast Opportunities Technology Fund (NCO)

Cuyahoga County created the NCO to accelerate technology-based entrepreneurship, create new high paying jobs, and increase the flow of private investment to Cuyahoga County technology companies. Cuyahoga County established the program as a regional collaborative approach to support the development of early stage companies that are well positioned for future capital investment. The County works with partners to identify and vet companies.

Use of Funds:

- Equipment, machinery, or supplies/inventory
- Prototype development and testing/clinical trials
- Software development
- Creating and protecting intellectual property, regulatory approval

Eligibility:

- Must be a high growth, technology company with prospects for raising venture capital in the future
- Loan proceeds must be used for a specific project or initiative that will bring the company closer to achieving follow-on funding
- Must be a JumpStart registered company (www.jumpstartinc.org/Request)
- Companies engaged in due diligence or received investments of more than \$1.5 million are not eligible

Application and Review:

- Submit a brief description of the specific project that funding is being sought and illustrate how the project will bring the company closer to venture or seed stage funding
- The NCO Selection Committee (JumpStart Entrepreneurial Network Director, Entrepreneurs-in-Residence, the MAGNET Incubator Director and Entrepreneurial Expert, and a Cuyahoga County representative) score the Companies with the highest potential for attracting future capital investment
- Recommendations are reviewed and approved by the appropriate County approval body consistent with County contracting process

Terms:

- 1. Loan Amount:** Loans range from \$25K- \$125K
- 2. Interest Rate:** 5.00% fixed for the term of the loan
- 3. Term/Repayment:** Five years or 60 months. Payments of principal and interest shall be deferred until the earlier of (i) the occurrence of a Financing Event in an amount, separately or in the aggregate, equal to or exceeding \$1,500,000, (ii) the last day of the 60th full month following the first Disbursement Date, or (iii) a declaration of default by the County.
- 4. Forgiveness Terms:** N/A
- 5. Security/Collateral/Guarantor(s):** The County will secure a first position UCC Financing Statement on all company assets in the amount of the loan.

Next Stage Fund

Cuyahoga County created the Next Stage Fund to provide capital to market-ready high-growth companies well positioned to achieve rapid commercial sales growth. The goal of the program is to support and retain maturing high growth companies, accelerate commercialization, increase business revenue growth, and create high paying jobs. The Next Stage Fund builds on the success of the NCO Technology Fund and leverages the pipeline of companies within the Northeast Ohio Entrepreneurial Network.

Use of Funds:

- Land and/or building purchase - the business must occupy at least 51% of the premises
- Purchase of equipment, machinery, or supplies/inventory
- Building construction and/or renovation costs - business must occupy at least 60% of the premises
- Long-term leasehold improvements
- Software development
- Creating and protecting intellectual property
- Working capital – no refinancing

Eligibility:

- Must be a high growth, technology-oriented company with consistent revenue growth
- Must be within 12 to 18 months of positive cash
- Must be a venture backed company that has successfully raised \$5 to \$7 million
- Must commit to creating 10 to 20 new jobs within three years
- Must demonstrate minimum 25% contribution in the allowable project costs/uses

Application and Review:

- Application information includes but is not limited to:
 - Business Information: operational history, description of target market, products and services, detailed IP description and position/patents
 - Financial Information: income statement and balance sheet for past three fiscal years, capitalization table with ownership, sale projections for two years, customer pipeline analysis
 - Project Information: project summary with time table and milestones, sources and uses of funds with detailed project plan, job creation and revenue growth plan
- Loan Review/Approval:
 - Applications will receive preliminary review by County DOD based on but not limited to factors such as: the number of high-value jobs created, level of risk associated with the commercialization, ability to attract follow on investment, ability to repay the loan
 - After preliminary review, applications are referred to Jumpstart, Inc. for due diligence. Jumpstart prepares an investment memo to the County. Upon completion, the investment memo is reviewed by DOD and then presented to the appropriate County approval body (Council or BOC).

Terms:

1. **Loan Amount:** up to \$700,000
2. **Interest Rate:** up to 7.00% with a 5.00-10.00% success fee
3. **Term/Repayment:** Three years or 36 months with two, one-year extension options to be granted based upon achieving defined project milestones and exercised at the sole discretion of the

County. Interest-only payments for up to 12 months, with the balance of the loan becoming fully amortizable in the 13th month and continuing over the remaining term of the loan.

4. **Forgiveness Terms:** N/A
5. **Security/Collateral/Guarantor(s):** Priority Lien on Business Assets, Personal Guarantees may be required
6. **Other:** Non-refundable \$700 application fee is due upon submitting a completed Financial Assistance Application. Success fee between 5% to 10% of the maximum drawn principal will be payable upon maturity of the loan.

Innovation Match Fund (IMF)

The IMF is a flexible source of funding to ensure that research and development efforts in Cuyahoga County result in commercial products that help drive economic growth. The goal of the IMF is to attract large, nationally designated and highly visible corporate, non-profit, and federal research and development centers or laboratory facilities in Cuyahoga County. The IMF provides local match for the establishment of technology development centers of excellence that are part of a state or federal funding opportunity.

Use of Funds:

- Land and/or building purchase
- Purchase of equipment, machinery, or supplies/inventory
- Building construction and/or renovation costs
- Long-term leasehold improvements

Eligibility:

- The center must be sponsored by an existing anchor institution and leverage research investments and core competencies in Cuyahoga County
- The center must have direct application for key industry clusters within Northeast Ohio and private industry participation
- The center must demonstrate direct, short-term job creation and economic development impact for Cuyahoga County
- The proposal must achieve at least a \$20 to \$1 leverage

Application and Review:

- Application includes but not limited a description of the specific project that funding is being sought, illustrating how the project will bring the center closer to being established in Cuyahoga County and leverage new business attraction, job creation, as well as other grant awards
 - The Center description should include purposes and activities, budget, technological focus, duration of the award, integration and collaboration with County based research institutions and industry and evidence that local match cost share is an evaluation factor for the award
- After preliminary review, applications will be referred to regional technology based economic development organizations for due diligence review. Upon completion, an investment package be presented to the appropriate County Council for approval.

Terms:

1. **Grant Amount:** maximum amount \$300,000
2. **Interest Rate:** 0.00%
3. **Term/Repayment:** N/A (Grant) – Grantee could be required to repay the full amount of County loan if it fails to complete the project, moves, or fails to create the requisite jobs
4. **Forgiveness Terms:** 100%
5. **Security/Collateral/Guarantor(s):** The County will secure a first position UCC Financing Statement and/or mortgage on the asset being financed.

	Commercial Property Reutilization, Expansion and Acquisition		
	Redevelopment and Modernization	Site Expansion	Redevelopment Ready
Summary	Finances Existing Building Improvements and modernization	Finances Environmental Cleanup of Sites Adjacent to Existing End User	Finances Environmental Cleanup of Abandoned or Underutilized Sites
Funding Type	Loan	Loan	Loan
<i>Amount</i>	<i>Up to \$1 Million</i>	<i>Up to \$500,000</i>	<i>Up to \$1 Million</i>
<i>Interest</i>	<i>4% (2 Years Interest Only)</i>	<i>0%</i>	<i>4% (2 Years Interest Only)</i>
<i>Time Period</i>	<i>10 Years</i>	<i>10 Years</i>	<i>10 Years</i>
Eligibility	<ul style="list-style-type: none"> • For-Profit Borrower w/ Committed End User • Abandoned, vacant or underutilized building • Support From Local Municipality • Must Oversee Project • Own/Operate Site for 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower w/ Committed End User • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own/Operate for 7 Years After Completion 	<ul style="list-style-type: none"> • For-Profit Borrower w/ Committed End User • Support From Local Municipality • Must Oversee Remediation • Job Creation Requirement • Own/Operate for 7 Years After Completion
Partners	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Municipalities • CCCIC • NEO Sewer District 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Municipalities • CCCIC • NEO Sewer District 	<ul style="list-style-type: none"> • U.S. and Ohio EPA • HUD • Jobs Ohio • Local Land Banks • Municipalities • CCCIC • NEO Sewer District
Performance Indicators	<p>Primary</p> <ul style="list-style-type: none"> • Loan Repayments • Jobs Created • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	<p>Primary</p> <ul style="list-style-type: none"> • Loan Repayments • Jobs Created • Dollars Leveraged • Acres/Square Feet Returned to Productivity 	<p>Primary</p> <ul style="list-style-type: none"> • Loan Repayments • Jobs Created • Dollars Leveraged • Acres/Square Feet Returned to Productivity

Redevelopment and Modernization

This partially-forgivable loan program will provide financing to for-profit entities with committed end users for existing site improvements to abandoned, vacant or otherwise underutilized buildings, including asbestos abatement and tenant improvements, located in Cuyahoga County.

Use of Funds:

- Acquisition (maximum 25% of loan)
- Asbestos and/or lead-based paint abatement
- Building renovations/improvements/modernization
- Demolition

Eligibility:

- For-profit businesses within the targeted industry clusters
- Applicant must be the borrower and must own the property
- A firm commitment from an end user for the project satisfactory to the County must be provided at time of application
- Demonstrated ability to repay the loan, maintain adequate collateral and acceptable credit
- Projects with tax-exempt end uses are not eligible
- Buildings must be abandoned, vacant or otherwise underutilized and at least, 40 years old
- Must have completed Phase I ESA and Asbestos Survey at the time of application

Application and Review:

- Applications are issued to prospective borrowers after meeting with DOD staff.
- Loan Review/Approval:
 - Applications will be reviewed by County DOD based on but not limited to factors such as: the number of high-value jobs created, level of risk associated with the loan, project readiness
 - After review, applications are considered by the CCCIC, which can recommend approval of the loan to County Council.

Terms:

1. **Loan Amount:** up to \$1 million
2. **Interest Rate:** 4.00%
3. **Term/Repayment:** Maximum ten-year term
4. **Forgiveness Terms: Up to 35% of the loan may be forgiven.** The forgivable portion of the loan is reduced in equal amounts over a seven-year period following the completion of the project.
 - Project location in Business Attraction Agreement Community or identified area of economic growth (up to 10%).
 - Projects with known end users can receive a job creation credit of 1% per job created above the average County wage (up to 15% total forgiveness). Borrower must execute County Workforce Agreement.
 - A minimum of 50% of the loan proceeds must be spent with Cuyahoga County vendors to receive 10% loan forgiveness.
5. **Security/Collateral/Guarantor(s):** Second priority-position mortgage, corporate and/or personal guarantees

Site Expansion

This fully-forgivable loan program will provide financing to for-profit entities with committed end users for the environmental cleanup and demolition of abandoned, vacant and otherwise underutilized properties that are adjacent to the existing committed end user in Cuyahoga County. Job creation and an increase in property values are expected outcomes of remediation and redevelopment. Parties responsible or potentially responsible for the environmental contamination at a site are not eligible for assistance.

Use of Funds:

- Acquisition (maximum 25% of loan)
- Environmental assessments and remediation
- Demolition and site clearance

Eligibility:

- For-profit businesses within the targeted industry clusters that are expanding onto an adjacent parcel
- Applicant must be the borrower and must own the property
- Funding is available at a rate of \$25,000 per new to the County fulltime job created as a result of expansion project.
- Gas stations and landfills are ineligible for funding
- Redevelopment of adjacent sites into parking lots is ineligible
- Must have completed VAP Phase I and II Reports, as well as Remedial Action Plan at the time of application
- Must obtain Ohio EPA No Further Action Letter for cleanup

Application and Review:

- Applications are issued to prospective borrowers after meeting with DOD staff.
- Loan Review/Approval:
 - Applications will be reviewed by County DOD based on but not limited to factors such as: the number of high-value jobs created, level of risk associated with the loan, project readiness
 - After review, applications are considered by the CCCIC, which can recommend approval of the loan to County Council.

Terms:

1. **Loan Amount:** up to \$500,000 (1 job created per \$25,000 in funding)
2. **Interest Rate:** 0.00%
3. **Term/Repayment:** Maximum ten-year term
4. **Forgiveness Terms:** Up to 100% of the loan may be forgiven, provided that the Ohio EPA VAP No Further Action Letter is obtained, and the requisite number of jobs is created on the expansion site. The forgivable portion of the loan is reduced in equal amounts over a seven-year period following the completion of the project.
5. **Security/Collateral/Guarantor(s):** Second priority-position mortgage, corporate and/or personal guarantees

Redevelopment Ready

This partially-forgivable loan program will provide financing to for-profit entities with or without end users for the environmental cleanup and demolition of abandoned, vacant, and otherwise underutilized properties in Cuyahoga County. Parties responsible or potentially responsible for the environmental contamination at a site are not eligible for assistance.

Use of Funds:

- Acquisition (maximum 35% of loan)
- Environmental assessments and remediation
- Infrastructure (maximum 15% of loan)
- Demolition and site clearance

Eligibility:

- For-profit businesses within the targeted industry clusters
- Applicant must be the borrower and must own the property
- If an end user has been identified for the project site, commitment of end user in form and substance satisfactory to the County must be provided at time of application.
- Projects without a committed end user will be subject to repayment of the County loan upon a sale or transfer of the property within the loan term
- Gas stations and landfills are ineligible for funding
- Redevelopment of sites into parking lots is ineligible
- Must have completed VAP Phase I and II Reports, as well as Remedial Action Plan at the time of application
- Must obtain Ohio EPA No Further Action Letter for cleanup

Application and Review:

- Applications are issued to prospective borrowers after meeting with DOD staff.
- Loan Review/Approval:
 - Applications will be reviewed by County DOD based on but not limited to factors such as: the number of high-value jobs created, level of risk associated with the loan, project readiness
 - After review, applications are considered by the CCCIC, which can recommend approval of the loan to County Council.

Terms:

1. **Loan Amount:** up to \$1 million
2. **Interest Rate:** 4.00%
3. **Term/Repayment:** Maximum ten-year term
4. **Forgiveness Terms:** Up to 40% of the loan may be forgiven. The forgivable portion of the loan is reduced in equal amounts over a seven-year period following the completion of the project.
 - Projects after NFA issuance will receive 15% loan forgiveness.
 - Projects with known end users can receive a job creation credit of 1% per job created above the average County wage (up to 15% total forgiveness. The known end user must execute a County Workforce Agreement.
 - A minimum of 50% of the loan proceeds must be spent with Cuyahoga County vendors to receive 10% loan forgiveness
5. **Security/Collateral/Guarantor(s):** Second priority-position mortgage, corporate and/or personal guarantees

	Business Growth, Commercialization and Attraction			
	Small Business Growth	Incumbent Worker Training	Accelerated Growth	Large Scale Attraction
Summary	Increases Access to Traditional Lending Market through Credit Enhancements	Reimburses up to 50% of Training Expenses for Retraining Workers	Capital for Expansion Via Acquisition, Equipment, New Markets and Diversification	Gap Financing and Incentives for Large Scale Growth and Attraction
Funding Type	Loan Guarantee	Grant	Loan	Loan
Amount	<i>Up to \$500,000</i>	<i>Up to 50% of Costs</i>	<i>\$150,000 - \$1.5 Million</i>	<i>\$200,000 - \$3 Million</i>
Interest			2% - 4%	1% - 7%
Time Period			5 - 15 Years	1 - 15 Years
Eligibility	<ul style="list-style-type: none"> • Small Business • Strong Pro-Forma • Collateral Shortfall • Referred to County by Bank • In Target Industry • Latitude of Potential Fund Uses • Potential Use Must Create Jobs 	<ul style="list-style-type: none"> • Demonstrated Aged Vacancy • Must Provide Skill Training for an Incumbent Worker • In Target Industry • Must Document Job Creation/wage increase • Reimbursement Based 	<ul style="list-style-type: none"> • Small-to-Medium Size Business • Established • In Target Industry • High Growth Potential • Potential Idea Can Add at Least 1 Job per \$35,000 	<ul style="list-style-type: none"> • At Least 100 Jobs w/ Average Salary at or Above County Median • In Target Industry • Expanding or Relocating • Demonstrated Ability to Repay Loan • Adequate Collateral and Credit
Partners	<ul style="list-style-type: none"> • Participating Lender Institutions • Small Business Administration 	<ul style="list-style-type: none"> • Employment Connection • Area Employers 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Jumpstart • BioEnterprise • MAGNET • Nortech • WIRE-Net 	<ul style="list-style-type: none"> • Team NEO/Jobs Ohio • Greater Cleveland Partnership • Fund For Our Economic Future • City of Cleveland • Cleveland - Cuyahoga Port
Performance Indicators	<p>Primary</p> <ul style="list-style-type: none"> • Dollars Leveraged • Jobs Created • New Revenue Generated 	<p>Primary</p> <ul style="list-style-type: none"> • Job Retention of Trained Employees • Wage Gain of Trained Employees • Jobs Created • Lay-off aversion • Skill Development • Increase employee productivity 	<p>Primary</p> <ul style="list-style-type: none"> • Jobs Created • Job Placement • Dollars Leveraged • Follow-on Funding • Payroll Growth <p>Secondary</p> <ul style="list-style-type: none"> • New Revenue Generated • Exports • Patents Filed • Skilled Workforce • Program Income • Tax Revenue 	<p>Primary</p> <ul style="list-style-type: none"> • Job Creation • Dollars Leveraged • Follow-on Funding • Payroll Growth <p>Secondary</p> <ul style="list-style-type: none"> • New Revenue Generated • Exports • Tax Revenue

Small Business Credit Enhancement Program (SBCEP)

Cuyahoga County created the SBCEP as a loan enhancement program to help small businesses gain access to capital. The SBCEP program provides support for private lending institutions to increase lending to small businesses that would have otherwise been unable to secure the funds needed to grow. When a bank makes an approved loan within the County's program guidelines, the County will help guarantee that the borrower will repay the loan. If the borrower defaults on the loan, the County will reimburse the bank a percentage of the loss. The result is a larger local pool of borrowers eligible for loans that foster growth and job creation in Cuyahoga County, while leveraging the expertise, systems, and infrastructure of traditional lenders.

Use of Funds:

- Land and/or building purchase – must be owner occupied property
- Building construction and/or renovation costs – must be owner occupied property
- Purchase of equipment, machinery, or supplies/inventory
- Long-term leasehold improvements
- Working capital

Eligibility:

- Businesses with sales of \$500,000 - \$15 million in Cuyahoga County
- Businesses with at least a three-year track record and demonstrate cash flow to cover debt service
- Target industries in Five Year Economic Development Plan preferred (i.e. advanced manufacturing, energy, materials, devices, aerospace, controls, etc.)
- Ineligible businesses include retail business, religious institutions, and other non-profits.

Application and Review:

- Borrowers complete lenders' standard loan application. Lenders originate and underwrite the loans. Additional County application information includes but is not limited to project summary, sources and uses of funds, detailed job creation and revenue growth plan, and Workforce Cooperation Agreement.
- Completed applications are forwarded from bank underwriting teams after structuring, credit write-up and decision-making. Eligible applications are referred to the County for review. For applicants who meet the banks' underwriting standards, and reinforced by the County's additional due diligence, credit may be extended to the borrower. If approved, the County sends lender notification and closing documents.

TERMS

1. **Loan Amount:** Loan Guarantees range from \$50K- \$500K, with typical loans in the \$150-250K range
2. **Interest Rate:** N/A – a onetime 3% guarantee fee of the guarantee amount at closing
3. **Term/Repayment:** Guarantees will be provided for up to five (5) years with a five (5) year renewable option at the request of Bank, and subject to County re-approval.
4. **Forgiveness Terms:** N/A
5. **Security/Collateral/Guarantor(s):** The Cuyahoga County enhancement is unsecured and structured as a Performance Guarantee (or a deficiency guarantee), not a covenant or payment default trigger for guarantee. The Performance Guarantee effectuates after all collection efforts have taken place and a loan balance deficiency needs to be satisfied via the guarantee. Lender must exhaust all collection efforts before making a claim on the guarantee.

Small Business Track

Eligible Business Borrowers

- Small businesses as defined by the SBA with revenues equal to or less than \$20 million
- Small businesses that are creating or retaining jobs (one full-time equivalent job per \$50,000 pledge for collateral enhancement)
- Preference for businesses within industries identified in the County's Five Year Economic Development Plan (i.e. advanced manufacturing, energy, materials, devices, aerospace, controls)

Bank Loan Terms

- 15 years for a real estate loan (balloon amortization schedules are acceptable)
- 7 years for equipment loans (balloon amortization schedules are acceptable)
- 1 year for short-term working capital loan – can be renewed for 2 additional years
- Interest rate, fees, terms, and conditions determined by the Lender and Borrower

Collateral Guarantee Limits

- Up to 30% of the loan amount, with a maximum enhancement amount of \$500,000

Eligible uses of loan proceeds

- Owner-occupied commercial real estate purchases, expansions, or renovations
- Equipment purchases
- Leasehold improvements, working capital, inventory purchases, or rolling stock
- Refinancing of another Lender's debt, start-up costs, franchise fees, or other business purposes

Borrower Requirements

- Pays 2% of the Cash Collateral Deposit at closing (paid by lender or borrower)
- 10% equity in the project (on purchases and renovations)
- Minimum 1.2:1 debt coverage ratio
- Pays other Lender application and closing costs

Mixed-Use Redevelopment Track

Eligible Borrowers

- Transformative mixed-use redevelopment projects in emerging markets
- Multi-building, multi-acre project property, minimum \$50 million in total project costs
- Significant municipal contribution to project
- Developer's rate of return – capped at 10%

Bank Loan Terms

- 3-5 years for a construction loan (balloon amortization schedules are acceptable)
- Interest rate, fees, terms, and conditions determined by the Lender and Borrower

Collateral Guarantee Limits

- Maximum enhancement amount of \$5,000,000

Guarantee Terms

- Borrower pays 2% of the Cash Collateral at closing
- Project must demonstrate a 90% LTV on as-built appraisal
- Second-priority position mortgage
- Corporate and personal guaranty

Borrower Requirements

- 10% equity in the project
- Minimum 1.2:1 debt coverage ratio
- Pays other Lender's application and closing costs
- Evidence of all other construction sources/tax credits

Incumbent Worker Training (IWT)

Cuyahoga County created the IWT program to support training projects that will benefit local businesses, industries and agencies by assisting in the skill development of existing employees, thereby increasing employee productivity, the growth/retention of the company and its workforce, and improve the economic competitiveness of Cuyahoga County's employers.

Use of Funds:

Incumbent Worker Training funds are available to a business within the *Target Industries* or a group of businesses requesting training that leads to one or more of the following:

- Improve/upgrade the skills of the employers' workforce
- Raise the skill level of employees so that they can be eligible for promotion
- Provide career progression that opens entry-level positions to others
- Increase retention in employment
- Increase individual wages

Employer Eligibility:

- IWT funding may be used to supplement, but not to supplant current training efforts
- Must have at least one full-time employee
- Must be current on all state tax obligations
- Must be able to demonstrate financial viability

Employee Eligibility:

Must be directly employed by the company at a facility located within Cuyahoga County and meets all of the following requirements:

- Employed in any of the following business functions: production, back office operations, information technology, logistics, or research & development
- Earning at least minimum wage but not more than \$90,000
- An Ohio resident, at least 18yrs of age and legal to work in the USA
- Working at least 25 hrs. per week and
- Must not be related to business owner(s) if company has 50+ employees

Eligible Training Costs:

The employer may request reimbursement for up to 50% of the employer's cost to train an employee and may be used for any of the following purposes:

- Tuition
- Instructor or trainer fees
- Instructional materials including manuals, text books, handout (.05/copy)
 - Note that instruction materials cost must be prorated per employee and will be capped at 10% of the cost of training per employee per training.
- Lodging necessary for training
- Equipment rental necessary for training (capped at % of training costs)

Targeted Industries:

- Manufacturing
- Aerospace / Aviation
- Automotive
- BioHealth
- Health Care
- Energy
- Corporate Headquarters
- Financial Services
- Information Technology
- Polymers & Chemicals

- Food Processing
- Social Service Agencies

Available Funding:

The IWT program is operated as a cost-reimbursement program. Cuyahoga County Department of Development will reimburse the employer for up to 50% of the cost of the training (up to \$2,000 per employee), after: 1) the employer pays the full cost of the training, and 2) the employee successfully completes the training. Funding approvals for this IWT program will be on a first-come, first-served basis.

Eligible Training:

Training opportunities that expand and improve employees’ workforce skills and develop his or her opportunities for growth, promotion and/or wage increase are eligible for the IWT program. Training needs and opportunities are determined by the employer and employee. The training provider is selected independently and may be public, private or in-house trainer. Funds will not be provided to independent contractors. Trainings may be conducted at the employer’s facility, at the training provider’s facility, on-line or at a third-party site.

A. Eligible training will relate to the employee’s current position or for future advancement within the company.

Training activities may include:

- Classes, (credit or non-credit) at an accredited education institution
- Training that leads to an industry recognized certificate
- Training provided in conjunction with the purchase of a new piece of equipment related to the business operation
- Training from a national, regional, or state trade association that offers an independently certified training curriculum and testing
- Training for improved process efficiency (e.g. ISO-9000, Six Sigma, Lean Manufacturing)

B. Ineligible training activities include (but are not limited to):

- Training that would happen without public funds
- Training that is already being reimbursed by another local, state or federal training program
- Continuing Education Units (CEUs) required for continued professional certification
- Soft Skills
- Training which is required by another public agencies or departments (OSHA, Worker’s Compensation, etc.)
- GED
- Conference fees/Travel costs
- Wages of trainees while being trained (can be used towards match if training occurs during regularly scheduled work day).
- Company’s orientation training

Application and Review

a. Application information includes but is not limited to:

- i. Business Information: business description, training target, benefit employee, cost
- ii. Training Information: training occupation, goal/objective of training, training costs, training curriculum

b. Grant Review/Approval:

- i. Applications will be reviewed by the Employment Connection (EC) review committee. Recommendations will be made based on but not limited to factors such as: A complete application including all required documents, projected outcomes, grant request, training curriculum and employer/employee expectations.
- ii. After committee review, score sheets are referred to management for review and signature by EC and DoD Director, and then presented for a funding recommendation to the appropriate County approval body (CPB or BOC).

Business Growth

Cuyahoga County created the Business Growth Program to enhance the growth opportunities and maximize the potential of businesses and industries already in the region. The Program provides loans to businesses that are relocating, expanding or building new facilities, which will create and retain jobs in Cuyahoga County. The loans are structured to leverage private investment and stimulate business expansion and growth. The County offers subordinated long-term, fixed-rate financing at below-market rates to businesses that generally have difficulty securing capital for growth due to collateral and equity shortfalls.

Use of Funds: - Fixed Asset Financing only

- Land & Building Acquisition
- Building Improvements/Renovations
- New Construction
- Purchase of Machinery & Equipment

Eligibility:

- For-profit commercial, industrial or service businesses
- Business must have 3 years prior financial history
- Business must demonstrate adequate collateral, credit and capacity to repay the loan

Application and Review:

- Application includes but is not limited to: business summary, operational history, description of products and services, balance sheet and profit and loss statement, existing and projected cash flow, sources and uses of funds, existing debt schedule, personal financials, and collateral verification
 - Applications are reviewed and underwritten by County DOD based on but not limited to factors such as: ability to cover debt service, collateral value, the number of high-value jobs created, private investment participation
- After review, loan packages are presented to the CCCIC for a funding recommendation to the appropriate County approval body for final approval of the loan

Terms:

1. **Loan Amount:** Up to 40% of Total Project Cost, with a maximum loan amount of \$1,500,000 and a minimum loan of \$150,000
2. **Interest Rate:** Below market rate, with a typical interest rate between 2% and 4% fixed for the term of the loan
3. **Term/Repayment:** 5 - 10 years leasehold improvements, 7 - 10 on machinery and equipment, Up to 15 years on land and building. Borrowers could be required to repay the full amount of County loan if it moves, sells, fails to complete the project, or fails to create the requisite jobs
4. **Forgiveness Terms:** N/A
5. **Security/Collateral/Guarantor(s):** The County will secure a second-position UCC lien and/or mortgage on the collateral asset being financed with a LTV up to 90%.

Prism – Accelerated Growth Component

Cuyahoga County created the PRISM - Accelerated Growth Component of the Business Growth Loan Program to enhance the growth opportunities and maximize the potential of manufacturing businesses and industries already in the region. The program is for businesses that are part of MAGNET's PRISM (Partnership for Regional Innovation Services to Manufacturers) program portfolio. These companies are looking to grow through new product development, new market development or other growth strategies that will create and retain jobs in Cuyahoga County. The County offers subordinated long-term, fixed-rate gap financing at below-market rates to established manufacturers that are having difficulty securing capital for new product development and other commercialization and market growth due to collateral and equity shortfalls.

Use of Funds:

- New product development (ideation, market research, industrial design, engineering, prototyping)
- New market development
- Product commercialization and launch

Eligibility:

- Business must be a manufacturer currently a member of MAGNET's PRISM portfolio.
- PRISM member company launching a New Product Innovation Project
- PRISM member company completes MAGNET New Product Innovation Application and receiving New Product Project proposal approval from MAGNET
- For-profit manufacturing businesses that want to expand in or move into the County.
- Business must have 3 years prior financial history.
- Business must demonstrate adequate collateral, credit and capacity to repay the loan.

Application and Review:

- MAGNET presents the approved New Product Innovation Project for application to the County
- Application includes but is not limited to: business summary, operational history, description of products and services, balance sheet and profit and loss statement, existing and projected cash flow, sources and uses of funds, existing debt schedule, personal financials, and collateral verification
 - Applications are reviewed and underwritten by County DOD based on but not limited to factors such as: ability to cover debt service, collateral value, the number of high-value jobs created, private investment participation
- After review, loan packages are presented to the CCCIC for a funding recommendation to the appropriate County approval body for final approval of the loan

Terms:

- 1. Loan Amount:** Up to 40% of Total Project Cost, with a maximum loan amount of \$750,000 and a minimum loan of \$150,000. Loans will be issued in tranches as determined necessary to support the project and will be based on satisfactory project progress to milestones. All disbursements will be based on actual expenses and subject to satisfactorily meeting MAGNET PRISM Program milestones.
- 2. Interest Rate:** Below market rate, with a typical interest rate between 2% and 4% fixed for the term of the loan
- 3. Term/Repayment:** 10 year loan term. First year of principal and interest payments is deferred. Borrowers could be required to repay the full amount of County loan if it moves, sells, fails to complete the project, or fails to create the requisite jobs
- 4. Forgiveness Terms:** N/A

5. **Security/Collateral/Guarantor(s):** Loans will be secured by the intellectual property developed by the borrower under the project for which the loan was given. The County may require a second-position lien and/or mortgage on any collateral assets being financed and also corporate and/or personal guarantees.

Large Scale Attraction

The Large Scale Attraction Loan Program provides businesses with financial assistance to support their job creation in Cuyahoga County. The Program is available to provide gap financing and incentives for large scale growth and attraction opportunities for communities within Cuyahoga County. The Program targets businesses in select industry clusters that create at least 100, new to Cuyahoga County, full time equivalent jobs with an average annual salary at or above the County median annual wage.

Use of Funds:

- Land and/or building acquisition
- Purchase of equipment and/or machinery
- Building construction and/or renovation costs
- Working capital

Eligibility:

- At least 100, new to the County, full time equivalent jobs with an average annual salary at or above the County median annual wage
- For-profit businesses within the targeted industry clusters
- Demonstrated ability to repay the loan, maintain adequate collateral and acceptable credit
- County loan cannot exceed 40% of total project cost
- Evidence of other funding commitments must be provided

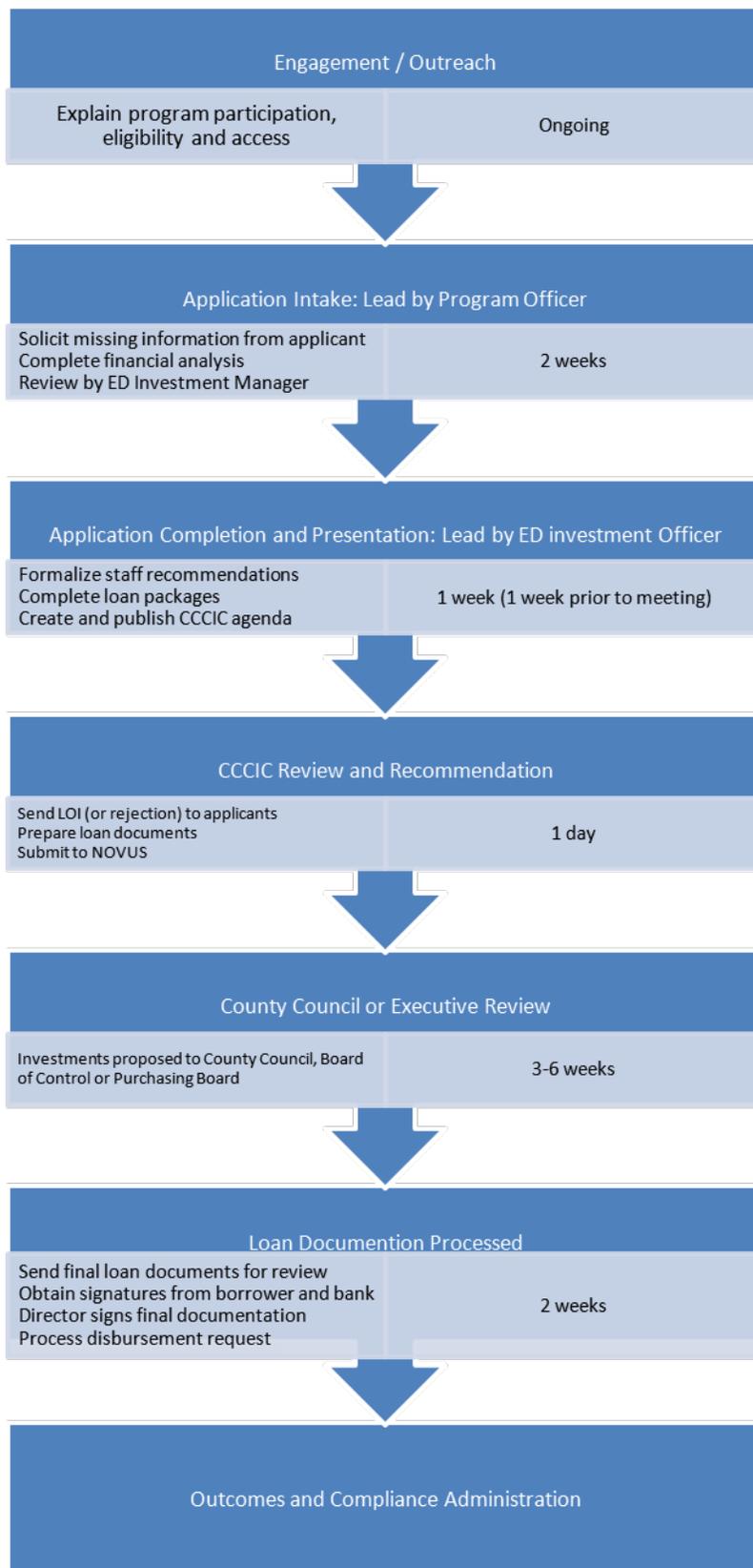
Application and Review:

- Applications are issued to prospective borrowers after meeting with DOD staff.
- Loan Review/Approval:
 - Applications will be reviewed by County DOD based on but not limited to factors such as: the number of high-value jobs created, level of risk associated with the loan, project readiness
 - After review, applications are considered by the CCCIC, which can recommend approval of the loan to County Council.

Terms:

1. **Loan Amount:** Up to 40% of Total Project Cost, with a maximum loan amount of \$3,000,000
2. **Interest Rate:** 3.00% to 7.00%
3. **Term/Repayment:** One to three years for working capital, five to 10 years for renovations, seven for machinery and/or equipment, and 15 years for acquisition.
4. **Forgiveness Terms:** Projects that create at least 100, new to Cuyahoga County, full time equivalent jobs with an average annual salary 1.5 times above the County median annual wage OR create at least 300, new to Cuyahoga County, full time equivalent jobs AND are willing to utilize 50% of the loan proceeds with vendors located in Cuyahoga County may be eligible for additional incentivization.
5. **Security/Collateral/Guarantor(s):** Second priority-position mortgage, corporate and/or personal guarantee

Application Review and Approval Process



Cuyahoga County Western Reserve Fund Project Review Form

Project Name: _____

Fund Vertical: _____

Vertical Program: _____

Reviewer: _____

Date: _____

Council District: _____

This document reflects the review of a project's application to the Fund. Its purpose is to provide the DoD, across all verticals, programs and applications, with a uniform set of measures to ensure that each project is fully and fairly reviewed. It is to be used by DoD staff, in conjunction with the application, to provide an early, quantitative measure of a project's strategic fit, eligibility, quality, community benefit and financial feasibility.

Reviewer: Complete only one "Project Specific Measures" section.

CCWRF Project Review Form

Strategic Fit:

(__ of 15 points)

Narrative that describes how the project comports with our mission, the CCWRF and County ED Plan.

Universal Measures:

(__ of 5 points)

Is the project located or to be located in Cuyahoga County? (If Not , explain and justify)

Taxes Current?

Ethics statement signatory?

Workforce Agreement

Municipal Resolution of Support

Duly Organized in OH?

Other Considerations?

Project Specific Measures

(___ of 35 points)

Pre-Seed Program: North Coast Opportunities Technology Fund

Company Qualifications (0 - 11 points)	Industry	Is the applicant a high growth, technology company within a targeted industry sector (advance materials, biosciences, electronics, IT, advanced energy)? Is the company a JumpStart Entrepreneurial Network registered and supported company?
	Deal Stage	Does the company's fund raising to date exceed \$1.5 million? Has the company been selected for due diligence with any equity investors? Has the company successfully received funding from Jumpstart Ventures?
	Job Creation	Has the company identified key positions that need to be hired to sustain the growth of the business? Does the company appear to possess a feasible strategy for hiring essential personnel? Are the five-year employment projection in-line with the company's overall growth trajectory?
Score:	Other	
Company/ Opportunity (0 - 12 points)	Product	Breakthrough potential (vs. "a better mousetrap")? Protectable through patent, trade secret, or highly differentiated business model? Features and benefits clearly articulated?
	Market	Is the market well defined? Is there an urgent market need? Could the market grow to \$1B+ in 3-5 years? Is it a high-growth/hot market? If not currently hot or high growth, is there some fundamental change in the market that could help it become high growth? Does the entrepreneur have a feasible (if not yet perfectly formed) idea on how to go to market?
	Management	Is management experienced in the industry in question, committed to the business at hand (through working full time at the business), and apparently interested in growing the business rapidly through issuing equity/getting outside investors? Have they grown a company before and/or raised outside capital before?
	Venturability	Is the company likely to be able to attract venture capital investment in the future? Is it in a space that the venture community tends towards. Is the market and story compelling enough to attract future investors? Do they fit for the next stage (pre-seed)?
Score:	Other	
Project (0 – 12 points)	Will lead to funding	Will the completion of the project truly make the company more attractive to VC and pre-seed investors? Does it fill a very apparent gap for the company? Has a funding organization told the company that doing the project will make them more interesting for funding?
	Well planned and described	Does the description indicate that the company can plan and execute?
	Feasible	Given the company's resources, the availability of NCO funds and the time allotted, does the project appear to be feasible and likely to be completed successfully?
	Efficient and effective use of funds	Is the proposed project and associated project cost effective and efficient. (a project that costs half as much as an equivalently effective project should score higher)
Score:	Other	

Comments:

Project Specific Measures

(___ of 35 points)

Next Stage Fund

Company Qualifications (0 - 9 points)	Industry	Is the applicant a high growth, technology company within a targeted industry sector (advance materials, biosciences, electronics, IT, advanced energy)?
	Deal Stage	Is the company a ventured backed company that has successfully raised \$5 to \$7 million? Is the company generating revenue? Are sales growing? Is the company within 12 to 18 months of cash flow positive?
	Job Creation	Has the company identified key positions that need to be hired to sustain the growth of the business? Does the company appear to possess a feasible strategy for hiring essential personnel? Are the five-year employment projection in-line with the company's overall growth trajectory?
Score:	Other	
Company/ Opportunity (0 - 14 points)	Product Intellectual Property	Breakthrough potential (vs. "a better mousetrap")? Protectable through patent, trade secret, or highly differentiated business model? Features and benefits clearly articulated? Does the company possess any patents, patent applications, or license agreements governing IP?
	Market	Is the market well defined? Is there an urgent market need? Could the market grow to \$1B+ in 3-5 years? Is it a high-growth/hot market? If not currently hot or high growth, is there some fundamental change in the market that could help it become high growth? Does the entrepreneur have a feasible (if not yet perfectly formed) idea on how to go to market?
	Financials/ Revenue	Are sale growing? Does the company have positive net worth? Does the company possess a positive cash balance? Does the company possess a sales pipeline that demonstrates feasible income projections? Does the company possess a strong sales forecast visibility?
	Management	Is management experienced in the industry in question, committed to the business at hand (through working full time at the business), and apparently interested in growing the business rapidly through issuing equity/getting outside investors? Have they grown a company before and/or raised outside capital before?
	Venturability	Is the company likely to be able to attract venture capital investment in the future? Is it in a space that the venture community tends towards. Is the market and story compelling enough to attract future investors? Do they fit for the next stage?
Score:	Other	
Project (0 – 12 points)	Will lead to funding or revenue	Will the completion of the project generate more revenue or make the company more attractive to follow-on investors? Does it fill a very apparent gap for the company? Has a funding organization indicated the project will make the company more fundable?
	Well planned and feasible	Does the description indicate that the company can plan and execute? Given the company's resources, the availability of funds and the time allotted, does the project appear to be feasible and likely to be completed successfully?
	Effective use of funds	Is the proposed project and associated project cost effective and efficient. (a project that costs half as much as an equivalently effective project should score higher)
Score:	Other	
Comments:		

Project Specific Measures		(___ of 35 points)
Commercial Property		
Property Reutilization / Redevelopment and Modernization		
Automatic Ineligibility		Yes/ No
End Use Commercial or Industrial		If not, then ineligible
Commitment from End User?		Lease or Letter of Intent If not, then ineligible
Is applicant responsible for the contamination of the site (PRP)?		If so, then ineligible
Other		
Company Qualifications		(0 – 11 points)
Does applicant own or control property for project?		If not, explain
Other		
Company/Opportunity		(0 – 12 points)
Targeted Industry Sector		List industry sector
Is this an existing business located in Cuyahoga County?		Is Business Expanding? Is Business relocating to Cuyahoga County?
Other		
Project		(0 – 12 points)
Have environmental assessments been completed?		Phase I ESA? Asbestos Survey?
Is project located in targeted area?		CRA Improvement Zone ED Innovation Zone Disadvantaged Census Tract
How long will project take to complete?		
For what purpose will County Assistance be used?		Environmental cleanup Demolition Acquisition (Not to exceed 25% of loan request) Infrastructure Site Clearance
What is the total project cost?		
What is the % of County participation?		
Are any green/sustainable techniques being utilized in the redevelopment project?		
Other (add comments on additional pages)		

Project Specific Measures

(___ of 35 points)

Commercial Property

Property Reutilization / Site Expansion

Automatic Ineligibility	Yes/ No	
End Use Commercial or Industrial (Parking lots are ineligible)	If not, then ineligible	
Will project create at least 15 jobs within three years of completion? Will 75% of new jobs go to County residents or local college graduates?	If not, then ineligible If not, then ineligible	
Is applicant responsible for the contamination of the site (PRP)?	If so, then ineligible	
Is property currently or formerly a gas station, solid waste facility or greenspace?	If so, then ineligible	
Is property eligible for the Ohio EPA's Voluntary Action Program?	If not, then ineligible	
Commitment from End User in place?	Lease or Letter of Intent? If not, then ineligible	
Other		
Company Qualifications	(0 – 11 points)	
Does applicant own or control property for project?		
Other		
Company/ Opportunity	(0 – 12 points)	
Targeted Industry Sector?		
Other		
Project	(0 – 12 points)	
Have environmental assessments been completed?	Phase I ESA Phase II ESA Remedial Action Plan Asbestos Survey	
Is project located in targeted area?	CRA Improvement Zone ED Innovation Zone Disadvantaged Census Tract	
How long will project take to complete?		
For what purpose will County Assistance be used?	Environmental cleanup Demolition Acquisition (Not to exceed 25% of loan request) Infrastructure Site Clearance	
What is the total project cost?		
What is the % of County participation?		
Are any green/sustainable techniques being utilized in the redevelopment project?		
Other (add comments on additional pages)		

Project Specific Measures

(___ of 35 points)

Commercial Property:

Property Reutilization / Redevelopment Ready

Automatic Ineligibility	Yes/No	
End Use Commercial or Industrial	If not, then ineligible	
Is applicant responsible for the contamination of the site (PRP)?	If so, then ineligible	
Is property currently or formerly a gas station, solid waste facility or green space?	If so, then ineligible	
Is property eligible for the Ohio EPA's Voluntary Action Program?	If not, then ineligible	
Other		
Company Qualifications	(0 – 11 points)	
Commitment from End User?	Lease or Letter of Intent	
Does applicant own or control property?	If not, explain	
Other		
Company/ Opportunity	(0 – 12 points)	
Targeted Industry Sector	List industry sector	
Is End User is existing business in Cuyahoga County	Is Business Expanding? Is Business relocating to Cuyahoga County?	
Other		
Project	(0 – 12 points)	
Have environmental assessments been completed?	Phase I ESA Phase II ESA Remedial Action Plan Asbestos Survey	
Is project located in targeted area?	CRA Improvement Zone ED Innovation Zone Disadvantaged Census Tract	
How long will project take to complete?		
For what purpose will County Assistance be used?	Environmental cleanup, Demolition Acquisition (Not to exceed 35% of loan request) Infrastructure (Not to exceed 15% of loan request) Site Clearance	
What is the total project cost?		
What is the % of County participation?		
Are any green/sustainable techniques being utilized in the redevelopment project?		
Other (add comments on additional pages)		

Project Specific Measures

(___ of 35 points)

Incumbent Worker Training

Projected Employer Outcomes		
The introduction of new technologies/ new production or service		
Improve the occupational skills of the employers' workforce		
Raise the skill level of workers that leads to promotion, increased earnings, transferability and mobility of skills		
Reduction in employee turnover or layoffs		
Increase production, productivity, efficiencies, and effectiveness for employer		
TRAINING ASSESSMENT	(0 – 11 points)	
How are training needs assessed in the company?		
How are workers recruited and selected for training?		
How will the training support competitiveness in your industry?		
TRAINING CURRICULUM	(0 – 12 points)	
Type of Training		
Training curriculum and process identifies the following: description of what is being taught, # of hours/day, total length of training and supporting activities		
How will the training provider be selected / How are they qualified to provide the training?		
Summary of need for training		
EMPLOYER EXPECTATIONS	(0 – 12 points)	
Training will create opportunity for "backfilling" positions (new jobs)		
Employer will offer promotions or wage increases as a result of training and career advancement		
Employer agreed to list all jobs & future openings with Employment Connection		
Company requires training to remain competitive in industry		
Employees will receive a certification and /or credential as a result of the training		
Other (add comments on additional pages)		

Project Specific Measures

(___ of 35 points)

Business Growth

Accelerated Growth

Automatic Ineligibility	Yes/ No	
End Use: Commercial or Industrial	If not, then ineligible	
Will project create one job per \$35,000 of requested loan	If not, then ineligible	
Other		
Company Qualifications	(0 – 11 points)	
Commitment from End User	Lease or Letter of Intent	
Does Applicant own or control property?	If not, explain	
Other		
Company/Opportunity	(0 – 12 points)	
Is business currently located in Cuyahoga County?	Is this an expansion? Are they relocating to Cuyahoga County?	
Targeted Industry Sector	What sector?: (aerospace, automotive, bioscience, healthcare, energy, R&D, steel, food processing, IT, financial, plastic, etc.)	
Other		
Project	(0 – 12 points)	
Is project located in targeted area?	CRA, Improvement Zone, ED Innovation Zone, Disadvantaged Census Tract?	
How long will project take to complete?		
For what purpose will County Assistance be used?	Working capital, Leasehold improvements, Building renovations, Acquisition, Machinery & Equipment	
What is the total project cost?		
What is the % of County participation?		
Other		

Comments:

Project Specific Measures

(___ of 35 points)

Business Attraction

Large Scale Attraction

Automatic Ineligibility	Yes/ No	
End Use: Commercial or Industrial	If not, then ineligible	
Will project create 100 jobs with salaries at or above average County wage?	If not, then ineligible	
Other		
Company Qualifications	(0 – 11 points)	
Commitment from End User	Lease or Letter of Intent	
Does Applicant own or control property?	If not, explain	
Other		
Company/Opportunity	(0 – 12 points)	
Is business currently located in Cuyahoga County?	Is this an expansion? Are they relocating to Cuyahoga County?	
Targeted Industry Sector	What sector?: (aerospace, automotive, bioscience, healthcare, energy, R&D, steel, food processing, IT, financial, plastic, etc.)	
Other		
Project	(0 – 12 points)	
Is project located in targeted area?	CRA, Improvement Zone, ED Innovation Zone, Disadvantaged Census Tract?	
How long will project take to complete?		
For what purpose will County Assistance be used?	Working capital, Leasehold improvements, Building renovations, Acquisition, Machinery & Equipment	
What is the total project cost?		
What is the % of County participation?		
Other		

Comments:

Community Benefits:		(___ of 30 points)	
Job Impact		(0 – 15 points)	
Jobs created			
Jobs retained			
Wages relative to County average			
Connectivity – Is project located along public transportation?			
Is project located in an area experiencing greater than avg. unemployment?			
Willing to use County employment resources (e.g. Veterans, WIA, TANF, MRDD)			
Jobs Other			
Funding		(0 – 7 points)	
% of County incentive to be used to “buy local/regional”			
% participation by DBE/SBE			
Project leverages adjacent projects/investments?			
Municipal, State or Federal financial/program participation			
Neighborhood Impact		(0 – 8 points)	
Acres and/or square feet returned to reuse			
Has property been vacant or abandoned greater than five years?			
Diversity/Inclusion			
Community Need			
Smart Growth – Mixed use?			
Compact building design?			
Redevelopment in existing community?			
LEED/Green/Sustainability			
Neighborhood Impact Other			
Comments:			

Collaboration		(___ of 6 points)	
Participation			
Protocol-Signatory Community (3 points) <u>OR</u>			
Business attraction alternative to Protocol (1 point)			
Active Economic Development Participant (0-3 points)			
Comments :			

APPENDIX I

Financial Feasibility:	(____ of 10 points)
Financial Statements (3 years)	
3-year Proforma (real estate only)	
Sources and Uses	
% of Owner investment in the project	
Loan to Value (LTV)	
Debt Coverage Ratio (DCR)	
Corporate guarantee(s)	
Personal guarantee(s)	
% Equity	
Evidence of other Private funding commitments	
Net worth of company	
Sales Growth and/or Industry outlook	
Other Considerations?	

TOTAL:

(____ of 101 points)



CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT LOAN APPLICATION

Applicant Information

Legal Name of Applicant _____		
Business Address _____	City _____	Zip _____
Business Phone _____	Business Tax ID Number _____	
E-mail Address _____	Business Fax Number _____	
Type of Organization <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other _____		
Principal Product/Service _____		
Year Business Established _____	Length of Time Current Ownership in Place _____	Years _____ Months _____
Owner/Authorized Signers Name _____		Title _____
Home Address _____	City _____	Zip _____
Telephone _____	E-mail Address _____	
Principals/Owners (Owing 20% or More of the Business) – Provide Title(s) and Percentage of Ownership:		
Name _____	Title _____	% Ownership _____
Name _____	Title _____	% Ownership _____

IMPORTANT

Should the Loan Applicant answer yes to any of the following questions, they must provide any and all details under separate cover and submit it with this application. The Loan Applicant must provide all pertinent information including names, dates, times, types, dollar amounts, circumstances, status and dispositions relevant to the appropriate question(s):

- | | | |
|--|------------------------------|-----------------------------|
| Does the Owner/Authorized Signer own any interest in any other business(s)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the business a franchise or license company? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the business have any other affiliates, subsidiaries, or parents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any tax liabilities outstanding from previous reporting periods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the business have any contingent liabilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the loan applicant presently a party to any claim or lawsuit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the loan applicant or any proposed guarantor ever declared bankruptcy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the loan applicant an endorser, guarantor or co maker for obligations not listed on the financial statements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Project Information

CONTACT INFORMATION

Name	Contact Information	
Project Representative	Telephone Number	E-Mail Address
Regular Bank for Business	Telephone Number	E-Mail Address
Accountant/CPA	Telephone Number	E-Mail Address
Legal Counsel	Telephone Number	E-Mail Address
Construction Lender/Participating Bank	Telephone Number	E-Mail Address
Environmental Consultant (if applicable)	Telephone Number	E-Mail Address

LOAN REQUEST INFORMATION

Amount Requested _____ Project Start Date _____ Project Completion Date _____

Loan Purpose _____

Use and Description of Assets to be Acquired _____

Guarantor(s) _____
Name Title/Relationship to Applicant Name Title/Relationship to Applicant

PROPOSED COLLATERAL

TYPE	PROPERTY ADDRESS	CURRENT APPRAISED VALUE	MORTGAGE / LIEN HOLDER	PRESENT BALANCE

SITE INFORMATION

Name of Site (Bldg. Name, Location Reference, etc.)		Name of Current Property Owner		
Address	City	State	Zip Code	
Permanent Parcel Number(s)				
Site Contact Person (if different than project representative)		Phone Number	E-Mail	
Address				
Address	City	State	Zip Code	
Attach an accurate and legible site map showing locations of prominent and relevant site features such as buildings, retaining walls, etc. (NOTE: site map shall include property boundaries, a north arrow and bar scale)				

Acres of site _____	Building Square Footage _____
Zoning / Land Use	
A. Current: Industrial _____ Commercial _____ Retail _____ Warehouse _____ Mixed-use _____ Other (Specify) _____	
B. After Renovation: Industrial _____ Commercial _____ Retail _____ Warehouse _____ Mixed-use _____ Other (Specify) _____	
Economic Condition	
Square footage vacant _____	Square footage occupied _____
Length of Vacancy	
_____ square feet vacant for _____	months/years
_____ square feet vacant for _____	months/years
_____ square feet vacant for _____	months/years
Year building(s) were built _____	Date property transferred to current owner _____
	Purchase Price \$ _____

REDEVELOPMENT INFORMATION

What are the redevelopment plans for the site; specify end use(s), business name, etc.
What is the estimated cost of the redevelopment? \$ _____
What green/sustainable building initiatives will be implemented in the project, if applicable?

FINANCING INFORMATION

Source of Commitment	Dollar Amount \$ _____
Source of Commitment	Dollar Amount \$ _____
Source of Commitment	Dollar Amount \$ _____

SOURCES AND USES

USES OF PROJECT FUNDS		SOURCES OF PROJECT FUNDS	
Acquisition (Land/Building)	\$ _____	*Equity Investment	\$ _____ * Source _____
Building (Renovation/Construction)	\$ _____	Bank Loan	\$ _____ Rate _____ Term _____
Demolition	\$ _____	Government Loans	\$ _____ Rate _____ Term _____
Infrastructure	\$ _____	Other _____	\$ _____ Rate _____ Term _____
Soft Costs (Fees, Miscellaneous, etc.)	\$ _____	Other _____	\$ _____ Rate _____ Term _____
TOTAL PROJECT COSTS	\$ _____	TOTAL PROJECT SOURCES	\$ _____

DEBT SCHEDULE

CREDITOR	LOAN DATE	ORIGINAL AMOUNT	INTEREST RATE	PRESENT BALANCE	MONTHLY PAYMENT	MATURITY DATE	SECURITY

JOB INFORMATION

NUMBER OF NEW FULL TIME EMPLOYEES	JOB TYPE / DESCRIPTION	HOURLY RATE
		\$ Per Hour
		\$ Per Hour
		\$ Per Hour

Number of Existing *Full Time Employees _____ Current Annual Payroll \$ _____

List the number of new full time employees to be hired as a result of this project within the next three years.
 *A full time employee is one employee working 40 hours a week, year round. Part time employees should be converted to full time equivalents.

Third Year Projected Full Time Employees _____ Third Year Projected Annual Payroll \$ _____

Acknowledgements and Authorization

In the event of loan approval, the undersigned acknowledges the following policies must be complied with:

- *A minimum of ten percent (10%) of the total Project costs to be injected in cash by the Borrower.*
- *Business hazard insurance on the Project and key-man life insurance on the guarantors (if applicable) in an amount up to the loan amount naming the County as loss payee.*
- *Borrower agrees to execute a Cuyahoga County Workforce Development Agreement for jobs to be created.*
- *Borrower to pay all fees, cost and expenses incurred by the County, including legal fees. Additionally, Borrower will be required to pay an application fee of \$250 and a loan fee of 1% of the loan amount, for loans exceeding \$150,000.*
- *Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.*
- *The Borrower and Guarantor (s) shall submit, if requested: (i) annual tax returns and financial statements, (ii) evidence of current and continuing general liability insurance, (iii) evidence of current tax payments, (iv) annual current rent roll (if applicable), (v) annual job creation reports (if applicable), and (vi) any other documentation as required under the loan documents.*
- *The borrower could be required to repay the full amount of the loan plus a 10% fee if it moves, sells, fails to complete the project, or fails to measurably impact job creation or property values to the satisfaction of the County.*
- *Borrower shall also comply, as agreed, with all federal, state and local regulations to the extent that they are applicable to the Project. These include, at a minimum, State of Ohio Prevailing Wage requirements.*

The information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this loan on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the terms of the Ohio Public Records Act. However, I understand that financial statements and other similar proprietary data submitted in connection with this loan application are not subject to public inspection per ORC 166.14 and ORC 1724.11. In the event of loan approval, the undersigned grants permission to the County to release publicity articles regarding the financing of the project. The undersigned hereby authorizes and consents to financial institution providing a copy of its notice of approval or denial of the application (including an explanation of the reasons therefore), a copy of the lender analysis and appraisal to the Cuyahoga County Department of Development. The County may also check the personal credit history of the principal owner(s) and/or key individuals. By signing below, the undersigned agrees that the loan will be used for business purposes only and not for household, personal, or consumer usage. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C Title 18, Section 1001.

By: _____ Title: _____ Date: _____

REQUIRED ATTACHMENTS

- Application fee of \$250 payable to Cuyahoga County
- Previous three years of Audited/Historical Business Financial Statements and/or Corporate Tax Returns (Balance Sheet, P&L, Cash Flow)
- Detailed five-year proforma, which must include all sources, rates and terms
- Detailed project operating cost items, depreciation and projected debt service
- Site Map
- Legal Description of Site
- Development Agreement, if applicable
- Explanation of green/sustainable building initiatives, if applicable
- Line item project budget
- Appraisal (as-is)
- Appraisal (as-complete)
- Letter(s) of Intent or Letter(s) of Commitment from Private Lender(s) and/or any Other Funder(s)
- Governing Instruments Including Articles of Incorporation, Partnership Agreement(s), Articles of Organization and Operating Agreement(s) for Limited Liability Companies
- Copy of the Construction/Rehabilitation Cost Estimates and the Scope of Work
- Copy of the Existing Purchase Agreement or Settlement Sheet
- Tenant(s) Letter of Commitment or Copy of the Lease Agreement
- Environmental Clearance Evidence – Phase I/Phase II Environmental Site Assessments, if applicable
- Existing Title/Survey
- Asbestos Survey, if applicable
- Municipal Resolution in Support of Project

FOR DEPARTMENT USE ONLY			
_____ R & M	_____ RR	_____ Site Exp	_____ USEPA
_____ LSA	_____ SBCEH	_____ Bus Growth	_____ HUD 108

Cuyahoga County Department of Development
Borrower Example LLC Project
Preliminary Financing Term Sheet

We are pleased to provide a preliminary term sheet. This preliminary term sheet outlines the general terms and conditions under which Cuyahoga County, through the Department of Development, would be willing to provide financing to Business LLC (the Borrower). The following proposed terms are for discussion purposes only and do not constitute an offer, agreement or commitment to lend on these terms. The preliminary term sheet is meant for discussion purposes only, to help reach a final structure which is mutually acceptable. The actual terms and conditions upon which the County may extend credit are subject to the approval of the County Executive and County Council, satisfactory review of documents, due diligence and such other terms and condition determined by the County.

Terms and Conditions:

BORROWER:	Borrower Example LLC
CREDIT FACILITY:	WRF Business Growth Loan
CORPORATE GUARANTORS:	Guarantors Example LLC
PERSONAL GUARANTOR(S):	The County will secure a personal guaranty from all owners owning 20% or more of the business.
AMOUNT:	Up to two million dollars (\$2,000,000) or no more than forty percent (40%) of the total Project costs.
INTEREST RATE:	Rate of interest will be fixed at two percent (2%). Upon determination by the County that the Borrower is not in compliance with job creation requirements to be outlined in the Loan Agreement, the loan shall be considered in technical default and any portion of the principal amount still owed shall be assessed interest at a rate per annum equal to the Wall Street Journal's Prime Rate + three percent (3.00%) and assessed for the actual days elapsed.
USE OF PROCEEDS:	Loan proceeds to be used for building acquisition and improvements located at _____, Ohio 441____.
REPAYMENT:	Fifteen (15) years or one hundred and eighty (180) months amortized for fifteen (15) years.
PREPAYMENT:	The loan may be prepaid at any time, in whole or part, without premium or penalty, provided that there are no existing events of default and payment includes any and all accrued interest.

CONDITIONS:	It will further be necessary to provide copies of a signed letter of commitment and term sheet for financing of the Project from a bank or other financial institution prior to loan approval. The company must remain in Cuyahoga County for the term of the loan. If the company is sold or leaves Cuyahoga County, the remainder of the loan must be paid in full in addition to an exit fee.
EQUITY:	A minimum of ten percent (10%) of the total Project costs to be injected in cash by the Borrower.
COLLATERAL:	The County will secure a second position on the building and land and assignment of rents and leases.
INSURANCE:	Business hazard insurance on the Project and key-man life insurance on the guarantors (if applicable) in an amount up to two million dollars (\$2,000,000), naming the County as loss payee. It is required that the policy be received by the County prior to loan disbursement.
JOB COMMITMENTS:	Borrower to retain ___ full time jobs and create ___, new to the County, full time jobs within three years of loan approval, which must be maintained for the term of the loan.
WORKFORCE AGREEMENT:	The Borrower will also be required to execute a Workforce Development Agreement for any jobs created as a result of the Project. The Workforce Development Agreement works to match unemployed skilled workers with available positions.
EXPENSES AND FEES:	Borrower to pay all fees, costs and expenses incurred by the County, including legal fees. Additionally, Borrower will be required to pay an application fee of \$250 and a loan fee equaling 1% of the loan amount.
REPORTING:	The Borrower and Guarantor (s) shall submit, if requested: (i) annual tax returns and financial statements, (ii) evidence of current and continuing general liability insurance, (iii) evidence of current tax payments, (iv) annual current rent roll (if applicable), (v) annual job creation reports (if applicable), and (vi) any other documentation as required under the loan documents.
OTHER REGULATIONS:	Borrower to comply with all federal, state and local regulations to the extent that they are applicable to the Project.
COMPLETION GUARANTY:	The Borrower and Corporate Guarantor(s) will guarantee completion of the project.

Other Requirements:

Environmental: Acceptable Phase I Environmental Site Assessment report.

SBE Requirement:

Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.

Prevailing Wage:

The use of County funds for projects with new construction, rehabilitation, expansion or renovation requires payment of State of Ohio prevailing wages and benefits rates.

Approval and Acceptance:

This transaction is subject to approval by the County Executive and County Council, due diligence, final documentation and closing documents.

This term sheet must be signed by the Borrower and returned to the Cuyahoga County Department of Development by _____, 2014.

Please indicate your acceptance of the terms herein by signing below.

Borrower Principal Owner

Date

*Larry Benders
Director, Department of Development*

Date

APPENDIX II -- ED Dashboard Report: June 1, 2013 - May 30,2014

5/7/2014

Process	WRF Program	DOD Product	Corporate Name-Project Name	Loan Amount	Dollars Leveraged	Jobs Created	Jobs Retained	Total Jobs	Acres Cleaned	No. Projects	
Closed	Business Growth	ED Loan	4400 Carnegie, LLC	\$ 107,500.00	\$ 1,484,500.00	47	-	47	0	1	
			Catanese Classic Seafood's	\$ 449,620.00	\$ 899,430.00	30	69	99	0	1	
			Equity Trust Company (ETC)	\$ 3,000,000.00	\$ 14,050,000.00	300	100	400	0	1	
			Lake Erie Energy Development Corp. (LEEDCo)	\$ 300,000.00	\$ 1,033,185.40	-	-	-	0	1	
			OakPort Management	\$ 172,000.00	\$ 258,000.00	6	-	6	0	1	
			Total Nutrition Shop	\$ 150,000.00	\$ 225,000.00	4	-	4	0	1	
			Tecnology Recovery Group Inc	\$ 1,280,000.00	\$ 1,920,000.00	45	55	-	1	1	
			VRC Incorporated	\$ 200,000.00	\$ 308,300.00	-	-	-	0	1	
		GCF	Hemodialysis Services, Inc.	\$ 272,500.00	\$ 817,500.00	25	38	63	0	1	
			National Plating Corporation	\$ 95,500.00	\$ 286,500.00	2	57	59	0	1	
		Royalton Music Center	\$ 86,250.00	\$ 258,750.00	2	-	2	0	1		
		Large Scale Attraction	LSA	Lincoln Electric Expansion	\$ 1,000,000.00	\$ 12,333,333.33	33	633	666	0	1
		Next Stage	Next Stage	SparkBase, Inc	\$ 700,000.00	\$ 2,900,000.00	15	40	55	0	1
		North Coast Opportunities	NCO	Casentric, LLC	\$ 100,000.00	\$ -	-	-	-	0	1
				Motion Resolution	\$ 100,000.00	\$ -	-	-	-	0	1
				Sociagram	\$ 95,000.00	\$ -	-	-	-	0	1
		Redevelopment & Modernization	LAND R&M	Gent Machine Expansion	\$ 178,000.00	\$ 372,904.00	5	27	32	2.17	1
				Lincoln Electric Expansion	\$ 2,000,000.00	\$ 24,666,666.67	67	1,267	1,334	0	1
			USEPA RLF	St. Martin De Porres - Expansion	\$ 115,000.00	\$ 40,000.00	-	-	-	1	1
		Redevelopment Ready	LAND RR	Fairmont Creamery	\$ 1,000,000.00	\$ 12,425,680.00	45	-	45	1.2	1
Tentative	Business Growth	ED Loan	National Auto Experts	\$ 1,500,000.00	\$ 4,100,000.00	43	76	119	0	1	
			SWP Acquisition LLC	\$ 1,280,000.00	\$ 3,200,000.00	20	49	69	0	1	
		GCF	Omkar Enterprise, Inc	\$ 73,750.00	\$ 221,250.00	4	1	5	0	1	
		LSA	Remedi SeniorCare of Ohio-NE, LLC	\$ 805,000.00	\$ 26,721,300.00	138	-	138	0	1	
		North Coast Opportunities	NCO	Big River Online	\$ 108,000.00	\$ -	-	-	-	0	1
				Terevs, Inc.	\$ 110,000.00	\$ -	-	-	-	0	1
		Redevelopment & Modernization	LAND R&M	PS1317 LLC/ Dwellworks	\$ 680,000.00	\$ 1,007,529.00	39	60	99	0	1
		Redevelopment Ready	USEPA RLF	Former Chardon Road Gas Station	\$ 200,000.00	\$ 500,000.00	-	-	-	0.5	1
Closed Total				\$ 16,158,120.00	\$ 110,029,828.40	870	2,472	3,242	5.87	27	
Pipeline	Business Growth	ED Loan	Highpoint Realty 24755 LLC-Ancora	\$ 2,000,000.00	\$ 5,000,000.00	12	48	60	0	1	
			Manitowoc	\$ 350,000.00	\$ 4,400,000.00	120	260	380	0	1	
			USA Insulation	\$ 210,000.00	\$ 325,000.00	18	-	18	0	1	
		GCF	Chagrin Valley Soap & Salve	\$ 20,000.00	\$ 180,000.00	5	7	12	0	1	
			Corbo's Bakery	\$ 375,000.00	\$ 1,125,000.00	5	35	40	0	1	
			Green Rock Lighting	\$ 150,000.00	\$ 450,000.00	-	20	20	0	1	
			Jelenic Machinery Company	\$ 50,000.00	\$ 175,000.00	-	5	5	0	1	
			Revolutionary Car Credit	\$ 87,500.00	\$ 262,500.00	-	7	7	0	1	
			Solstice Coffee Roasters	\$ 75,000.00	\$ 225,000.00	2	-	2	0	1	
			Zin Technologies, Inc	\$ 250,000.00	\$ 750,000.00	3	-	3	0	1	
		North Coast Opportunities	NCO	RegBinder, Inc	\$ 100,000.00	\$ -	-	-	-	0	1
		Redevelopment Ready	LAND RR	Shoppes of Parma	\$ 2,000,000.00	\$ 73,900,000.00	15	77	92	82	1
USEPA RLF	Former McKinley School		\$ 100,000.00	\$ 300,000.00	-	-	-	2.78	1		
	Site Expansion	LAND Site Exp	Heinen's Expansion	\$ 500,000.00	\$ 10,000,000.00	20	50	70	5	1	
Pipeline Total				\$ 6,267,500.00	\$ 97,092,500.00	200	509	709	89.78	14	
Grand Total				\$ 22,425,620.00	\$ 207,122,328.40	1,070	2,981	3,951	95.65	41	

Process	Community Assessment	DOD Product	Corporate Name-Project Name	Contract Amount	Acres Assessed	No. Projects
Closed	Community Assessment	CAI	3204 Sackett Commercial Warehouse Building Redevelopment	\$ 28,800.00	0.78	2
			480 South Green	\$ -	0.66	1
			Artist Pocket Neighborhood	\$ 6,500.00	1.06	1
			Caldwell Research Labs Remediation/Expansion Phase 4	\$ 39,960.00	10.02	1
			East 216 Land Company LLC	\$ 34,950.00	6.1	1
			Former McKinley School Asbestos Abatement Update	\$ 4,726.00	2.78	1
			Henninger Landfill	\$ 41,500.00	24.58	1
			Interstate McBee Expansion	\$ 24,515.00	2.02	1
			Keene Building Products Acquisition & relocation	\$ 6,500.00	8	1
			Lemko Hall Condo Redevelopment	\$ 3,400.00	0.18	1
			NEORS - W. Basin Woodland/Central	\$ 34,821.00	7.7	1
			Redevelopment of Former CCPL Ridge Road Branch	\$ 7,500.00	0.5	1
			The Foundry Project A sustainable Farm in the City	\$ 41,500.00	7	1
			Waterloo Bank Building	\$ 18,496.00	0.42	1
Closed Total				\$ 293,168.00	71.8	15

Process	Downtown Development Fund	DOD Product	Corporate Name-Project Name	Loan Amount	Dollars Leveraged
Closed		DDF	EOG Building	\$ 1,500,000.00	\$ 61,500,000.00
Closed			Flats East Bank Phase II	\$ 1,500,000.00	\$ 130,000,000.00
Tentative			Playhouse Square Foundation	\$ 3,684,650.00	\$ 12,500,000.00
2013 Downtown Development Fund Closed Projects Total				\$ 6,684,650.00	\$ 204,000,000.00

APPENDIX III

2014

Place-based economic development

IN SUPPORT OF
ACTION STEPS 5 AND 6
IN YEAR III OF THE
5 YEAR ECONOMIC
DEVELOPMENT PLAN



Cuyahoga County Interim Executive Summary

Prepared for
Department of

Prepared by
Cuyahoga County Planning Commission

4/29/2014

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Executive Summary

Action Step 5: Prepare descriptions of the kinds of projects desired but not seen or infrequently seen as a step toward a fully proactive economic development strategy.

Brownfield revitalization, reuse of vacant buildings, land assembly, infill

- **Increased need to bring sites back into the market:** brownfield rehabilitation, redevelopment of large abandoned malls, and storefront revitalization.
- **Greenfield industrial parks:** communities with greenfields are successfully advertising their industrial parks.
- **Other issues: Residential vacancies, closed landfills, Underutilized surface parking lots and potential infill development**

Collaboration with universities, colleges, airports, parks, schools

- **Education sector:** to collaborate more with universities and colleges within city vicinity to develop an incubator or shared office space.
- **Airports:** leverage adjacency to Hopkins International Airport, Burke Lakefront Airport, and Cuyahoga County Airport (warehouse, office, mixed-use)
- **Parks:** Metroparks, Lakefront, public marinas.

Strengthening existing town centers and building new ones

- streetscaping
- rezoning to higher densities and intensified uses desired
- build new lifestyle centers

Road improvements and infrastructure (energy, high-speed internet)

- desire to increase walkability, bikeability, and transit access for residents
- Only one city that has shown awareness of the need to upgrade their electricity and internet grid to attract global companies

Mixed-use, transit-oriented developments, recreational and green improvements, and zoning updates

Start-ups, high-tech, and green jobs

Regional Marketing of shared assets

Action Step 6: Create and maintain a countywide file of proposed place-making projects designed to add distinctive character to and stimulate economic development in the neighborhoods where the projects are proposed to be located.

- Summary sheets of TLCI studies and master plans

Place-based Economic Development - Plan Review

Summary Sheet: CITY NAME Number

Reviewed Sources
 Master Plan YEAR City Homepage
 Others

INCLUDE PAGE NUMBERS WHERE APPROPRIATE

1. Existing Conditions

Place-based amenities

Type	Name	Type	Name	Type	Name
Transportation		Natural		Cultural	
Freight		Lake		Museum	
Bus		River		Hospital	
Transit		Metropark		University	
Highway		Others		Film	
Port				Church (?)	
Airport				Food	
Others				Others	<input type="checkbox"/> proximity UCI

Socioeconomic Structure

Population Trend growing shrinking stable
 in:

Employment # of people working in city residents:
 # of residents working outside of non-residents:

Economic structure Provided Economic Development Incentives

Total acres:	% land use	% tax base	vacancies	Local	Regional	National
Commercial						
Office						
Industrial						
Residential						
Infrastructure*1						
Community*2						
Undeveloped						
Others						

*1 Infrastructure: Utility, ROW *2 Community: Open space, parks, schools

SWOT - Summary (Regarding Economic Development) Other comments

Weakness	Strength	Opportunity	Threats

Place-based Economic Development - Plan Review

Summary Sheet: CITY NAME Number 0

2. Recommendations/ Strategies/ Interventions

Plan focus Transportation Land Use
 Economic Development Other

Desired Community Character Small Town Residential Job Center
 Growing Suburb Mixed Use Retail Center
 Other

Key Geographic Areas

	Center	Corridor	Edge	Other	Retail	Industrial	Residential	Focus	Land Use	Issue	Vision/ Opportunity	Strategy
1												
2												
3												
4												

Core Infrastructure Projects Identified Economic Development

Name	Access	Connectivity	Streetscape	Regional	Sewer	Stormwater	Landscaping	Complete	Industries	Incubator	Attraction	Retention	Redevelopment	Local	Regional	National	International

Map with strategic focus areas Comments/ specifications

- Key geographic areas in communities between 2 and 10; Core infrastructure projects between 2 and 5

1. Introduction

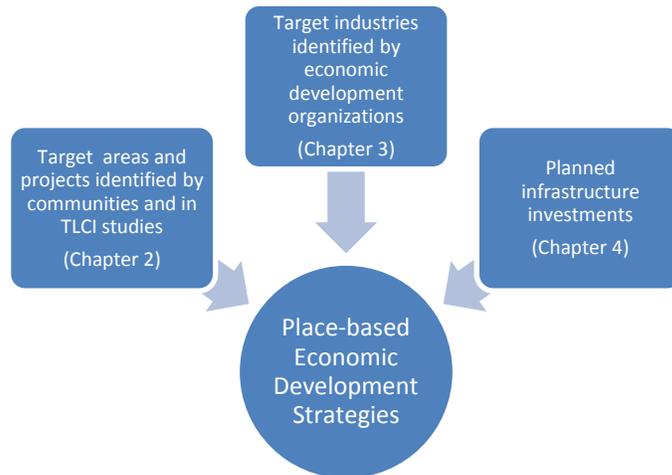
Companies thrive in locations with great transportation and communication infrastructure, in proximity to universities and resources, and in neighborhoods with a high quality of life¹. Communities in Cuyahoga County have great potential to provide exactly the environment companies across the globe are seeking. Each city has unique assets, both built and natural, that can help leverage the economic potential of the region. As public dollars are reinvested in roads, parks, brownfield revitalization, and stormwater upgrades, this document summarizes locations and projects, in which communities see the greatest development potential.

The research was provided by the Cuyahoga County Planning Commission (CCPC) as a planning service for the Department of Development. Subject of the scope of work were two specific action steps outlined in the Five Year Economic Development Plan. The action steps are the following:

Action Step 5: Prepare descriptions of the kinds of projects desired but not seen or infrequently seen as a step toward a fully proactive economic development strategy.

Action Step 6: Create and maintain a countywide file of proposed place-making projects designed to add distinctive character to and stimulate economic development in the neighborhoods where the projects are proposed to be located.

To identify desired but infrequently seen projects as well as other place-making projects, community master plans and TLCI studies were reviewed. Overall, 30 community master plans and 26 TLCI studies were assessed. The goal was to understand what every community has been saying about suitable locations for development and possible improvements to public infrastructure. Additionally, a list was compiled summarizing the most commonly advertised industry clusters in Northeast Ohio. Lastly, the long-range plans from several regional agencies such as NOACA, the Metroparks, GCRTA, and NEORSRD were briefly reviewed. The combination of local studies, regional plans, and industry clusters provides a solid base to leverage economic development opportunities.



¹ Refer to Older Central Counties Report >> p. 36 Knowledge Economy “Location Factors”:

2. Method

Community master plans provide city officials with guidance on future projects. Master plans can become a tool for decision making on a variety of issues such as housing, transportation, environment, and economic development. Thus, master plans are an ideal source to identify projects that matter to a specific community. To ensure relevance of projects proposed in master plans, only plans that were formally endorsed between January 2003 and March 2014 were reviewed. The underlying assumption is that within a 10 year timeframe, most of the projects would have either been implemented, or would not have been implemented because of possible lack of community support or funding. Table 1 lists plans, TLCI studies and other documents in Cuyahoga County that were reviewed for this document. Each document was reviewed using a two page summary sheet focusing on key geographic areas and proposed infrastructure projects. The summary sheet allows structuring the vast amount of information provided in most master plans, in an easy digestible way. This summary attempts to understand where communities would like to see development and improvements. However, the summary sheets focusses on economic development concerns and thus are not comprehensive in terms of covering all issues and topics discussed in any one master plan. In a few instances, economic development marketing materials were reviewed. The assumption was that the marketing materials highlight areas of general economic interest.

TLCI studies have been conducted since 2006. They were created by NOACA to enable cities to study transportation needs and to identify development opportunities. Accordingly, TLCI studies provide an additional layer of information.

Table 1: Reviewed Master Plans, TLCI Studies Other Documents					
Reviewed Plans			Reviewed TLCI studies		
Nr.	Year	Community	Nr.	Year	Community
C-02	2012	Beachwood (not Master Plan)	TLCI-25	Nov-09	Cleveland Heights
C-03	2007	Bedford	TLCI-27	Apr-10	Cleveland Metroparks
C-04	2011	Bedford Heights	TLCI-28	Feb-09	Cleveland Metroparks
C-06	2010	Berea	TLCI-29	Sep-07	Cleveland Metroparks
C-09	2010	Broadview Heights (Town Center Focus)	TLCI-31	Mar-10	East Cleveland
C-10	2012	Brook Park	TLCI-32	Dec-10	East Cleveland
C-11	2003	Brooklyn Heights	TLCI-33	Dec-07	Euclid
C-12	2006	Brooklyn	TLCI-34	Dec-08	Fairview Park
C-13	2011	Chagrin Falls Village	TLCI-35	Dec-10	GCRTA
C-15	2007	Cleveland*	TLCI-36	Mar-10	GCRTA
C-16	2011	Cleveland Heights	TLCI-37	2007	GCRTA
C-17	2013	Cuyahoga Heights	TLCI-38	2006	GCRTA
C-18	2003	East Cleveland	TLCI-39	2006	GCRTA
C-20	2013	Fairview Park	TLCI-41	Dec-07	Lakewood
C-23	2009	Glenwillow	TLCI-42	Mar-07	Lakewood
C-32	2004	Mayfield Heights	TLCI-43	Jun-09	Maple Heights
C-33	2004	Mayfield Village	TLCI-44	Dec-09	North Olmsted
C-36	2012	Newburgh Heights	TLCI-45	Nov-06	North Royalton
C-37	2005	North Olmsted	TLCI-46	Jul-06	Oakwood
C-42	2013	Olmsted Township	TLCI-50	Jun-10	Shaker Heights
C-44	2004	Parma	TLCI-51	Apr-08	Shaker Heights
C-45	2004	Parma Heights	TLCI-52	Dec-12	Shaker Heights
C-48	2005	Rocky River	TLCI-55	Nov-07	Warrensville Heights
C-50a	2013	Shaker Heights (not Master Plan)	TLCI-58	Feb-12	Westlake
C-51	2010	Solon	TLCI-59	Sept. 2013	Cleveland Heights
C-52	2014	South Euclid	TLCI-60	Dec. 2013	Euclid
C-53	2012	Strongsville (not Master Plan)	Plans currently being written (in progress – will be reviewed)		
C-56	2004	Walton Hills	C-39		North Royalton
C-57	2012	Warrensville Heights	C-27		Independence
C-58	2011	Westlake (not Master Plan)	C-28		Lakewood
			C-07		Bratenahl

3. City by City Findings – Strategies in Plans

During the review of the master plans, it became apparent that communities tend to pursue different economic development strategies. Some master plans exclusively discussed retail development, while other master plans focused on industrial or office developments. Some communities targeted a mix of uses such as retail, office, and industry. A handful of communities placed the main emphasis on residential development and did not outline the necessity to attract outside development.

Thus, the communities were categorized into those having (1) a diverse economic development strategy, (2) focusing on retail, (3) on industry, or (4) on residential development. Table 2 highlights the primary economic development strategy pursued by each reviewed community. Most master plans identified between two and ten specific sites for improvements and redevelopments. Therefore, Map 1 shows a more site specific bubble diagram that illustrates general areas that communities identified for retail, office, or industrial development. The report goes into more detail for communities in terms of strategies, etc.

Table 2: Primary Economic Development Strategies Pursued by Communities											
Strategy	ID Nr. of Plan	Community	Pursued ED Strategy				Highlight	Special Focus			
			Retail	Industry	Office	Residential		Town center	High-tech/innovative	Waterfront/Metroparks	Other
MIXED (Retail, Industry, Office)	Category 1: Communities with diverse (retail, industry, office) economic development strategy (see table 3)										
	C-02	Beachwood	x		x		Strong marketing strategy				4
	C-04	Bedford Heights		x		x	One million sq. ft. vacant industrial land	x			1
	C-06	Berea		x		x	Solar, geothermal, wind power	x	x	x	2
	C-10	Brook Park		x		x	Aerotropolis, advanced energy, shift from industry to professional office	x	x	x	6
	C-12	Brooklyn	x	x		x	Landfill covers fairly large area of city	x	x	x	1
	C-15	Cleveland	x	x	x	x	Industrial design capital east of Rocky's, eco-industries, start-ups, small businesses, information technology, biomedical			x	1,2
	C-32	Mayfield Heights	x		x	x	"Regional economic center"				3
	C-33	Mayfield Village	x	x	x	x	Preserve residential quality			x	3
	C-37	North Olmsted	x	x	x		Provide range of quality employment choices for residents			x	
	C-53	Strongsville	x	x	x		Professional Corporate Relocation Guide advertises business parks				4
	C-57	Warrensville Heights	x	x		x	Outdated shopping areas				2
	C-58	Westlake	x	x			Growing suburb, high-tech businesses, green jobs focus		x		5,6
Regional RETAIL	Category 2: Communities with economic development strategy focused around regional retail (see table 4)										
	C-03	Bedford				x	Retirees/ tourists, Automobile Special Improvement District	x		x	1,7,8
	C-09	Broadview Heights	x			x	Development of town center	x			9
	C-16	Cleveland Heights	x			x	Targeted industries: high technology, biomed, health care		x		
	C-20	Fairview Park	x				Regional retail, connection to metro parks	x	x	x	3
	C-44	Parma	x			x	Creating town center	x		x	
	C-48	Rocky River				x	Downtown, public marina	x		X	7
C-52	South Euclid	x				Redevelopment of retail and infill, attract high-tech businesses, medical and educational corridor	x	x			
INDUSTRIAL	Category 3: Communities with economic development strategy focused around industrial development (see table 5)										
	C-17	Cuyahoga Heights		x			Embraces heavy industry as part of Cuyahoga Valley		x	x	
	C-23	Glenwillow		x		x	High-tech industry cluster; sustainable construction materials, benefits from proximity to Solon		x		5
	C-36	Newburgh Heights		x			Rehabilitation and vacancies				
	C-42	Olmsted Township		x	x		Joint Economic Development District with Olmsted Falls (Cook Road/ Stearns Road), attract high-tech, high-end businesses	x	x		
	C-51	Solon		x		x	Tech-based industries		x	x	3
C-56	Walton Hills		x	x		Maintain quality of life, underutilized Ford Plant			x		
RESIDENTIAL/ LOCAL RETAIL	Category 4: Communities with residential and local retail focus (see table 6)										
	C-11	Brooklyn Heights				x	Redevelopment of vacant parcels (industrial to retail and office, as well as protection of natural habitats)			X	
	C-13	Chagrin Falls				x	Streetscaping			X	
	C-18	East Cleveland				x	Revitalization and deconstruction, build upon proximity to University Circle				3
	C-45	Parma Heights				x	Revitalization and redevelopment	x		X	
	C-50a+b	Shaker Heights				x	TOD, incubator programs, office space for small professional and high-tech businesses	x	x		3
Footnotes – Others: 1 – Brownfield Redevelopment, 2 – College Campus, 3 – Multi-modal Transportation/ TOD, 4 – Strong Marketing of Region and City, 5 – Green jobs, 6 – Aerospace, 7 – Tourism, 8 – Retirees, 9 – Lifestyle Center											

Table 3: Communities with diverse economic development approach

#	City	Desired Character	Location Factor	Priority Geographic Areas	Key Strategies	Priority Road Projects	Major Employers
C-02	Beachwood	Job center	Highway	1. Two business parks, 2. One retail mall	Business attraction		Eaton Corporation World Headquarter, UH Rehabilitation Hospital
C-04	Bedford Heights	Attractive place to live and work	Highway	1. Town Center 2. Southport Mid-American Waste Systems Site 3. Miles Road Corridor 4. Aurora Road Corridor	Desired change to light industrial and regional retail center, promote redevelopment	1. Aurora Road 2. Solon Road 3. Miles Road	
C-06	Berea	Healthy and stable neighborhood	Airport, (metro) park	1. Bagley Road Employment Corridor 2. North End Revitalization area 3. Commercial Growth Concept Area 4. Future Growth Concept Area 5. Several Others	Interest in solar, geothermal and windpower; collaborate with Baldwin-Wallace College; increase mixed-use development to address vacancies; streetscaping		Baldwin-Wallace College, Browns Training Facility
C-10	Brook Park		Highway, freight, transit, airport, (metro) park, FEZ	1. Aerospace Concept and Airport Growth Area 2. Brookpark Road Corridor 3. Ford Forward Concept Area 4. Revitalization Concept Area 5. Community Core Concept Area	Aerotropolis (utilize airport for economic development); shift from industrial to professional office, residential, light industrial and cargo	1. Brookpark Road RTA Rapid Station 2. Metroparks linkages 3. Brookpark Road.	CLE Hopkins Airport, Ford Motor Company, NASA Glenn Research Center, PNC, RGL Express
C-12	Brooklyn	Small town	Highway freight, (metro) park	1. Clinton Road 2. City Center 3. Brookpark Road 4. Tiedemann Road 5. Memphis Ave West	Foster R&D and mixed use; Collaborate with health care providers; Infill and redevelopment of vacant parcels	1. Clinton Road 2. Brookpark Road 3. Memphis Road	Plain Dealer assembly and distribution plant, American Greetings Headquarters
C-15	Cleveland	Vibrant urban neighborhoods, accessible lakefront	All	1. Neighborhoods as specialized retail districts 2. Adaptive reuse of brownfields 3. Land assembly along freeways for industrial parks 4. Manufacturing innovation zones	Brownfield remediation; design review districts, PUD, TOD, business improvement districts, public-private partnerships; eminent domain; tax-revenue sharing; collaboration on alternative power generation stations with first-ring suburbs; others	1. RTA line extensions 2. Reclaim streets 3. Improve job access	Several
C-32	Mayfield Heights	Regional retail center	Highway	1. Mayland Site 2. Eastgate/ Hillcrest Shopping Center 3. Ridgebury Residential Area 4. Office Park	Create community center; upgrade existing retail; improve connectivity; foster mixed-use developments; mitigate negative impact of retail	1. Mayfield Road, 2. I-271 Interchange 3. SOM Center Road, 4. RTA express bus routing, 5. Trail network	Hillcrest Hospital; Parker Hannifin Corporation; Rockwell Automation; Alcan Aluminum Corporation; Progressive Casualty Insurance; Cleveland Clinic Foundation; QualChoice Inc.; Cooperative Resource Services

C-33	Mayfield Village	Small town	Highway (metro) park	<ol style="list-style-type: none"> 1. SOM Center Road Corridor 2. Beta-Drive Office and Industrial Area 3. Village Center 	Multi-modal transportation improvements (RTA and bicycle trails); rezoning from industrial to research office; improved mixed-use town center	<ol style="list-style-type: none"> 1. SOM Center Road Corridor and Trail 2. Connectivity to Parks 3. Ridge-bury Ave Trail 4. RTA small vehicle circulation 	Rockwell Automation, Progressive Insurance
C-37	North Olmsted	Retail and employment center	Highway, (metro) park	<ol style="list-style-type: none"> 1. West End Office Development 2. Crocker-Stearns Corridor 3. East End Neighborhood Commercial 	Update zoning; develop design guidelines; create gateways	<ol style="list-style-type: none"> 1. Great Northern Blvd, 2. Brookpark Road, 3. Columbia Road, 4. Mastick Road, 5. Lorain Road, 6. Clague Road 	
C-53	Strongsville	Nationally competitive job center	Highway park	<ol style="list-style-type: none"> 1. Strongsville Business and Technology Park 2. Dow Circle Research and Development Park 3. Progressive Drive and Business Park 4. Park 82 	Strong advertisement: Corporate Relocation Guide - Strongsville is advertising proximity to Toledo, Cleveland, Akron and Columbus		Sparton medical systems, C.TRAC Information Solutions, Clark-Reliance Corp, Avery Dennison, Momentive Performance Materials, Akzo Nobel's Headquarters,
C-57	Warrensville Heights	The friendly community	Highway, park	<ol style="list-style-type: none"> 1. Richmond, Emery and Miles Road 2. Miles Road., West of Warrensville Center Road 3. Randall Park Mall 	Redevelopment of mall		Tri-C College East, South University CLE Campus, ITT Technical Institute, Ashland University Cleveland Center, Regency Hospital CLE East, South Pointe Hospital (Cleveland Clinic)
C-58	Westlake	Growing suburb	Highway	<ol style="list-style-type: none"> 1. 14 Industrial/ commercial zoned areas 2. Industry along I-90 3. Center Ridge Road 	Shifting towards <ol style="list-style-type: none"> (1) high-tech businesses, (2) green jobs, (3) aerospace, (4) professional, scientific, and technical, and (5) biomedical industry 		

Table 4: Communities with RETAIL FOCUSED STRATEGY							
Nr.	Community	Desired Character	Location Factor/ place-based amenities	Priority Geographic Areas	Key Strategies	Priority Road Projects	Major Employers
C-03	Bedford	Residential neighborhood	(Metro) park	1. Automobile Special Improvement District 2. Historic Downtown 3. Brownfield Revitalization Sites	Automobile as special improvement district (Regional car shopping destination); increase retail diversity, streetscape, brownfield revitalization	1. NGH linkages to parks 2. Round-about at Broadway Center and Columbus	Super Wal-Mart, Ben Venue Laboratories, Hemisphere
C-09	Broadview Heights	Regional retail center	Highway	1. Town Center Area 2. Municipal Campus	Attract lifestyle center development	1. Royalton Road 2. Broadview Road	n/a
C-16	Cleveland Heights	Established community	Transit, park	1. 12 Commercial Districts 2. Mayfield-Lee Triangle 3. Milikin School Property	Attract tech, medical and health care companies (based on University Circle proximity); establish research and technology campus; streetscape	1. Cedar Glenn Pkw 2. Cedar/ Fairmount 3. Cedar/ Lee	n/a
C-20	Fairview Park	Redevelop existing neighborhood	Highway, transit, (metro) park	1. Downtown Core 2. Northern Gateway 3. Western Gateway 4. Southern and Eastern Gateway	Continue office/ technology development initiative; streetscape and storefront revitalization; investment around RTA center	1. Lorain 2. W. 210/ W. 220nd 3. Center Ridge Road 4. Trails connections	Fairview Center (Retail), Westgate Shopping District, McGowan Insurance Company, West Valley Medical Building, Cleveland Clinic
C-44	Parma	Retail center	Highway, (metro) park	1. City Center 2. Snow and Ridge Road 3. Broadview Road Corridor 4. West Creek Reservation	Improve city center (streetscape); acquisition and consolidation of land; increased single family development	Parma Rapid Station	General Motors
C-48	Rocky River	Growing suburb	Highway, (metro) park, marina	1. Historic Downtown 2. Yacht Club Basin 3. Center Ridge Road East and West 4. Others: Detroit, Wooster Road., Hilliard Blvd	Public marina and improve public access to waterfront; streetscaping and parking management; infill; comprehensive retail strategy	1. Center Ridge Road 2. Yacht Club Drive 3. Riverdale Drive	Rockport Shopping Center
C-52	South Euclid	Retail center	Park	1. Mayfield Road Corridor (Downtown) 2. Cedar Road Corridor 3. Green Road Corridor 4. Monticello Boulevard and Green Road District 5. Oakwood Country Club (Implemented)	Brownfield remediation; targeted demolition, rehabilitation; increased residential density and mixed-use; streetscape; expansion of existing manufacturing; pursue medical and education corridor	1. Green Road 2. Mayfield Road 3. Monticello Blvd	Notre Dame College

Table 5: Communities with INDUSTRY FOCUSED STRATEGY

Nr.	Community	Desired Character	Location Factor/ place-based amenities	Priority Geographic Areas	Key Strategies	Priority Road Projects	Major Employers
C-17	Cuyahoga Heights	Epicenter of heavy industry	Highway, freight, (metro) park	1. E. 71st Street 2. E. 49th Street 3. Grant Ave Inter-change 4. Various other sites 5. Landfills	Revitalize and reutilize vacant parcels; 10 landfills; promote location advantage; brownfield remediation	1. Grant Ave 2. Harvard Ave	ALCOA, Arcelor Mittal, Charter Steel
C-23	Glenwillow	High-tech industry cluster	Proximity to Solon	1. Town Center 2. Old Train Depot 3. Two closed landfills	Explore redevelopment options of closed landfills; sustainable urbanism education center; transportation museum; benefits from proximity to Solon	Bond Street	
C-36	Newburgh Heights	stabilizing housing stock and encourage new investment	Highway, (metro) park	1. Upgrade Goodman Industrial Property 2. Re-development of LTV steel property 3. Harvard Road Retail 4. White Dove Mattress property	Turn vacant industrial sites into retail; office or residential depending on market needs; relocate truck entrees; rehabilitation	1. Harvard Road 2. Metroparks Trail	Arcelor Mittol, Alcoa Aluminum, Harvard Metal Training
C-42	Olmsted Township	Growing suburb and job center	Highway, park	1. Town Center (Bagley Road and Stearns Road) 2. Joint Economic Development District 3. Lewis Barrett Semi-Rural Area	Planned Business Park Overlay; mixed-use zoning; conservation easements; Joint Economic Development District shared with Olmsted Falls	1. Bagley Road 2. Cook Road 3. Stearns Road 4. McKenzie Road	
C-51	Solon	Regional leader in economic development activities	Highway, (metro) park, FEZ	1. Central Retail District 2. Industrial Core	Sidewalk additions; storefront renovation; property marketing assistance; redevelopment and infill; upgrade communication technology (high-speed data connections); tech-based industrial	1. Upgrade communications and electrical capacities 2. RTA upgrades	Nestle, Swagelok, National Enterprise System, Erico National Corporation (Food industry has historically grown)
C-56	Walton Hills	Small town with country character	Park	1. Northfield Road Industrial Corridor (underutilized Ford property) 2. Village Center 3. TG Young Park	Attraction of retail, office, research and light industrial; brownfield remediation; road widening; village owned fire station; rec center	1. Northfield Road 2. Alexander Road 3. Krick Road	Ford Motor Company, Ferro Corporation, Transtar Industries, Homework Inc (Arhaus)

Table 6: Communities with RESIDENTIAL FOCUS and local retail						
Nr.	Community	Desired Character	Location Factor/ place-based amenities	Priority Geographic Areas	Key Strategies	Priority Road Projects
C-11	Brooklyn Heights	Location of choice for businesses and residents	Highway, (metro) park	1. East of Van Epps Road 2. Grange Road Corridor 3. North of Schaaf Road	Redevelopment of vacant parcel (industrial to retail and office, as well as protection of natural habitats)	
C-13	Chagrin Falls	Maintain Small Town Character	Park		Streetscaping	1. Upgrade sidewalks 2. Upgrade sanitary sewer
C-18	East Cleveland	Revitalize and maintain neighborhoods	Park	1. Doan Ave (Hayden to Railroad) 2. Coit/ Noble Triangle 3. Hayden Ave 4. Euclid Ave	Attract light industrial, built town homes, attract quality retail and mixed use along Euclid Corridor, build upon proximity to University Circle, TOD	Euclid Corridor
C-45	Parma Heights	Retail center	(Metro) park	1. Pearl Road Shopping Center and Yorktown Center 2. Pearl Road Shopping Areas 3. Greenbrier Shopping Area	Redevelopment of shopping centers, increased mixed-use and townhouse development; streetscaping	1. Pearl Road 2. York Road 3. W. 130th
C-50a+b	Shaker Heights	Mixed-use community	Transit, park	1. Lee Road./ Chagrin Road. 2. Van Aken District 3. Lee Road Gateway 4. West Chagrin	Transit-oriented-development; streetscape; purchase of land and redevelopment	Lee Road

For the TLCI studies, a similar analysis has been conducted. Out of 26 transportation studies, 11 provided detailed descriptions of potential infill development. Most plans focused on the transportation component of TLCI studies. However, seven plans calculated specific sizes for each of the suggested infill developments. However, none of the plans conducted a market study. Table 7 lists the six studies that provide specific numbers on the development potential.

Table 7: Cities who have identified specific development opportunities in their TLCI studies

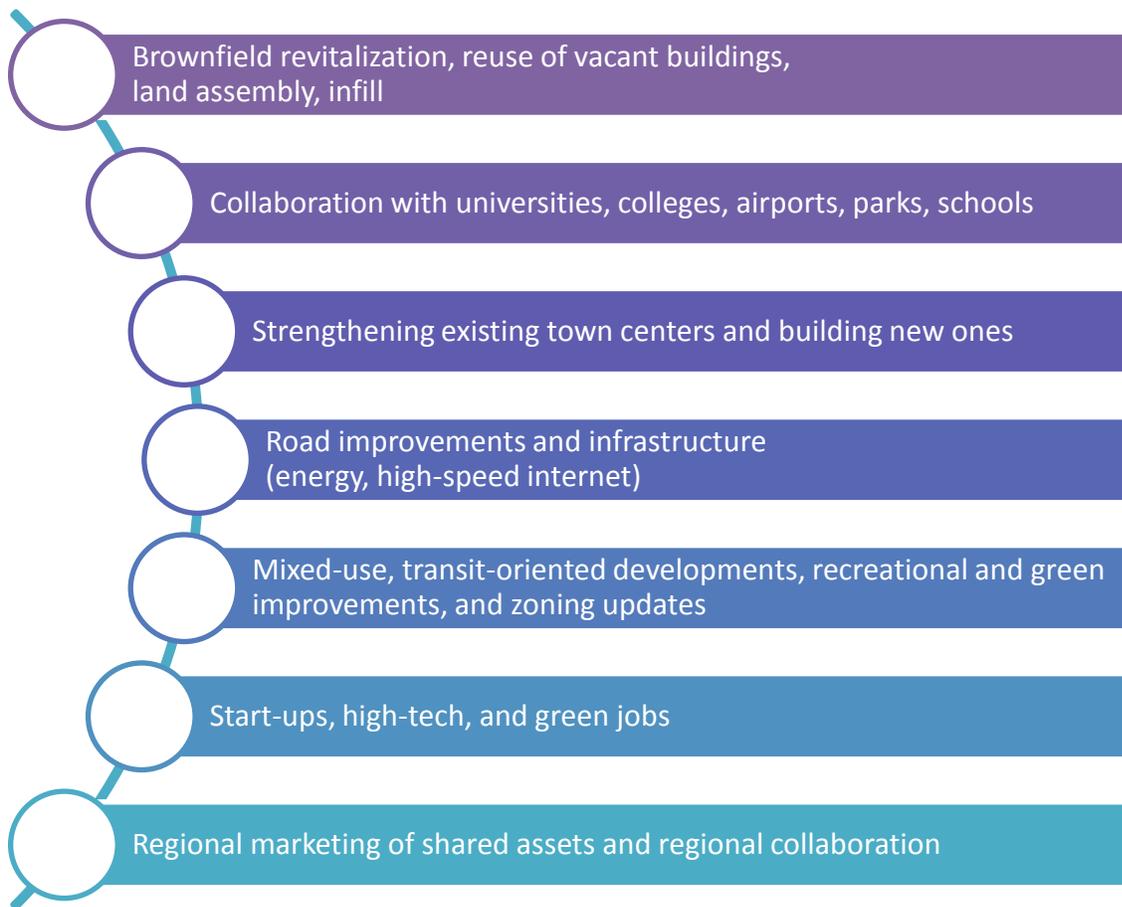
#	City	Site/ District	Economic Development Potential			
			Residential	Commercial/ Retail	Office	Industrial
TLCI-25	Cleveland Heights	Cedar-Fairmount	MF Units: 150 + 13 townhomes	50,000 sf.	15,000 sf.	
TLCI-33	Euclid	Downtown	MF Units: 160 (217,000 sf.); SF: 30 units (56,000 sf.)	221,000sf.	99,000 sf.	
TLCI-36	GCRTA	E116th/ Buckeye RTA Station (St. Luke's Hospital)	elderly housing, 30,000 sf.	29,000sf		
TLCI-37	GCRTA	E120th RTA Station (UNIVERSITY CIRCLE, INTESA)	96 apartments, building dedicated to students	Mixed Use: 100,000 sf.		
TLCI-45	North Royalton	Town Center	300 townhomes	245,000 sf.	100,000 sf. (second floor)	
TLCI-50 and 51	Shaker Heights	Warrensville/ Van Aken TOD	600 units (MF)	200,000sf.	500,000 sf.	

Reviewing master plans and TLCI studies has helped to uncover the areas in which communities see their biggest potential for redevelopment. It has also illustrated that most master plans identify opportunities in very general land use terms: retail, industrial, office, light industrial. Across master plans, a set of topics emerged that can be considered “common concerns across municipalities”. The following section highlights the concerns that came up in the majority of planning documents.

4. Common Issues and Themes across Communities

A common theme throughout all plans and studies was to bring parcels and sites back onto the market. While economic development organizations are charged with marketing the region to targeted industries, cities and government agencies can provide valuable services in terms of preparing sites for sale on the market. Most communities are very aware of the need for infrastructure and transportation investments, infill development, brownfield redevelopment, and others to make their city more competitive in a global economy. The report lists the concerns for each community. The following Figure 1 highlights a compiled list of issues that will be explained in more detail hereafter.

Figure 1: Common themes throughout master plans



Underutilized development sites: Brownfield revitalization, reutilization of vacant buildings, land assembly, and infill

Industrial and Retail vacancies: Most communities have identified parcels and buildings that are outdated and vacated, some of which concern industrial facilities while others concern retail facilities. Key topics are: brownfield rehabilitation, redevelopment of large abandoned malls, and storefront revitalization.

Residential vacancies: As the Cuyahoga County Land Bank is working on clearing properties, there might be opportunities to assemble land and bring it back to the market for retail, multifamily, or industrial development.

Closed landfills: Many communities have closed landfills whose output of methane imposes special challenges on potential redevelopment. A study of nationally recognized best-practices in redeveloping landfills might be beneficial.

Greenfield industrial parks: While older communities are struggling to redevelop old industrial sites, communities with greenfields are successfully advertising their industrial parks.

Underutilized surface parking lots: TCLI studies especially highlight the potential for redevelopment of surface parking lots into mixed-use developments. Communities that have identified specific square footages are: Cleveland Heights, East Cleveland, Euclid, Cleveland, Shaker Heights have identified specific infill potential.

Collaboration with universities, colleges, parks, and airports

Education sector: Several communities stressed the need to collaborate more with universities and colleges within their vicinity to develop an incubator or shared office space.

- *Cities that could especially benefit from their proximity to universities and colleges are* Cleveland, Berea, Cleveland Heights, Shaker Heights, and University Heights.

Airports: Other community assets are airports such as Hopkins International Airport, Burke Lakefront Airport, and Cuyahoga County Airport. The location of warehouse space and office space in proximity to the airport were considered beneficial.

- *Airport communities are:* Brook Park, Berea, Cleveland, Olmsted Township, Fairview Park, Richmond Heights, Highland Heights

Parks: Furthermore, almost all communities stressed the connectivity to the Metroparks as an asset to improve the quality of life as well as to attract tourists. Especially worth noting is Rocky River’s Public Marina Concept and Cleveland’s Lakefront plan, which is meant to foster national tourism.

- *Communities that recognize the importance of the metroparks in their master plans:* Berea, Brook Park, Brooklyn, Parma, Rocky River, Cuyahoga Heights, Solon, Walton Hills, Cleveland, Mayfield Village, North Olmsted, Bedford, Fairview Park, Brooklyn Heights, Chagrin Falls, Parma Heights

Strengthening existing town centers and creating new ones

13 communities have proposed to (re-)develop their town center. In older communities, town centers have been developed years ago and now require maintaining the character and refreshing the streetscape and branding. Other communities already have parks, schools and city hall at a central location and are now looking to diversify the land uses to include retail, office, and multi-family housing. Newer communities that currently do not have town centers are interested in building them.

- *Communities interested in rebranding and rezoning existing town centers as well as in upgrading streetscape:* Berea, Bedford, Fairview Park, Parma, Parma Heights, Rocky River, South Euclid, Shaker Heights
- *Communities interested in developing a new town center:* Bedford Heights, Brook Park, Brooklyn, Broadview Heights, Olmsted Township

Road improvements and infrastructure investments

Roads: Almost all communities have identified at least one commercial area that would benefit from some sort of streetscape improvement. The level of detail and type of design elements suggested vary, however, a common theme is to increase walkability, bikeability, and transit access for residents.

Road improvements found throughout master plans and TLCI studies are:

- Road diets
- Multimodal access and complete streets: enhanced transit, pedestrian, and bicycle access
- Improved streetscape: tree planting, pedestrian-scaled lighting, street furniture
- Trails connecting business districts and neighborhoods to and from metroparks reservations
- Gateway signage
- Plazas

Detroit Ave in Lakewood offers a potential to study the positive economic impact of streetscape redevelopment and road diets. In 2007, a TLCI study for Detroit Avenue suggested several design interventions that have mostly been implemented to-date. Thus, Detroit Avenue provides a great example to study the economic impact of streetscape redesign.

Other infrastructure investments: The city of Solon is the only city that has shown awareness of the need to upgrade their electricity and internet grid. Having a large portion of land designated to industry, a reliable energy grid and high-speed internet are important location factors. Thus, things to consider for communities throughout Cuyahoga County are:

- Bury electricity lines for increased reliability of the energy grid
- Improved high-speed internet access to industrial parks
- Grey and green stormwater infrastructure
- Access to industrial parks: often trucks must access older industrial parks through residential neighborhoods.

Transit-oriented development

All communities with rapid transit stations (red, green, and blue line, Health Line) talk about transit-oriented development within their master plans, but those spending the most time on the idea are Shaker Heights and Cleveland Heights. There are also several communities that have expressed interest in an improved connection to the regional transit network. Those communities are Mayfield Heights, Mayfield Village, Solon, and Fairview Park.

High-tech startups, green jobs and small businesses

Shared office space: A handful of communities specifically want to target high-tech startups and businesses. One suggested approach was the reutilization of vacant school buildings (or other publicly owned buildings) to provide shared office space. Especially in early development stages, small startups tend to look for cheap/ affordable rents.

Regional economic development advertisement material

Strongsville, Solon, and Beachwood all have strong advertisement materials. The primary characteristic is that the materials situate the communities within the larger context of NE Ohio as a transshipment location close to Chicago, Pittsburgh, and Toledo; while at the same time displaying the office and industrial parks within the community. They also advertise the quality of life to be found within their community. Considering the Cuyahoga County Business Attraction and Anti-Poaching Protocol, there might be opportunities for communities to expand collaboration on advertisement materials as well as distribution of those materials.

Zoning updates to allow mixed-use development and design overlay districts

Higher densities, and new uses (e.g. research office instead of industrial): Most communities proposed zoning updates within their master plans to allow for desired development to occur. Communities are trying to alter land uses and find more suitable land uses for specific locations, for example, rezoning from industrial to research office was suggested by several communities. Commonly seen across master plans are proposals for mixed-use developments, transit-oriented development, senior housing, and lifestyle centers. Some propose to create design overlay districts.

Green Space, parks and recreation

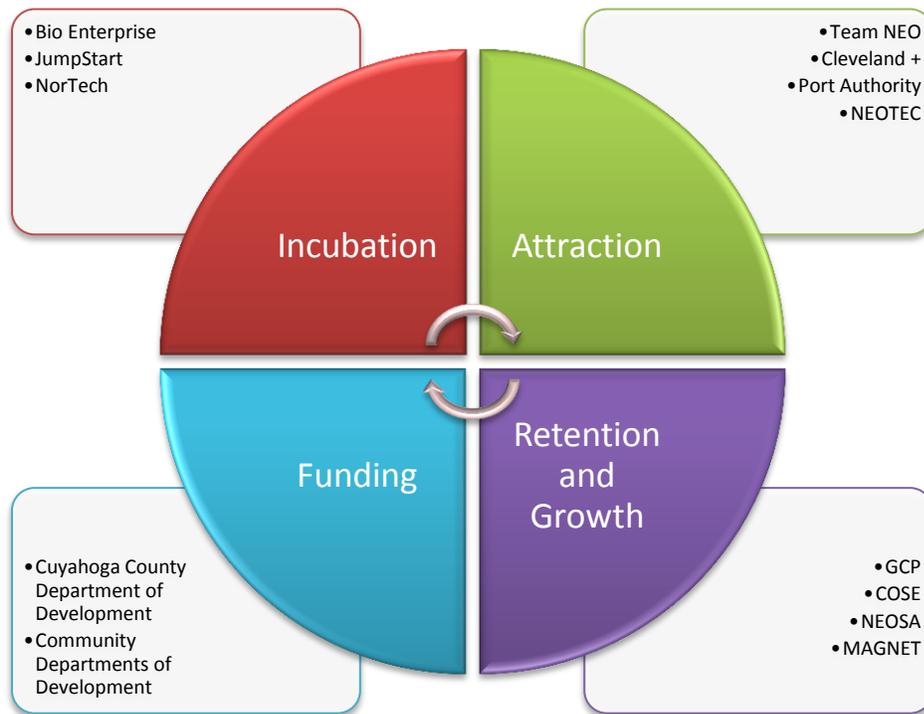
The TLCI studies especially highlight the need to improve trail connections to Metroparks as well as highlight opportunities to develop neighborhood parks. Considering the quality of life aspect of economic development, the following types of parks and community green spaces are desired by communities in Cuyahoga County:

- Pocket parks and plazas for underutilized parcels
- Neighborhood parks
- Improved multi-modal access to Metroparks and the Emerald Necklace
- Lakefront access

5. Industry Cluster and Economic Development Findings

While most master plans tend to speak in general land use and zoning terms (retail, industrial, office, mixed-use), economic development professionals prefer to name much more specific industry clusters. Thus, a second perspective in place-based economic development relates to leveraging existing industry clusters. The combination of industry clusters tends to be unique to a region, depending on the education of the workforce, natural resources present, as well as other assets. Thus, part of this document is a review of industry clusters unique to Cuyahoga County and Northeast Ohio. For this purpose, the websites of most economic development organizations that operate within Cuyahoga County were reviewed (see Figure 2 for list of organizations.) Combining the knowledge of generally suitable locations for industrial development (etc.) with the knowledge of specific industry clusters suitable to the region can help leverage assets to their full potential.

Figure 2: Economic Development Environment in Cuyahoga County



Each economic development organization targets slightly different industry clusters. There is a shared core of industry clusters such as advanced manufacturing, biomedical, instruments, controls, and information technology. The following Table 8 provides an overview of all the clusters that can currently be found in Cuyahoga County.

Table 8: Industry clusters identified by economic development organizations				
#	Following Sections	Cluster identified by	Sub-Industry Clusters	NAICS Codes²
1)	Aviation	Team NEO	Aerospace and Aviation	48-49 Transportation and warehousing; 481 Air transportation
2)	Advanced Manufacturing	Team NEO, NEOSCC	1) Automotive; 2) Other general purpose machinery; 3) Metal production and fabrication; 4) Fabricated metal product manufacturing; 5) Oil and gas; 6) Polymers, plastics and chemicals; 7) Paint, coating, and adhesive manufacturing; 8) Resin, synthetic rubber, and artificial fibers and filaments manufacturing; 9) Basic chemical manufacturing; 10) Clay product and refractory manufacturing	31-33 Manufacturing
3)	Biomedical and Pharmaceutical	TeamNEO, COSE, NEOSA, JumpStart	1) Biomedical; 2) Health care; 3) Global cardiovascular innovation center	3254 Pharmaceutical; 3345 Electromedical 62 Health care
4)	Food Processing Industry	Team NEO	Food processing	311 Food manufacturing
5)	Instruments, Controls and Electronics	Team NEO, JumpStart, NorTech, NEOSCC	1) Instruments; 2) Controls and electronics; 3) Nanotechnology; 4) Electric equipment manufacturing; 5) Flexible electronics 6) Flexible Liquid Crystal Display	333 Machinery Manufacturing; 334 Computer and Electronic Product manufacturing
6)	Innovative and Sustainable Businesses – Energy, recycling, water	COSE, NorTech, JumpStart	1) Advanced energy; 2) Water technologies	237130 Alternative energy; 221 Utilities; 562 Waste management and remediation
7)	Information Technology and Software Development	COSE, NEOSA, JumpStart	1) Technology/ high-tech businesses; 2) Information technology	5112 Software publishers; 518 Data processing, hosting, and related services
8)	Insurance, Professional, and Financial Services	Cleveland Plus		52 Finance and Insurance
9)	Headquarters and Professional Services	Cleveland Plus, Team NEO		55 Management of Companies and Enterprises
10)	Logistics and Distribution	Cleveland Plus, NEOTEC		
11)	Tourism and Recreation	Communities		71 Arts, entertainment, recreation; 5615 Travel arrangement and reservation services
12)	Film-Industry			512 Motion picture and sound recording industries
13)	Minority Owned Businesses	Team NEO, Cose, GCP	Minority owned businesses	
14)	Entrepreneurs	Cleveland Plus, JumpStart		
15)	Research and Development Institutions		US DOD See regional innovations report	
16)	Retail Trade			44-45

² http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart_code=51&search=2012%20NAICS%20Search

6. Conclusions and Recommendations

Going into year four of the Five Year Economic Development Plan, the following actions are highly recommended:

Action Item	Anticipated Outcome	Potential Lead Agency
Create an online GIS platform displaying the planned infrastructure investments by GCRTA, Metroparks, NEORSD, NOACA, DPW;	Better leverage public dollars, identify target areas	CCPC, NOACA
Include targeted areas identified by communities in GIS platform and move towards a county-wide database of suitable locations for specific targeted industries	Indicate to developers potential sites for new developments; improved communication with companies and developers through easily accessible information	CCPC, communities
Collaborate with cities on town center development/ zoning updates; Direct additional funds for storefront rehabilitation	Increased sense of community, improved branding opportunities for communities, stronger region	CCPC, DoD
Increase awareness for upgrading energy and high-speed internet access to ensure reliability of the energy and communication network in communities; Advocate for federal dollars to be allocated for energy/ communication network improvements	Enhanced regional competitiveness in a global market	DoD
Develop additional economic development incentives for infill development (land assembly, tax increment financing, brownfield redevelopment, upgrade infrastructure);	Reutilization of already developed and accessible land (better use of public dollars than greenfield development)	DoD
Launch a transit-oriented development initiative in collaboration with RTA and communities;	More transit-oriented development and enhanced livability	DoD, CCPC, RTA, communities, NOACA
Assist communities in providing space and resources for start-ups and small businesses to serve the targeted industry clusters;	Improved business environment for start-ups and small businesses	DoD
Encourage regional collaboration of cities to jointly advertise nationally for Cuyahoga County based tourism (parks and lake), industrial parks, office developments, and quality of life;	Enhanced recognition of Cuyahoga County nationally; benefits communities in terms of increased visibility and potential higher demand	DoD
Provide assistance to communities to update zoning codes based on recommendations in community master plans; encourage coordination of land uses across communities	More competitive cities on a national scale	CCPC

Consideration for future studies regarding industry cluster locations: purchase/ utilization of business data sets that contain NAICS codes and addresses of all businesses ranging from 5 to 1000 employees within the county. The cost for those data sets range between \$1,000 and \$5,000, depending on the level of detail.	Improved localization of business clusters and ability to provide targeted advertisement of locations (along the supply chain of existing businesses)	DoD, CCPC
Conduct specific qualitative industry research to identify potential public investments to attract more businesses in the industry (e.g. aviation/ aerotropolis, film-industry, tourism, technology, food processing)	Improved ability to target specific industries	DoD, CCPC
Strengthen collaboration between economic development organizations in Cuyahoga County (see Figure 1)	Enhanced visibility and leveraging of resources	DoD
Work with communities to ensure that planned road and infrastructure projects receive funding and are implemented	Upgraded and improved roads and infrastructure to attract new residents and businesses	DPW, CCPC, NOACA
Create a forum/ workshop/ roundtable (other formats?) for universities and businesses to collaborate on innovations and research and development	Connect workforce education to business needs, potential cost savings for businesses	CCPC
Consider public arts initiative to enhance plazas in neighborhoods and community centers	Improved appearance of neighborhoods, quality of life increase	DoD
Regarding Map 1: Determine which retail centers are regional destinations vs. retail that primarily serves local/ neighborhood purposes (e.g. Regional destinations: Chagrin Falls Downtown, Coventry in Cleveland Heights, Crocker Park in Westlake); need to develop criteria that determines “regional”	Better understanding of regional transportation needs and suitable locations for developments of regional interest	CCPC
Do reality check of findings from master plan review – conduct interviews with economic development officials in each city to get latest news on development plans; fact check implementation progress of proposed development	Improved understanding of suggestions in master plans	CCPC, DoD
Develop decision making tool to determine regional impact of local developments	Enhanced regional economic development	CCPC, DoD

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0155

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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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 May 7, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through JJ), and recommended to County Council the formal adoption and implementation of the attached changes; and,

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

New Classifications: (See Attached Classification Specifications)

Exhibit A:	Class Title:	<i>Case Manager</i>
	Number:	1011451
	Pay Grade:	4
Exhibit B:	Class Title:	<i>Case Manager Supervisor</i>
	Number:	1011452
	Pay Grade:	7
Exhibit C:	Class Title:	<i>Chief Forensic Photographer</i>
	Number:	1017132
	Pay Grade:	13
Exhibit D:	Class Title:	<i>Chief Investigator</i>
	Number:	1071213
	Pay Grade:	13
Exhibit E:	Class Title:	<i>Chief Toxicologist</i>
	Number:	1071311
	Pay Grade:	21
Exhibit F:	Class Title:	<i>Director of Parentage, Quality Assurance Manager & Training Coordinator</i>
	Number:	1071321
	Pay Grade:	21
Exhibit G:	Class Title:	<i>Drug Chemistry Laboratory Supervisor</i>
	Number:	1071253
	Pay Grade:	17
Exhibit H:	Class Title:	<i>Evidence Technician</i>
	Number:	1071111
	Pay Grade:	5
Exhibit I:	Class Title:	<i>Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator</i>
	Number:	1071331
	Pay Grade:	21
Exhibit J:	Class Title:	<i>Forensic Pathologist 1</i>
	Number:	1071411
	Pay Grade:	26
Exhibit K:	Class Title:	<i>Forensic Pathologist 2</i>
	Number:	1071412
	Pay Grade:	27

Exhibit L: Class Title: *Forensic Pathologist 3*
Number: 1071413
Pay Grade: 28

Exhibit M: Class Title: *Forensic Photographer*
Number: 1071131
Pay Grade: 6

Exhibit N: Class Title: *Forensic Scientist 1 - DNA*
Number: 1071221
Pay Grade: 10

Exhibit O: Class Title: *Forensic Scientist 1 - Fingerprint*
Number: 1071231
Pay Grade: 10

Exhibit P: Class Title: *Forensic Scientist 1 - Toxicology*
Number: 1071241
Pay Grade: 10

Exhibit Q: Class Title: *Forensic Scientist 2 - DNA*
Number: 1071222
Pay Grade: 11

Exhibit R: Class Title: *Forensic Scientist 2 – Drug Chemistry*
Number: 1071251
Pay Grade: 11

Exhibit S: Class Title: *Forensic Scientist 2 – Toxicology*
Number: 1071242
Pay Grade: 11

Exhibit T: Class Title: *Forensic Scientist 2 – Trace Evidence*
Number: 1071262
Pay Grade: 11

Exhibit U: Class Title: *Forensic Scientist 3 - DNA*
Number: 1071223
Pay Grade: 12

Exhibit V: Class Title: *Forensic Scientist 3 - Toxicology*
Number: 1071243
Pay Grade: 12

Exhibit W: Class Title: *Histology Technician*
Number: 1071141
Pay Grade: 7

Exhibit X: Class Title: *Laboratory Technician - Toxicology*
Number: 1071112
Pay Grade: 5

Exhibit Y: Class Title: *Manager, Morgue Operations*
Number: 1071214
Pay Grade: 15

Exhibit Z: Class Title: *Medical Examiner Investigator 1*
Number: 1071211
Pay Grade: 8

Exhibit AA: Class Title: *Medical Examiner Investigator 2*
Number: 1071212
Pay Grade: 10

Exhibit BB: Class Title: *Medical Secretary*
Number: 1011441
Pay Grade: 4

Exhibit CC: Class Title: *Medical Secretary Supervisor*
Number: 1011442
Pay Grade: 7

Exhibit DD: Class Title: *Morgue Technician*
Number: 1071121
Pay Grade: 5

Exhibit EE: Class Title: *Morgue Technician Supervisor*
Number: 1071122
Pay Grade: 8

Exhibit FF: Class Title: *Parentage Laboratory Supervisor*
Number: 1071274
Pay Grade: 17

Exhibit GG: Class Title: *Pathology Assistant*
Number: 1071152
Pay Grade: 8

Clerk of Council

Date

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager	Class Number:	1011451
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain sensitive records from multiple sources, track case files, enter data, and register payment for accrued fees in order to complete the death certificate filing.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Positions 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. This class is distinguished from the Case Manager Supervisor in that the later supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

- 40% +/- 10%
- Receives and obtains medical and legal information and records from multiple sources, including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, the internet, and other staff; checks records for accuracy; inputs data into specialized database systems like in-house VertiQ system; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list and provides the information online to the appropriate organization; transfers information from one computer to another; prints a cause of death form and provides that and other information to the Medical Examiner to assist in determination of cause of death; tracks case files.

- 20% +/- 5%
- Completes death certificates once cause of death is determined; enters information into the State's Electronic Death Registry System (EDRS) database and generates a report; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; types a short summation of the events leading to death based on Medical Examiner's verdict.

- 20% +/- 5%
- Receives, date stamps, and distributes case work and reports; updates numerical list of cases and types brief information; updates alphabetical book; submits autopsy reports and types, proofreads and submits verdicts to Medical Examiner for review and signature.

- 20% +/- 5%
- Staffs front counter; processes and registers payment for fees accrued; verifies information and approves burial or cremation permits for funeral home personnel; balances daily receipts.

EXHIBIT A

Case Manager

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent with one (1) year of experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Must be able to learn State of Ohio Electronic Death Registry System (EDRS).

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical terminology.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager Supervisor	Class Number:	1011452
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is supervise and participate in the work of the Medical Examiner's Case Management unit; to receive and obtain records from multiple sources, track case files, enter data, and register payment for accrued fees in order to complete the death certificate filing.

Distinguishing Characteristics

This is first-line supervisory class that is responsible for supervising a unit of Case Managers and clerical staff in completing the processes required for finalizing death certificates. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. The Case Manager, Supervisor is distinguished from the Case Manager in that the supervisor oversees the work of that class and participates in the more complex work of the unit

Essential Job Functions

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

- 30% +/- 10%
- Receives and obtains medical and legal information and records from multiple sources, including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, the internet, and other staff; checks records for accuracy; inputs data into specialized database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list and provides the information online to the appropriate organization; transfers information from one computer to another; prints a cause of death form and provides that and other information to the Medical Examiner to assist in determination of cause of death; tracks case files.
- 15% +/- 5%
- Completes death certificates once the cause of death is determined; enters information into a database and generates a report; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; types a short summation of the events leading to the death based on the Medical Examiner's verdict.
- 25% +/- 5%
- Supervises staff; assigns, plans, and reviews work; maintains standards; implements disciplinary actions; documents misconduct; evaluates training needs and provides instruction; establishes and promotes employee morale.
- 20% +/- 5%
- Receives, date stamps, and distributes case work and reports; updates numerical list of cases and types brief information; updates alphabetical book; submits autopsy reports and types, proofreads and submits verdicts to Medical Examiner for review and signature.

Supervisor Case Managers

10% +/- 5%

- Staffs front counter, as needed; processes and registers payment for fees accrued; verifies information and approves burial or cremation permits for funeral home personnel; balances daily receipts.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent and three (3) years of experience in performing clerical duties and/or working with the public; some lead or supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Must be able to learn State of Ohio Electronic Death Registry System (EDRS).

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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 recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including patient records, death certificates, verdicts, cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.

Supervisor Case Managers

- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, total payments received, 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, to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Forensic Photographer	Class Number:	1017132
FLSA:	Exempt	Pay Grade:	13
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, prioritize, assign, supervise, and participate in the work of forensic photographers; to identify and apply emerging technologies.

Distinguishing Characteristics

This is a first-line supervisor classification working under direction from the unit manager. The employee in this class exercises discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of photographs. Employee in this class is expected remain up-to-date regarding technology, and to provide instruction and assistance to staff as the new technology becomes available.

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%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that work is handled properly and in a timely fashion; troubleshoots and resolves technical and workflow difficulties; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; develops and updates standard operating procedures; ensures staff safety.

- 30% +/- 15%
- Photographs individuals/bodies including mug shots, clothed overalls, autopsies and gross specimens; photographs clothing and associated evidence, property, vehicles or scenes; documents crime/accident scenes; processes raw image files from digital media cards, processes property or digital media cards for other departments; digitizes film, prints, and/or other copy; prints color or black and white digital photos or conventional silver prints; scans film or flat copy and documents; gives expert testimony.

- 10% +/- 5%
- Oversees and participates in cleaning and routine maintenance of equipment; maintains photography unit inventory including darkroom and photographic chemicals.

- 10% +/- 5%
- Conducts tours and gives lectures to outside agencies, organizations, or individuals.

- 10% +/- 5%
- Attends and participates in professional group meetings and trainings; stays abreast of emerging imaging technologies; implements and trains photographers on new technologies; uses and evaluates new equipment, hardware, and software; develops and conducts training of proper photographic techniques; conducts unit meetings with staff.

Chief Forensic Photographer

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree including coursework in photography, or related field and five (5) years experience performing digital and conventional photography in a studio or laboratory setting; forensic experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No special licenses or certifications required.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including photographic equipment, computers and peripheral equipment.
- Ability to operate a variety of photographic equipment including projectors, scanners, strobes, microscopes, digital cameras and spherocam.
- Physical abilities to perform essential functions.

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 and to utilize college level algebra, geometry and trigonometry 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 digital media cards, photograph orders, autopsy protocol, reports, CD's and DVD's, film, and standard operating procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, software and hardware manuals, safety manual, publications, CD portfolio catalogues, equipment manuals, reference books, journals, and employee handbook.

Chief Forensic Photographer

- Ability to prepare DVD' and CD's, digital images, photographic prints, supply order forms, internal unit manual, budget reports, annual statistics, scale drawings/models, PowerPoint presentations, standard operating procedures, publications signs, identification cards, 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, to persuade and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, investigators, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office, laboratory and in the field with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Investigator	Class Number:	1071213
FLSA:	Exempt	Pay Grade:	13
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, coordinate and supervise the Investigations Unit of the Investigation and Morgue Operations division of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol; to provide responsible administrative support to the division manager.

Distinguishing Characteristics

This is a first-level supervisor classification that provides direct supervision to a unit of Medical Examiner's Office Investigators. While reporting directly to the Medical Examiner (or designee), this class must work in cooperation and consultation with the Manager of Morgue Operations, and oversees and participates in investigations as well as leading unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 30% +/- 10%
- Assumes supervisory responsibility for investigations in compliance with local, state, and federal laws, regulations and department protocol; implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; provides input regarding staffing requirements.
- 25% +/- 10%
- Supervises investigations staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Oversees and participates in investigations of death scenes and police related deaths; takes photographs and works with photographers; locates next of kin; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI); lectures on SUIDI investigations.
- 10% +/- 10%
- Logs property; investigates claims of missing property; works with the probate court; transfers funds to County Administration.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, consultants, outside and County agencies, related businesses including police departments, funeral homes, hospitals, and other investigators and medical examiners.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Chief Investigator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in forensic science, criminal justice, mortuary science or related natural sciences (biology, physiology, anatomy) with five (5) years experience as a Death Investigator and a minimum of (3) years experience as shift leader/supervisor; or an equivalent combination of education, training, and experience.

Additional Requirements

Position may require any or all of the following:

SUIDI Certification.

Medical Legal Death Scene Investigation Certification (ABMDI).

Completion of FEMA ICS 100, 200, 300, 700 and 800 courses is required within 12 months of hire.

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

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, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Chief Investigator

- Ability to comprehend a variety of informational documents including investigators' reports, city burial forms, citizens' complaints, doctors' requests for investigation, daily death reviews, requests for firearm return, and departmental memos.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, unclaimed cash receipts, cleaning log, complaint log, city burials, requests for firearm return, 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 use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Toxicologist	Class Number:	1071311
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and manage a staff of forensic toxicologists responsible for the collection and analysis of postmortem specimens and evidence in forensic case work; analysis of postmortem specimens and evidence to detect poisonings; provide assistance for toxicological interpretations in legal investigations of deaths involving poisoning and drug use, as well as non-fatal forensic casework.

Distinguishing Characteristics

This is a unit director and managerial classification. The employee in this classification exercises discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems, and in supervising assigned staff. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned cases and activities are completed in a timely and efficient manner. This classification is expected remain up-to-date regarding technology, and to provide instruction and assistance to staff as new technology becomes available and to provide direction for the overall growth of the department and its 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.

- 20% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; troubleshoots and resolves technical and workflow difficulties; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; ensures that accreditation requirements are maintained; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; develops and updates standard operating procedures; ensures staff safety.
- 40% +/- 10%
- Prepares Toxicology Reports for review and reviews Toxicology Reports prepared by subordinate staff; performs analytical assays for presence of drugs and/or chemicals; receives and reviews Toxicology Assays in order to prepare reports; verifies accuracy of data.
- 15% +/- 5%
- Communicates with prosecutors, defense attorneys, police officers, and private citizens concerning toxicology reports and toxicology issues; answers phone calls, correspondence, and emails, and confers with individuals in person.
- 10% +/- 5%
- Guides direction of Toxicology Laboratory; oversees maintenance, calibration, and acquisition of instrumentation; manages accreditation of Lab, testing protocols, training of personnel, and increasing the visibility of our Lab at the local, state and national level.
- 10% +/- 5%
- Provides expert toxicology testimony to courts in Cuyahoga County and the surrounding region.

Chief Toxicologist

5% +/- 2%

- Attends and participates in professional group meetings and trainings to maintain requirements and stay abreast of emerging toxicology technologies; provides training to staff and students; presents toxicology presentations at local, state and national meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in toxicology, chemistry, pharmacology, or related field and ten (10) years of postmortem laboratory experience and at least two (2) years previous and progressive supervisory experience in a forensic lab setting.

Additional Requirements

Certification by the American Board of Forensic Toxicology or an equivalent certifying board, recommended.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including highly technical scientific analysis equipment (Gas chromatographs, spectrophotometers, LC/MS/MS, GC/MS, etc.) as well as spectrophotometry, electrolyte analyzers and immunoassay instrumentation.

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 and to utilize college level algebra, geometry and trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-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.

Chief Toxicologist

- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, scientific papers and texts, and instrument manuals.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, corrective action reports, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve in a managerial and supervisory capacity, to influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees, pathologists, attorneys, law enforcement personnel, sales representatives, students, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents, refrigerated and subzero coolers and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Director of Parentage, Quality Assurance Manager & Training Coordinator	Class Number:	1071321
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of the classification is to plan, organize, and direct the Parentage Identification lab unit and the Quality Assurance/Quality Control activities of all Crime Laboratory units of the County Medical Examiner's Office through subordinate supervisors; to ensure the accuracy of parentage documents, worksheets, data and calculations; to enforce American Association of Blood Banks (AABB), American Society of Crime Lab Directors (ASCLD), and DNA Advisory Board (DAB) standards; to identify personnel training needs and provide/arrange for trainings.

Distinguishing Characteristics

This is a unit director and managerial classification, with responsibility for managing a number of units through subordinate supervisors. This class receives general direction from the Laboratory Director and recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide related services. The employee ensures that operations and activities are completed in a safe, timely, effective, and efficient manner according to standards, procedures, regulations, and laws.

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%
- Plans, organizes, and directs the Parentage DNA unit within the County Medical Examiner's Office through a subordinate supervisor; reviews parentage test requisition documents and chain of custody; reviews test worksheets and controls; reviews electronic data, statistical calculations and reports for accuracy; signs off on all test reports; testifies as an expert witness; designs validation plans and studies before using new procedures or instruments and before making modifications to analytical procedures, software or calculation programs.
- 20% +/- 10%
- Enforces quality assurance in forensic laboratory according to established national standards by overseeing evidence collection, analysis, reporting and reviewing of forensic cases; reviews all procedures to ensure work is performed according to AABB standards; conducts management reviews and internal assessments; evaluates results; takes preventive and corrective actions; monitors corrective actions to ensure effectiveness.
- 20% +/- 10%
- Ensures quality and maintenance of test procedures and implements new technologies; monitors equipment calibration and reagent quality; plans and organizes audits as required by schedules according to accreditation agencies; establishes, implements, and maintains systems according to accreditation guidelines; conducts performance reviews.

Director of Parentage, Quality Assurance Manager & Training Coordinator

20% +/- 10%

- Counsels employees and implements disciplinary actions as necessary; assists staff with complex or problem situations; prepares and administers employee performance evaluations as scheduled or required; develops and implements competency testing; coordinates and conducts formal and informal trainings for staff including training technical staff in parentage DNA testing techniques and statistical calculation; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires.

15% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends in laboratory work and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in biology, chemistry, or related field of study and five (5) years of increasingly responsible experience performing parentage DNA testing in an AABB accredited laboratory; at least two (2) years of lead, supervisory or management experience desirable.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license and minimum automobile insurance as required by Ohio law upon hire.

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- 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; ability to use a variety of laboratory tools and equipment, including analyzers, thermal cyclers, heat blocks, pH Meter and fume hoods.

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 and approve the discipline or discharge of employees.
- Ability to recommend and approve the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical and probability analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-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 analysis worksheets, electronic data, statistical data, parentage DNA reports, proficiency test data, validation studies, quality assurance logs, corrective action plans and audit documents.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, machine and equipment manuals, journal articles, and quality assurance, standard operating procedures, training and safety manuals.
- Ability to prepare parentage reports, performance evaluations, corrective actions reports, laboratory reports, standard operating procedures, quality assurance, safety and training reports, internal assessment reports, responses to external audits, memos, 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 use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with directors, administrators, staff, analysts/scientists, Laboratory Director, law enforcement personnel, attorneys, pathologists, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Drug Chemistry Laboratory Supervisor	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Drug Chemistry Department of the Medical Examiner's Office, ensuring the proper handling and analysis of evidence to detect poisonings and drug use in order to aid legal investigations of crimes and/or death.

Distinguishing Characteristics

This is a first-line supervisory and management level classification under general supervision of the Director of Parentage and Quality Assurance Manager. The employee in this class is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates analysis duties; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; responds to employee issues and concerns; conducts meetings with Drug Chemistry staff; compiles performance statistics.
- 45% +/- 10%
- Performs administrative and technical case review; reviews analysis worksheets, evidence submission forms, electronic instrument, data and final reports for accuracy and completeness; confers with analyst in cases of error or other problems; compiles/manages caseload statistics; periodically provides court testimony regarding assigned cases.
- 20% +/- 10%
- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting drug chemistry; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.
- 10% +/- 5%
- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.
- 5% +/- 5%
- Monitors a variety of department functions; reviews log books, maintenance records and analyst's daily workplace logs; performs monthly audits of controlled substance holding area.

Drug Chemistry Laboratory Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, forensic chemistry, biochemistry or related field and six (6) years experience as an analyst in a drug chemistry lab; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Attainment of applicable scientific field certification.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including pipettes, cutters, bulbs, microscopes, and chemical reagents kits.

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 implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical analysis.

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 electronic instrument data, analysis worksheets, evidence submission forms, electronic final reports, log books, and instrument maintenance records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, Ohio Revised Code, ASCLD-Lab Accreditation Standards, SWGDRUG Guidelines, and instrument manuals.

Drug Chemistry Laboratory Supervisor

- Ability to prepare purchasing requests, quality control records for assays, daily work log for staff, departmental memos, monthly caseload statistics, monthly audit reports, performance appraisals, quality assurance data, 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 use and interpret medical, scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with section staff, other departmental employees/managers, supervisor, prosecutor's staff, law enforcement personnel, and members of the public.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Evidence Technician	Class Number:	1071111
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain evidence from multiple sources, establish a chain of custody for evidence received, ensure proper packaging/sealing of evidence to prevent contamination, and communicate request for analysis to appropriate department.

Distinguishing Characteristics

This is an entry 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.

- 60% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies, and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; assigns submissions to appropriate analyst; prepares requests for testing on evidence items; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records.
- 25% +/- 5%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence not in process of examination in the laboratory; maintains integrity of evidence reception and storage rooms; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by ASCLD and laboratory policies.
- 10% +/- 3%
- Prepares a variety of submission, inventory and release documentation; operates computer system, entering submitted items into evidence tracking system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents.
- 5% +/- 2%
- Testifies in court regarding evidence chain of custody issues as required.

EXHIBIT H

Evidence Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent supplemented by vocational or technical training and one (1) year experience in performing clerical and inventory control duties; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including personnel manuals, Justice Trax Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer documents, Gunshot Residue Test spreadsheet, 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.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.

Evidence Technician

- Ability to communicate and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator	Class Number:	1071331
FLSA:	Exempt	Pay Grade:	21
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the forensic DNA unit in the analysis of DNA samples from evidence, the generation of profiles from forensic samples, and the comparison of profiles to known sources of human DNA.

Distinguishing Characteristics

This is a unit chief and a managerial classification. The employee in this classification is expected to exercise discretion in applying goal and policy statements, in resolving unit's service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. Employees provide instruction and assistance to staff as new technology becomes available, and is expected to remain up-to-date in methods, protocols, procedures, applicable regulations, and methods for the analysis of data and reporting of results.

Essential Job Functions

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

- 50% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that rush-case requests are handled properly; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; monitors and provides for training needs; performs proficiency testing; reviews proficiency data of other scientists; prepares and conducts employee performance evaluations as scheduled or required; responds to employee issues and concerns; recommends salary increases and transfers.
- 20% +/- 10%
- Ensures that activities are completed on-time and accurately; provides administrative reviews of all DNA reports; analyzes, interprets and reports on assigned case work; manages case statistics; routinely monitors court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed.
- 15% +/- 5%
- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court.
- 10% +/- 5%
- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

EXHIBIT I

Other Duties (Technical Manager)

Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator

As the DNA Technical Manager, all technical operations of the DNA laboratory are overseen and the individual shall have the authority to initiate, suspend and resume DNA analytical operations for the laboratory or an individual. It is the responsibility of the DNA Technical Manager to:

- Evaluate and document approval of all validations and methods used by the laboratory and propose new or modified analytical procedures/technologies to be used by the analysts; Review and document the review of the academic transcripts and training records for newly qualified analysts and approve their qualifications prior to their conducting independent casework analysis.
- Approve the technical specifications for outsourcing agreements, if any; Review and document the review of the internal and external DNA audit documents and, approve corrective actions, if any; Review the procedures of the laboratory on an annual basis and document such review; Review and approve the training, quality assurance, and proficiency testing programs in the laboratory.
- Ensure that all analysts receive the necessary training and are qualified for their assigned work responsibilities; ensure that corrective action is taken and documented when appropriate; ensure the DNA Department's quality assurance program is in compliance with the Quality Assurance Standards for Forensic DNA Testing Laboratories.
- Review requests by contract employees (if any) for employment by multiple NDIS participating and/or vendor laboratories and, if no potential conflict of interest exists, may approve such requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Doctoral degree in forensic sciences or related fields; (see below) and five (5) years experience performing DNA analysis; previous and progressive supervisory experience in a forensic DNA lab setting.

Additional Requirements

Per FBI Quality Assurance Standards, successful completion is required of a minimum of 12 credit hours or its equivalent work in graduate level classes addressing subject areas of Biochemistry, Genetics, Molecular Biology and Bio-statistics in population genetics.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

Supervisory Responsibilities

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

Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator

- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the transfer, discipline or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and perform statistical analysis.

Language Ability & Interpersonal Communication

- Requires the ability to perform high-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 analysis worksheets, electronic and raw data, statistical data, proficiency data, standard operating procedures, quality assurance procedures, training manuals, competency test records, training records and validation data.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, equipment manuals and scientific journals.
- Ability to prepare departmental memos, and reports, standard operating procedures, quality assurance reports, inventory of chemicals, statistical, analytical and frequency data, training manuals, 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 use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, quality assurance officers, attorneys, law enforcement personnel, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 1	Class Number:	1071411
FLSA:	Exempt	Pay Grade:	26
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform autopsies in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner.

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% +/- 20%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.

- 20% +/- 10%
- Oversees student and resident rotations; teaches students and medical residents; schedules, prepares, and delivers lectures.

- 10% +/- 5%
- Provides expert legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Completion of certified residency training in anatomic and forensic pathology; Board Eligibility in Forensic Pathology for the American Board of Pathology; Clinical pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Requires Board Eligibility in Anatomic Pathology and in Forensic Pathology

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Forensic Pathologist 1

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- 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 abilities associated with the performance of a postmortem examination with assistance.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.
- Ability to provide instruction to other employees and to act on employee problems.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform high school level algebra, geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, Fellow applications and evaluations; accreditation documents, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, Fellowship Policy and Procedure, evaluations and applications, applicant letters and letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, serves in a supervisory capacity, influence use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Forensic Pathologist 1

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- May requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques.

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% +/- 20%
 - Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
 - Serves as a case coordinator for medical and forensic assessment of Medical Examiner's cases; Oversees student and resident rotations; teaches forensic pathology fellows, students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
 - Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and in Forensic Pathology and progressive responsibility performing work in a Medical Examiner's Office. Clinical Pathology training is preferred.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.

Forensic Pathologist 2

- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- 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.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to assist with administrative responsibilities of the Medical Examiner's Office; including oversight of the various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow and facilitates performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 15% +/- 5
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assist with planning modernization of laboratories; assist with planning of equipment procurement; provides expert witness testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, and medical personnel.
- 15% +/- 10%
- Plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities, including coordinating and evaluating student and resident rotations.
- 15% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

5% +/- 1%

- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and Forensic Pathology and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience. Demonstrable administrative aptitude. Clinical Pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

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 provide input on 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 and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

Forensic Pathologist 3

- 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.
- Organizational skills for scheduling and document management.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	1071131
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to document decedents photographically for identification purposes; photograph autopsies with signs of injury or disease, gross specimens and any associated clothing, evidence, crime scenes, property and/or vehicles; process all image files produced in court for viewing over the department intranet and/or archived on CD or DVD and catalogued for later use.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 40% +/- 10%
- Photographs bodies including mug shots, clothed overalls, autopsies and gross specimens; photographs clothing and associated evidence, property, vehicles or scenes.

- 40% +/- 15%
- Processes raw image files from digital media cards, processes property or digital media cards for other departments; burns files to CD's or DVD's; prints color or black and white digital photos or conventional silver prints; scans film or flat copy and documents.

- 10% +/- 5%
- Cleans and maintains equipment; orders supplies.

- 10% +/- 5%
- Conducts tours of department; instructs interns and provides demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor of Fine Arts in photography or Science degree including coursework in photography, or related field; with one (1) year experience performing digital and conventional photography in a studio or laboratory setting; forensic experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Adobe Photoshop, Extensis Portfolio and Camera RAW are required. Additional competencies in other photo software applications as needed.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Forensic Photographer

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including equipment, computers and peripheral equipment.
- Ability to operate a variety of photographic equipment including projectors, scanners, strobes, microscopes, digital cameras and spherocam.
- Physical abilities to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, CD's from other agencies, and standard operating procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, jpg portfolio catalogues, software manuals, drawings, publications, CD portfolio catalogues, list of autopsied cases, and receiving book.
- Ability to prepare illustrations, DVD' and CD's, raw image files, jpg's, prints, scanned image files, copy list of cases to be autopsied, PowerPoint presentations, standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, meet deadlines.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

Forensic Photographer

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - DNA	Class Number:	1071221
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform serological analysis, DNA analysis, analyze data for assigned work.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence and findings. Employees receive instruction or assistance as new or unusual situations arise, and are expected to obtain/maintain awareness of methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 50% +/- 10%
 - Conducts serological analysis, microscope examinations; extract DNA; amplifies DNA to prepare for reading; prepares samples and machinery/equipment for STR typing; documents activities of testing for certification agencies, and court.
- 35% +/- 5%
 - Maintains daily, weekly monthly and annual maintenance of laboratory, cleaning facility, equipment, and supplies.
- 15% +/- 5%
 - Stays abreast of current trends in the field; reads current journals and specialized articles.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in biology, chemistry or a related field and one (1) year experience in laboratory or other work that requires following of strict procedures and protocol; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment including centrifuge, pipette, vortex, refrigerator/freezer, dry baths, fume hood, thermal cycler, and a DNA sequencer.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and to apply high school level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including journal articles, statistical reports, case history information, police reports and photos..
- Ability to comprehend a variety of reference books and manuals including personnel manual, machine/equipment manuals, textbooks, standard operating procedures, quality assurance and safety manuals.
- Ability to prepare laboratory notes and forms, STR Data Review, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental and county employees, court and associated personnel, purchasing staff, and supervisor.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to toxic agents, bodily fluids, toxins and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to fingerprint deceased individuals for identification purposes, assist local agencies with requests for identification, supply agencies with deceased tenprint cards (foot and palm prints) and scans fingerprint cards into Automated Fingerprint Identification System (AFIS).

Distinguishing Characteristics

This is an entry level classification working under general supervision within the Trace Evidence department. Positions in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence and findings. Employees receive instruction or assistance as new or unusual situations arise, and are expected to obtain/maintain awareness of methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification.

- 30% +/- 5%
- Scans tenprint cards into Automated Fingerprint Identification System.

- 20% +/- 5%
- Releases fingerprint information to Law Enforcement Agencies in a timely manner so as to positively impact investigations and prevent lost time and resources; responds to requests for fingerprint information from outside agencies.

- 7% +/- 3%
- Performs maintenance of AFIS equipment.

- 5% +/- 3%
- Compiles and reviews standard operating procedures regarding obtaining and documenting fingerprints; trains individuals/agencies on the collection of fingerprints from deceased individuals.

- 3% +/- 1%
- Communicates with the Medical Examiner, a variety of department employees, local, state and national Law Enforcement and other Forensic Laboratories, other outside agencies, and members of the public.

Forensic Scientist 1 – Fingerprints

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in biology or a related field and one (1) year experience in taking legible fingerprints, classifying and comparing fingerprints in a law enforcement or other capacity; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel policies and procedures, internal standards regarding control of evidence handling.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, fingerprint identification documentation, training materials, supply orders, periodic reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with law enforcement personnel/agencies, doctors, departmental employees and administrators.

Forensic Scientist 1 – Fingerprints

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to toxic agents, bodily fluids, toxins and laboratory equipment/machinery.
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.

- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.

- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.

- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.

- 10% +/- 5%
- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS,LC/MS/MS and other laboratory equipment as assigned.

- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

Forensic Scientist 1 - Toxicology

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related science and one (1) year of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 1 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - DNA	Class Number:	1071222
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to test forensic samples for serological analysis, human DNA; to generate profiles from forensic samples and compare profiles to known sources of human DNA, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a professional, journey-level classification that receives general supervision from the Forensic DNA Laboratory Supervisor. Employees in this classification independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 50% +/- 15%
- Receives and evaluates evidence that provide samples for forensic testing of human DNA; conducts serology testing and microscope examinations; cuts evidence sections for processing; extracts, quantifies and amplifies DNA; prepares DNA for analysis on genetic analyzer and analyzes data; compiles data and writes reports; communicates and explains results to detectives and prosecuting attorneys.
- 20% +/- 10%
- Uploads into and reviews DNA profiles from the Combined DNA Index System (CODIS), the national DNA database; maintains the CODIS system locally.
- 10% +/- 5%
- Reviews/compiles case files and DNA evidence; testifies as DNA expert witness in court as required.
- 15% +/- 10%
- Performs maintenance on laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology or chemistry with coursework in biochemistry, genetics, molecular biology and statistics or population genetics and two (2) years of experience in DNA analysis; or an equivalent combination of education, training, and experience.

Forensic Scientist 2 – DNA

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment, including a centrifuge, dremel tool, thermal cycler, genetic analyzer, vortex, waterbath, and heatblock.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform college level geometry and perform statistical analysis.

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 quantification data chart, standard curve, electropherograms, statistical reports chain of custody record, case history form, trace evidence report, and CODIS data and reports.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, MSDS records for hazardous materials, training manual, equipment manuals and scientific publications.
- Ability to prepare DNA case reports, case forms and charts, statistical reports, maintenance documents, equipment/reagent orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with departmental employees, attorneys, law enforcement personnel, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to receive evidence from various law enforcement agencies and perform analytical assays to detect and quantify drugs, alcohol, and other chemicals—and provide expert testimony in court regarding findings as needed.

Distinguishing Characteristics

This is a journey-level classification working under general supervision of the Drug Chemistry Laboratory Supervisor. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 60% +/- 10%
- Prepares and performs chemical analysis to determine drug evidence; retrieves evidence from storage; verifies information on evidence bag and compares with submission form; opens evidence following proper procedure; weighs contents of evidence; performs preliminary color tests; takes samples for confirmation tests; repackages and reseals evidence; places samples on appropriate instrument for confirmation; transports evidence back to controlled substance holding area.
- 20% +/- 10%
- Reviews, processes and report chemical analysis results; reviews data on instruments; enters analytical results into computer database; writes case reports; copies, files and forwards individual case results to appropriate individuals and/or agencies.
- 15% +/- 3%
- Ensures integrity of analysis methods; maintains and troubleshoots laboratory instruments; performs Valpro Calibration on FTIR instruments; performs system check on Shimadzu Instrument; performs required maintenance on all other instruments used in lab; measures and documents refrigerator temperatures; and prepares chemical regents following prescribed processes; performs weight checks on balances; and performs color tests with Test Mix.
- 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding chemical analysis; Prepares for court testimony and testifies in court as an expert witness;

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry or biochemistry, genetics or related field and two (2) years of laboratory experience; or an equivalent combination of education, training, and experience.

Forensic Scientist 2 – Drug Chemistry

Additional Requirements

May require attainment of applicable scientific field certification.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence submission forms, instrument data reports, subpoena, and case history information.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, Ohio Revised Codes, online drug identification databases, training manual, instrument/equipment manuals, safety manual, and quality assurance manual.
- Ability to prepare drug chemistry reports, evidence discrepancy forms, color tests and balance check logs, drug chemistry worksheets, communication record forms, literature review forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Forensic Scientist 2 – Drug Chemistry

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 - Toxicology	Class Number:	1071242
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results. This position is differentiated from that of the Forensic Scientist 1 – Toxicology by a greater level of responsibility, experience and/or education.

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 toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE) for analysis, and additional wet chemistry techniques and other techniques for analysis; accessions specimens from autopsies conducted within this Office and specimens received from police and probation agencies.

- 20% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals and/or agencies; accesses postmortem and anti-mortem cases in database as needed.

- 15% +/- 3%
- Trains new employees, student interns and student shadows; reviews data generated by other Toxicologist's assays.

- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.

- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods; performs method development/assay validation as assigned by the Chief Toxicologist or Laboratory Supervisor.

Forensic Scientist 2 - Toxicology

- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls including the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned; participates in research projects under the direction of the Chief Toxicologist.

5 % +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; assists Forensic Toxicologist III with training and/or work assignments as directed; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medicinal Technology, Biology or closely related science and two (2) years of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra and basic chemistry related math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 2 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Trace Evidence	Class Number:	1071262
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to examine and conduct laboratory analysis for the identification of material evidence; to examine and prepare evidence collected or submitted by outside agencies.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

Essential Job Functions

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

- 40% +/- 10%
- Conducts a examinations of evidence collected at crime scenes and from autopsies, including hands, clothing weapons, vehicles, serological evidence, paint, fiber, hair, impressions; conducts physical match examinations, tape examinations, and blood flight characteristics; photographs items of evidence; reconstructs shooting scenes.

- 25% +/- 5%
- Reviews case files and DNA evidence; extracts, quantitates, amplifies and analyzes DNA; compiles data and prepares written reports on findings; enters data into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons.

- 15% +/- 5%
- Utilizes a variety of tools, equipment and techniques including genetic analyzer, stereo microscopy, compound microscopy, polarized light microscopy, scanning electron microscopy, and Fourier transform spectroscopy (FTIR).

- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers evidence into storage

- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Forensic Scientist 2 – Trace Evidence

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry or biochemistry, genetics or related field and two (2) years of laboratory experience performing evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including quantitation data chart, standard curve, electropherograms, statistical reports, chain of custody record, case history form, trace evidence report, CODIS data and reports, clothing lists, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare DNA case report, case forms and charts, statistical report, maintenance documents, purchase orders, clothing list, chain of custody, laboratory report, trace evidence report, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - DNA	Class Number:	1071223
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform DNA analysis, analyze data, interpret results, prepare reports for assigned casework and testify in the court of law as an expert witness.

Distinguishing Characteristics

This is a certified, professional level classification. Incumbents in this classification exercise discretion in applying goal and policy statements, in resolving any unit service delivery problems and in coordinating the work of assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This classification provides instruction and assistance to staff as new technology becomes available, and is expected to stay up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 50% +/- 10%
- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies and analyzes DNA; develops STR profiles; reviews data; coordinates and reviews attending reports.
- 25% +/- 5%
- Reviews case files and DNA evidence; compiles data and prepares written reports on DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons.
- 10% +/- 5%
- Initiates cases with clients, attorneys or appropriate organizations; communicates with attorneys and law enforcement personnel to explain test results; communicates with vendors; sends letters, reports and collection kits as needed.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers evidence into storage; conducts department maintenance; troubleshoots equipment as needed.
- 5% +/- 2%
- Testifies in court as an expert witness; attends training sessions, meetings and seminars as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, biochemistry, molecular biology, population statistics, genetics or related field and five (5) or more years of forensic laboratory experience performing DNA analysis; or an equivalent combination of education, training, and experience.

Forensic Scientist 3 – DNA

Additional Requirements

Certification in applicable scientific field.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 utilize a variety of laboratory equipment including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform college level algebra, and perform statistical analysis, inference and theory.

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 serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, serology manuals, forensic science books and journals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, case forms and charts, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

Forensic Scientist 3 – DNA

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 - Toxicology	Class Number:	1071243
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is a certified, professional level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques for alcohol, drugs and other chemicals. They may also supervise and review the work of less experienced analysts. A single person with the classification of Forensic Scientist 3 - Toxicology will be assigned the additional task of Quality Assurance Officer. In addition to being responsible for analyte assays, the person who is made Quality Assurance Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 and the American Board of Forensic Toxicology are met.

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 toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-Liquid Extraction (LLE) and Solid-Phase Extraction (SPE) techniques for SCAN and/or SIM analysis on Agilent GC/MS; prepares standards and quality control solutions; analyzes blood specimen for carbon monoxide.
- 20% +/- 10%
- Processes validation data from analytical work; analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; reviews proficiency testing data and reports results online; copies, files and forwards individual case results to appropriate individuals and/or agencies.
- 10% +/- 5%
- Maintains equipment function and proper inventory levels of critical reagents; maintains equipment by cleaning Agilent MSD sources; maintains Rotary Vane Pumps of Agilent GC/MS; orders and maintains the exchange of gasses (helium, air, and hydrogen) upon delivery; orders instrument parts and critical reagents.
- 5% +/- 2%
- Communicates/coordinates with attorneys, law enforcement personnel, and outside laboratories regarding chemical analysis; coordinates send-outs to outside laboratories; prepares for court testimony and testifies in court as an expert witness as needed.
- 5% +/- 2%
- Ensures overall quality of Toxicology results; develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods; improves software to use with assays.
- 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members' assays; supervises and reviews work of less experienced

Forensic Scientist 3 - Toxicology

technicians. As needed will accessions specimens from autopsies conducted within this Office and specimens received from police and probation agencies. Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.

10% +/- 5%

- Participates in research projects under the direction of the Chief Toxicologist.

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field presents results of research at national meetings, and publishes in peer-reviewed scientific journals. Performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree with a specialization in Chemistry, Forensic Toxicology, Forensic Chemistry, Clinical Chemistry, Biology or related field and five (5) years of increasingly responsible laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of laboratory tools and instruments including pipettes, test tubes, cutters, bulbs, reagents, chemicals, and drugs.
- Typical physical demands to perform the essential functions.

Supervisory Responsibilities

- May assist with supervision and review work of department staff.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra, and basic chemistry related math.

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.

Forensic Scientist 3 - Toxicology

- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, proficiency data, ELISA data, EMIT data, police testing request forms, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare maintenance log, quality control log, GC/MS Data Sets, drug reference standard log sheet, validation statistics, litigation package, data analysis reports, methods validation reports, toxicology reports, pre-court testimony purchase orders, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/forensic terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, Chief Toxicologist, Pathologists, IT Department personnel, Law Enforcement personnel, attorneys, and others.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Histology Technician	Class Number:	1071141
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to prepare slides of body tissue for microscopic examination by freezing and cutting tissues, mounting on slides, and staining with special dyes to make the details visible under the microscope.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations regarding the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Prepares slides of body tissue for microscopic examination; receives or retrieves specimens; processes specimens by inspecting and trimming tissues from autopsy; embeds tissue into blocks; prepares samples for observation under transmitted light or electron radiation by organizing, facing, sectioning and labeling slides; stains samples; cover slips slides.

- 20% +/- 5%
- Performs data entry and generates labels; signs out slides and transports; files blocks and slides; purges archive files.

- 15% +/- 10%
- Performs cleaning and maintenance of instruments; maintains inventory and orders supplies; evaluates equipment and discusses with sales representatives.

- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented by college coursework or technical training in histology and two (2) years of laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Certification as a Histology Technician through the American Society for Clinical Pathology (ASCP) is required.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a variety of tools and equipment including forceps, scalpel, blades, tissue processor, Tissue Tek, Microtome and drying oven.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including case record sheets and diagnostic reports.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, histology text books, the internet, and operating manuals.
- Ability to prepare purchase requests, case record sheet, cleaning sheets, hazardous materials notebook, assist in preparing standard operating procedures, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, morticians, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, laboratory tools and equipment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Laboratory Technician- Toxicology	Class Number:	1071112
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive and obtain evidence from multiple sources, establish a chain of custody for evidence received, ensure proper packaging/sealing of evidence to prevent contamination, communicate request for analysis to appropriate department and perform a variety of laboratory cleaning and supplies disposal duties.

Distinguishing Characteristics

This is an entry 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 classification. 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.

- 35% +/- 10%
- Receives, sorts, and stores physical evidence submitted by law enforcement agencies, and forensic pathologists; verifies accuracy of evidence submission forms; enters submitted items into tracking system; maintains chain of custody; performs variety of laboratory functions and/or prepares testing on evidence; releases evidence to appropriate agency upon completion of analysis; monitors transfer of evidence and submission release records; analyzes carboxyhemoglobin for STAT determinations using both an Avoximeter and a spectrophotometric method.
- 15% +/- 5%
- Enters case results in the ToxLab Pathways system based on a testing hierarchy; assists with locating specimens for analysis; prepares specimen collection tubes for Receiving Department and Autopsy Room; acts as the primary person responsible for preparing shipping packages and sending cases out to reference laboratories for testing.
- 20% +/- 5%
- Ensures policies and procedures relative to storage and disposal of submitted evidence; manages proper storage of submitted evidence in process of examination in the laboratory; maintains integrity of evidence storage rooms, refrigerators and freezers; prepares and verifies evidence and packaging before transferring to offsite storage; transports and retrieves evidence from offsite storage facility as needed; verifies and documents temperatures of evidence storage areas as required by ASCLD and laboratory policies.
- 15% +/- 5%
- Assists by cleaning the laboratory, washing glassware and miscellaneous duties as necessary; maintains laboratory cleanliness by wiping counter surfaces, fume hoods leans and puts away glassware; assists Quality Assurance Officer in walk in refrigerator/freezer organization and evidence sealing; organizes, maintains and disposes of specimens in the refrigerator and freezer; replaces full biohazard/sharps containers with clean ones and maintains laboratory cleanliness; seals and removes biohazard trash, as needed; provides clean unused biohazard, sharps and glass trash boxes/containers in Extraction and Instrument rooms.

Laboratory Technician

10% +/- 3%

- Prepares a variety of submission, inventory and release documentation; operates computer system, entering data and records into computer system; prepares paper and electronic inventories; prepares evidence release forms; releases evidence to law enforcement agencies, courts, prosecutor's office, and other submitting agencies at appropriate times; obtains necessary signatures on release documents. Maintains all records related to room/refrigerator/freezer temperature(s), hood flow velocity. Provides administrative and technical assistance. Assists with copying and filing of data. Assists with putting away and organizing laboratory supplies.

5% +/- 2%

- Testifies in court regarding evidence chain of custody issues as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training and two (2) years experience in performing clerical and inventory control duties; or any equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

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 a limited variety of laboratory tools and supplies.
- Physical abilities 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

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Demonstrated technical proficiency and theoretical knowledge sufficient to perform the laboratory functions assigned.

Laboratory Technician

- Ability to comprehend a variety of informational documents including evidence submission and release forms, paper and electronic inventories, chain of custody forms, toxicology medicine reports, and autopsy submission forms.
- Ability to comprehend a variety of reference books and manuals including personnel manuals, Assay Manual, Lab Quality Assurance Manual, and Standard Operating Procedure manual.
- Ability to prepare Evidence Submission, Release and Transfer 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.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic legal and forensic terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.
- Work will also involve entering and working in “walk-in” refrigerator and Freezer environments for short periods of time.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Morgue Operations	Class Number:	1071214
FLSA:	Exempt	Pay Grade:	15
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Morgue Operations division of the Medical Examiner's Office in compliance with local, state, and federal laws, regulations and protocol; to provide responsible and complex administrative support of the County Medical Examiner.

Distinguishing Characteristics

This is a first-level management classification that manages the body transport, morgue receiving, mass fatality and property and clerical functions of the division directly and through subordinate supervisors. This class works under the general direction of the Administrator of the Medical Examiner's office, and participates in development of departmental objectives, priorities, procedures and division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned cases 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.

- 30% +/- 10%
- Assumes management responsibility for morgue operations functions in compliance with local, state, and federal laws, regulations and department protocol; participates in development and implementation of departmental procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; assesses staffing requirements; prepares and reviews budgetary documents; participates in disaster response planning.
- 20% +/- 10%
- Supervises morgue operations directly and through subordinate supervisors; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Participates cooperatively with investigations of death scenes and police related deaths; takes photographs and works with photographers.
- 20% +/- 10%
- Communicates with a variety of members of the public, consultants, outside and County agencies, related businesses including police departments, funeral homes, hospitals, and other investigators and Medical Examiners.
- 10% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field.

Manager, Morgue Operations

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in mortuary services or related field to include biology, physiology, anatomy, and/or pathology and six (6) years experience in a Medical Examiner's Office, hospital, police department or as a funeral director; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

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, and perform high school level geometry and trigonometry.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including first call sheets, investigation, anti-terrorism, police and emergency medical services, and pathology reports, spending plans, case records, and departmental memos.

Manager, Morgue Operations

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, maps, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, vehicle maintenance reports, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, investigation reports, spreadsheets training manuals, 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 use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors police personnel, emergency medical services, Life Banc staff, consultants, doctors, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment, but requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 1	Class Number:	1071211
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to participate in investigations by telephone or on site in order to obtain and document information pertaining to the circumstances of deaths that have been reported to the Medical Examiner's Office; to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is an entry level classification within the Investigator series. Positions in this classification receive general supervision from the Chief Investigator. The incumbents exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 15% +/- 5%
- Receives reports of death from physicians, law enforcement agencies, hospital personnel, and other persons; dispatches ambulance crews as appropriate; obtains information regarding circumstances of death; obtains information on medical history and medications used; determines whether the case is within the legal jurisdiction of the Medical Examiner.
- 35% +/- 10%
- Performs investigations as to the circumstances of death in compliance with local, state, and federal laws, regulations and department protocol; interviews relevant persons including family members, law enforcement, and safety officers; examines the body to determine if death is due to homicide, suicide, accident, sudden unexpected infant death (SUID) or from non-traumatic causes; secures physical, scientific, and pathological evidence such as clothing, weapons, drugs, bodily fluids, specimens, and liver temperatures; photographs physical evidence and the scene of death; completes relevant forms and enter information into computer; documents times actions taken prepare a report on the scene investigation; notifies families.
- 30% +/- 10%
- Receives and releases bodies; catalogs and secures property and medications; undresses and tags bodies on arrival at the morgue; documents height, weights, eye and hair color; completes paperwork to release the body to funeral home; releases information to the media as appropriate.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, pathologists, police department personnel, funeral homes, hospitals, and other investigators; reports deaths to LifeBanc; answers questions regarding history, circumstances and physical examination of decedent.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

ME Investigator I

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational or technical training or college coursework in biology, physiology, anatomy, criminal justice and/or pathology desirable, and three (3) years experience in a medical examiner's office, hospital, medical facility, or police department; or an equivalent combination of education, training, and experience.

Additional Requirements

ABMDI certification is required within 18 months of date of hire.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory duties.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.

ME Investigator I

- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in a lab environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Examiner Investigator 2	Class Number:	1071212
FLSA:	Non-Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and document information that will assist with accurately determining cause and manner of death and to facilitate the collection and/or protection of evidence, property, and medications belonging to the decedent or potentially related to the death as dictated by the circumstances of death.

Distinguishing Characteristics

This is a senior level classification within the Investigator series. Positions in this class receive general supervision from the Chief Investigator. Incumbents exercise discretion in following protocol, procedures, laws and regulations in the performance of duties. This class is distinguished from the Investigator I by a greater level of experience and additional responsibilities.

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.

- 10% +/- 5%
- Receives reports of death from physicians, law enforcement agencies, hospital personnel, and other persons; dispatches ambulance crews as appropriate; obtains information regarding circumstances of death, medical history and medications used; determines whether case is within legal jurisdiction of the Medical Examiner; initiates contact with pertinent individuals/agencies to obtain additional information.
- 40% +/- 10%
- Performs investigations into circumstances of death in compliance with local, state, and federal laws, regulations and department protocol; interviews relevant persons including family members, law enforcement, and safety officers; performs preliminary examination of body and death scene; examines the body to determine cause of death; determines evidence required; obtains and secures physical, scientific, and pathological evidence such as clothing, weapons, drugs, bodily fluids, specimens, and liver temperatures; photographs physical evidence and the scene of death; completes relevant forms and enters information into computer; documents times actions taken prepare a report on the scene investigation; notifies families.
- 30% +/- 10%
- Receives and releases bodies; inspects identification tags and verifies receipt of correct remains; conducts/secures inventory of clothing and personal effects and accepts/maintains chain of custody; obtains medical records to include with body; completes paperwork to release the body to funeral home; releases information to the media as appropriate.
- 15% +/- 10%
- Communicates with a variety of members of the public, family members, pathologists, police department personnel, funeral homes, hospitals, and investigators; acts as liaison to LifeBanc Organ and Tissue Donation Services; reports deaths to LifeBanc; answers questions regarding history, circumstances and physical examination of decedent.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

ME Investigator II

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, physiology, anatomy, criminal justice and/or pathology and three (3) years experience in a medical examiner's office, hospital, medical facility, or police department; or an equivalent combination of education, training, and experience.

Additional Requirements

ABMDI certification is required within 18 months of date of hire.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to perform on-site investigations including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties.

Supervisory Responsibilities

- Ability to review and coordinate the work of other employees and to maintain quality standards within their shift.
- Ability to provide orientation instruction to new employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and perform high school level geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including police, medical and emergency medical services reports, patient records, autopsy reports, pathology evaluations, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, medical terminology book, and maps.
- Ability to prepare first call sheets, logs, forms, SUIDI forms, conveyance record, death scene reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

ME Investigator II

- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in a lab environment, but requires periodic on-site investigations that may occur in an indoor or outside environment with some exposure to heat, cold, dust, loud noises, and communicable disease.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary	Class Number:	1011441
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform administrative duties involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is an entry/journey level clerical classification performing under direction of the Medical Secretary Supervisor. Positions 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.

- 50% +/- 10%
- Prepares cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records from multiple sources including funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, etc.; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; and verifies accuracy of records.

- 25% +/- 5%
- Communicates with Pathologists, outside agencies, and families of deceased; answers phones and takes messages or provides information; assists families with questions regarding death; calls Children & Family Services on cases involving individuals under eighteen (18) years old; faxes reports for children two (2) years and under to Sudden Infant Death Network of Ohio.

- 25% +/- 5%
- Performs a variety of administrative tasks related to department objectives; creates bills for other counties for autopsies performed and forwards to appropriate agencies; files toxicology reports, subpoenas, records, and miscellaneous case paperwork; locates, obtains and prints vital statistics sheets for child fatalities cases for child death meetings; performs data entry of case information.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training in medical administration or related field and two (2) years of experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Medical Secretary

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cause of death rough drafts, anatomic and microscopic descriptions, monthly lists of child death, records request slips from Pathologists.
- Ability to comprehend a variety of reference books and manuals including a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare Sudden Infant Death Network reports, bills for out of county cases, records request forms, child fatality lists, purchase orders, vital statistics reports, death certificates, supplemental death certificate, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with family members of the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary Supervisor	Class Number:	1011442
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature, ensuring accuracy and completeness of work.

Distinguishing Characteristics

This is first-line supervisory class that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances 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.

- 35% +/- 10%
- Organizes, prioritizes, and assigns work of Medical Secretaries; ensures that subordinates have the proper resources needed to complete assigned work; monitors status of work in progress and reviews completed work for accuracy and completeness; consults with assigned staff to assist with complex/problem situations and provide technical expertise; manages workflow and procedure changes; prepares employee performance reviews.
- 20% +/- 5%
- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.
- 25% +/- 5%
- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.
- 20% +/- 5%
- Performs a variety of administrative tasks related to department objectives; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; consults with Office Supervisor to assist with duties and give or receive advise/direction; performs data entry of case information.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in medical or business administration or related field and two (2) years experience in performing medical transcription and general clerical duties; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Medical Secretary Supervisor

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 recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, 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, to follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Morgue Technician	Class Number:	1071121
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to staff the receiving desk at the morgue; receiving, attending to, and releasing bodies and cataloguing and securing personal property; performs reception work and cleans the facility and equipment.

Distinguishing Characteristics

This is an entry level classification. Positions in this class receive immediate supervision from the Chief Investigator or other first line supervisor. Incumbents in this classification exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 35% +/- 10%
- Performs clerical work for the County Morgue; answers telephones, provides information, takes reports; performs data entry and prepare paperwork.
- 20% +/- 10%
- Receives and releases bodies; catalogs and secures property and medications; undresses and tags bodies on arrival at the morgue; draws blood and urine samples for toxicology; collects and documents specimens from police departments; completes paperwork to release the body to funeral home.
- 5% +/- 5%
- Views bodies with family members and doctors.
- 20% +/- 5%
- Performs maintenance duties; cleans body carts, mops and sweeps floors; wash clothes; prepare toxic and soiled linen for removal.
- 15% +/- 10%
- Communicates with a variety of family members, pathologists, police department personnel, funeral homes, hospitals, and investigators.
- 5% +/- 5%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Morgue Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment;
- Ability to perform cleaning and morgue duties including exertion of a moderate amount of physical effort to stoop, crouch, and lift in performance of assigned duties.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including clothing lists, toxicology/laboratory specimen forms, morgue handling fees, x-rays, and funeral home documentations.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.
- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

Morgue Technician

- Ability to communicate and to develop and maintain effective working relationships with family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Morgue Technician Supervisor	Class Number:	1071122
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise staff and participate in work of the County morgue, receiving, attending to and releasing bodies, and cataloguing and securing personal property of the decedent; ensuring cleanliness of facilities and equipment and performing reception work.

Distinguishing Characteristics

This is a first-line supervisory level classification. Employees in this classification receive general supervision and are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 20% +/- 10%
- Organizes, prioritizes, and assigns work of Morgue Technicians; prioritizes and schedules work activities; ensures that subordinates have proper resources needed to complete assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise.

- 30% +/- 10%
- Receives and releases bodies; catalogs and secures clothing, personal property and medications; undresses and tags bodies on arrival at morgue; draws blood and urine samples for toxicology; collects and documents specimens from police departments; completes paperwork to release the body to funeral home.

- 20% +/- 5%
- Performs clerical work; answers telephones, provides information, and takes reports; performs data entry and prepares paperwork; inventories department supplies; prepares purchase orders as needed; collects and processes biohazard boxes.

- 15% +/- 5%
- Performs maintenance duties; cleans body carts, mops and sweeps floors; wash clothes; prepare toxic and soiled linen for removal.

- 10% +/- 5%
- Communicates with a variety of family members, pathologists, police department personnel, funeral homes, hospitals, and investigators; views bodies with family members and doctors.

- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; may give presentations; stays abreast of new trends and information in the field.

Morgue Technician Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in anatomy, funeral services, or related field and five (5) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to perform cleaning and morgue duties including exertion of a moderate amount of physical effort to stoop, crouch, and lift in performance of assigned duties.

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including clothing lists, toxicology/laboratory specimen forms, Life Banc forms, biohazard forms, morgue handling fees, x-rays, and funeral home release documentation.
- Ability to comprehend a variety of reference books and manuals including records of bodies received, medical terminology book, and policies and procedures manuals and computer manuals.

Morgue Technician Supervisor

- Ability to prepare specimen forms, evidence forms, first call sheets, logs, conveyance records, vital statistics reports, supply forms, daily form, 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, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with Morgue Technicians, family members, funeral homes/directors, police personnel, doctors, departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office and morgue environment with exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parentage Laboratory Supervisor	Class Number:	1071274
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Parentage and Identification Laboratory of the Medical Examiner's Office, ensuring that policies and procedures are adhered to regarding parentage testing, identification of biological samples, interpretation of results, review of calculations, and preparation of reports.

Distinguishing Characteristics

This is a supervisory management level classification under general supervision of the Director of Parentage and Quality Assurance Manager. The employee in this class is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 20% +/- 10%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates analysis duties; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; responds to employee issues and concerns; conducts meetings with staff; compiles performance statistics.
- 25% +/- 10%
- Performs administrative and technical case review; reviews DNA analysis; compiles data and prepares written reports on parentage and/or DNA findings; uploads profiles into Combined DNA Index System (CODIS), a computer software program that operates local, State, and national databases of DNA profiles from convicted offenders, unsolved crime scene evidence, and missing persons; testifies in court as an expert witness.
- 20% +/- 10%
- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting drug chemistry; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed; prepares necessary operating procedure paperwork.
- 20% +/- 5%
- Examines and processes DNA evidence; conducts serology testing and microscope examinations; extracts, quantitates, amplifies and analyzes DNA; develops STR profiles; reviews data for relationship testing; coordinates/reviews parentage analysis and attending reports.

Parentage Laboratory Supervisor

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; maintains and troubleshoots laboratory instruments; ensures that supplies and reagents are ordered in a timely fashion; reviews purchase orders for technical accuracy.

5% +/- 2%

- Monitors a variety of department functions; reviews log books, maintenance records and analyst's daily workplace logs; performs monthly audits of controlled substance holding area.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, forensic chemistry, biochemistry or related field and six (6) years experience as an analyst in a drug chemistry lab; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Attainment of applicable scientific field certification.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including DNA extraction, quantification and amplification equipment, genetic analyzers, cameras, a variety of microscopes, reagent kits, and laboratory tools.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide serve in a supervisory capacity, influence others, instruction to other employees and to act on employee problems.
- Ability to implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform statistical analysis.

Language Ability & Interpersonal Communication

Parentage Laboratory Supervisor

- 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 serologic data reports, statistical reports, DNA reports and case files, chain of custody records, case history forms, CODIS conformation letters, CODIS data and reports, requests for information release, subpoenas, billing invoices, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, serology manuals, forensic science books and journals, Parentage and ID Department and DNA Department training manuals, instrument/equipment manuals, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare statistical analysis, DNA forensic case reports, DNA relationship reports, case forms and charts, management reports, standard operating procedures, quality assurance reports, maintenance documents, purchase orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, scientific and forensic terminology and language.
- Ability to communicate with, and to develop and maintain effective working relationships with other departmental employees, supervisors, law enforcement personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pathology Assistant	Class Number:	1071152
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform examining room duties involving the preparation of decedents for autopsy.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Forensic Pathologist. Positions in this class independently perform recurring, well-precedented duties using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, and applicable regulations for the performance of duties.

Essential Job Functions

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

- 45% +/- 10%
- Prepares decedents for autopsy; performs evisceration of decedents; collects specimens and evidence taken during a homicide autopsy; x-rays decedents; assists in external examination of decedents; disposes of biohazard materials including fixed tissue and organs and other refuse from autopsy.
- 25% +/- 5%
- Performs data entry and document procurement.
- 15% +/- 10%
- Performs cleaning and maintenance of the work environment before and after autopsy; sets up and stocks work stations, replacing supplies; places instruments for autopsy; prepares labels for autopsy using computers; transfers and maintains evidence in storage; maintains inventory supply.
- 15% +/- 5%
- Attends viewings and assists as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in anatomy, funeral services, biology, or related field and five (5) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Pathology Assistant

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 a variety of tools and equipment including an x-ray equipment, autopsy instruments, and an incinerator.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including patient records and hospital notes, out-of-county Medical Examiner information, police information, Life Banc retrieval list; dosimetry reports, and packing slips and order forms.
- Ability to comprehend a variety of reference books and manuals including anatomical charts, physician's desk reference, employee handbook, operating manuals and exit diagrams.
- Ability to prepare x-ray request form, time sheets, case labels, tissue disposal logs, retained tissue log, permanent save tissue log, daily case log, purchase requests, incineration charge sheets; incinerator temperature sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, family members, investigators, and the Medical Examiner.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and morgue equipment/machinery.

Pathology Assistant

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Pathology Assistants Supervisor	Class Number:	1071161
FLSA:	Non - Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide autopsy assistance to the Medical Examiner and to assist in the supervision of department staff, ensuring a clean, safe work environment, regulatory compliance, and proper training and performance.

Distinguishing Characteristics

This classification is a first-line supervisor level within the Autopsy Department. Employees in this classification receive general supervision from the Forensic Pathologist 3. . Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. Incumbents perform recurring, well-precedented duties using standard methods and techniques, and exercise discretion in following protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Assists Pathologist with autopsy procedures; prepares decedents for autopsy; performs evisceration of decedents; assists with collection of specimens and evidence taken during autopsy; x-rays decedents; assists in external examination of decedents; disposes of biohazard materials including fixed tissue, organs and other refuse from autopsy; maintains autopsy logs.

- 20% +/- 5%
- Maintains clean, safe work environment; performs cleaning and maintenance of the work environment before and after autopsy; ensures that work stations are properly stocked and prepared, replacing supplies as needed; replaces instruments for autopsy; prepares labels for autopsy; transfers and maintains evidence in storage.

- 15% +/- 5%
- Manages a variety of administrative assignments; ensures compliance with registrations, licensing, etc.; maintains and updates departmental manuals; reviews and updates departmental inventory forms.

- 15% +/- 5%
- Performs inventory control functions; maintains inventory of consumable items; prepares purchase orders as needed; ensures certification of vendors prior to placing orders; obtains product information and quotes from vendors.

- 10% +/- 5%
- Assists supervising department staff; plans staffing and schedules to facilitate work flow within the unit and interdepartmentally; assists staff with complex or problem situations; reviews and submits employee time sheets; oversees proper utilization of MyHR for employee attendance, time-off requests, etc.; trains new staff in operations, policies, and procedures.

Pathology Assistants Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in anatomy, funeral services, biology, or related field and three (3) years experience working in a Medical Examiner's Office, hospital, or funeral home/mortuary; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of tools and equipment including x-ray equipment, autopsy instruments, and an incinerator.

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.

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, statistical reports, monthly dosimetry reports, packing slips, Department of Health updates, preventative maintenance reports, calibration documents, patient/hospital records, LifeBanc documents, HR policies and procedures.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials information.
- Ability to prepare tissue disposal records, monthly statistical reports, purchase orders, employee injury forms, autopsy logs, radiologic review records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Pathology Assistants Supervisor

- Ability to serve in a supervisory capacity, convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, pathologists, vendors, and those in attendance/observance of autopsy.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and morgue equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Toxicology Laboratory Supervisor	Class Number:	1017244
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in activities of the Toxicology unit related to the collection and analysis of evidence in cases of homicide, suicide, and/or suspicious death; to analyze evidence to detect poisonings; to aid legal investigations of death, poisoning, and drug use.

Distinguishing Characteristics

This is a first-line supervisory and management level classification. The employee in this classification is expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensure proper preservation and documentation of evidence. Employees in this class provide instruction and assistance to staff as new technology becomes available, and is expected to stay abreast of methods, protocols, procedures, and applicable regulations for the analysis of data and reporting of results.

Essential Job Functions

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

- 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; coordinates schedules; ensures that work is completed accurately and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; assists staff with complex or problem situations; responds to employee issues and concerns; interacts with pathology staff and law enforcement personnel and testifies in legal proceedings when required.
- 25% +/- 10%
- Reviews case information to consider the context of an investigation, physical symptoms recorded, and evidence collected at a crime scene such as pill bottles, powders, trace residue, and any available chemicals; determines which drug and/or toxic substances are present, in what concentrations, by performing instrumental analysis and chemical testing on evidentiary items; prepares samples for instrumental analysis and chemical reagents necessary for work products; calibrates and maintains instruments. In the absence of the Chief Toxicologist will report/sign out cases and interpret the probable effects of drugs and/or chemicals.
- 20% +/- 10%
- Ensures that activities are completed on-time and accurately; reviews required reports; analyzes, interprets and reports on assigned case work; manages case statistics, routinely monitors and periodically provides court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed; prepares all necessary paperwork.
- 10% +/- 5%
- Ensures that supplies are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; sees that supplies and reagents are ordered in a timely fashion; ensures that all instruments are performing as required and implements solutions to faulty instrumentation when needed.

Toxicology Laboratory Supervisor

5% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains staff on new procedures; conducts unit meetings with staff when required by the absence of the Chief Toxicologist, presents results of research at national meetings, and publishes in peer-reviewed scientific journals

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in forensic toxicology, chemistry, medicinal chemistry, biochemistry or related chemistry field and six (6) years experience preferably in a forensic environment, with two years at a supervisory level, performing chemical analysis; some supervisory experience is desirable; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including pipettes, cutters, bulbs, reagents, chemicals, and drugs.

Supervisory Responsibilities

Functions as the general laboratory supervisor and is responsible for the daily management of the lab. This individual will be familiar with all administrative and testing procedures and may supervise the work of all analysts; he or she should be capable of performing full scientific review of all test data, and act for the Chief Toxicologist in his or her absence. These duties will include the following:

- Responsible for the day to day operation of the forensic toxicology laboratory. This includes providing staff with work lists, and maintaining a safe and efficient work environment.
- Directly supervises chemists and laboratory aide.
- Responsible for supervision of troubleshooting and repair of instruments.
- Conducts toxicological analyses when necessary.
- Co-ordinates training of new employees and interns.
- Substitutes for the Chief Forensic Toxicologist in his absence as needed.
- Participates in research projects under the direction of the Chief Forensic Toxicologist.

Toxicology Laboratory Supervisor

- Accessions specimens from autopsies conducted within CCMEQ; specimens received from police and probation agencies when necessary.
- TOXLAB/PathWays database administrator able to query database.
- Assists Chief Forensic Toxicologists with data review.
- Conducts/supervises method development and validation.
- Performs intermittent Technical Review of completed cases.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, perform statistical analysis and basic chemistry math.

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 toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, and instrument manuals.

Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, 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 use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, vendors and members of the public.

Toxicology Laboratory Supervisor

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, chemicals, electrical currents and laboratory equipment/machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Trace Evidence Lab Supervisor	Class Number:	1071264
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in collection and analysis of evidence in cases of homicide, suicide, and/or suspicious death for the Trace Evidence unit; to examine the evidence in order to establish a link between the victim and a suspect, the victim and a crime scene, or a suspect and a crime scene.

Distinguishing Characteristics

This is a first-line supervisory and management level classification. Incumbents in this classification are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This class provides instruction and assistance to staff as new technology becomes available, and is expected to stay up-to-date on methods, protocols, procedures applicable regulations, and methods for the analysis of data and reporting of results.

Essential Job Functions

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

- 40% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; coordinates on-call and work rotation schedules; ensures that rush case requests are handled properly and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns.

- 20% +/- 10%
- Participates in crime scene investigations; identifies and collects materials of an evidentiary value; performs instrumental analysis and chemical testing on evidentiary items; prepares samples for instrumental analysis and chemical reagents necessary for work outcomes; calibrates and maintains instruments.

- 15% +/- 10%
- Ensures that activities are completed on-time and accurately; reviews required reports; analyzes, interprets and reports on assigned case work; manages case statistics, routinely monitors and periodically provides court testimony; implements and enforces quality assurance procedures; ensures that safety procedures are followed.

- 10% +/- 5%
- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

Trace Evidence Lab Supervisor

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion
- 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in biology, chemistry, physics, geology or a related field with six (6) years experience performing evidence analysis; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Must be capable of obtaining a valid Ohio driver's license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment, including a scanning electron microscope, energy dispersive x-ray detector, infrared spectrometer; digital camera, and optical microscope

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 and implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand college level algebra, geometry, and trigonometry.

Language Ability & Interpersonal Communication

Trace Evidence Lab Supervisor

- 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 record of evidence submissions, chain of custody records, record of evidence release, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file find reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance 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 use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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.

Case Manager

- Ability to communicate clearly and to develop and maintain effective working relationships with family members or the deceased, funeral homes personnel, police personnel, nursing home staff, and other departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.



Kathleen K. Walsh, Commissioner
 Thomas L. Colaluca, Commissioner
 Robert M. Wolff, Commissioner

MEMORANDUM

DATE: May 9, 2014

TO: Cuyahoga County Council President C. Ellen Connally
 Yvonne Conwell, Chairwoman, Human Resources, Appointments & Equity Committee

FROM: *Kathleen Walsh*
 Chairwoman Kathleen Walsh,
 Cuyahoga County Personnel Review Commission

RE: Proposed Additions to the County's Classification Plan

Please be advised, on May 7, 2014, the Personnel Review Commission considered and approved thirty-six (36) proposed new classifications for the Medical Examiner's Office. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website for twenty (20) days before any formal action was taken on them. The proposed new classifications include the following:

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011451	Case Manager	Medical Examiner	NE	4
1011452	Case Manager Supervisor	Medical Examiner	NE	7
1017132	Chief Forensic Photographer	Medical Examiner	E	13
1071213	Chief Investigator	Medical Examiner	E	13
1071311	Chief Toxicologist	Medical Examiner	E	21
1071321	Director of Parentage, Quality Assurance Manager & Training Coordinator	Medical Examiner	E	21

1071253	Drug Chemistry Laboratory Supervisor	Medical Examiner	E	17
1071111	Evidence Technician	Medical Examiner	NE	5
1071331	Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator	Medical Examiner	E	21
1071411	Forensic Pathologist 1	Medical Examiner	E	26
1071412	Forensic Pathologist 2	Medical Examiner	E	27
1071413	Forensic Pathologist 3	Medical Examiner	E	28
1071131	Forensic Photographer	Medical Examiner	NE	6
1071221	Forensic Scientist 1 – DNA	Medical Examiner	E	10
1071231	Forensic Scientist 1 – Fingerprint	Medical Examiner	E	10
1071241	Forensic Scientist 1 – Toxicology	Medical Examiner	E	10
1071222	Forensic Scientist 2 – DNA	Medical Examiner	E	11
1071251	Forensic Scientist 2 – Drug Chemistry	Medical Examiner	E	11
1071242	Forensic Scientist 2 – Toxicology	Medical Examiner	E	11
1071262	Forensic Scientist 2 – Trace Evidence	Medical Examiner	E	11
1071223	Forensic Scientist 3 – DNA	Medical Examiner	E	12
1071243	Forensic Scientist 3 – Toxicology	Medical Examiner	E	12
1071141	Histology Technician	Medical Examiner	NE	7
1071112	Laboratory Technician – Toxicology	Medical Examiner	NE	5
1071214	Manager, Morgue Operations	Medical Examiner	E	15
1071211	Medical Examiner Investigator 1	Medical Examiner	NE	8
1071212	Medical Examiner Investigator 2	Medical Examiner	NE	10
1011441	Medical Secretary	Medical Examiner	NE	4
1011442	Medical Secretary Supervisor	Medical Examiner	NE	7
1071121	Morgue Technician	Medical Examiner	NE	5
1071122	Morgue Technician Supervisor	Medical Examiner	NE	8
1071274	Parentage Laboratory Supervisor	Medical Examiner	E	17
1071152	Pathology Assistant	Medical Examiner	NE	8
1071161	Pathology Assistants Supervisor	Medical Examiner	NE	10
1017244	Toxicology Laboratory Supervisor	Medical Examiner	E	17
1071264	Trace Evidence Lab Supervisor	Medical Examiner	E	17

The PRC recommends that County Council approve these changes. Please feel free to contact our Administrator Rebecca Kopcienski at 216-443-5675 if you have any questions.

cc: Commissioner Thomas Colaluca
Commissioner Robert Wolff
Clerk of Council Jeanne Schmotzer
Employment Counsel/Human Resources Director Elise Hara
Law Director Majeed Makhoul

KW:rk



2

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elisa Hara
Type of Request:	Other		
Request Prepared by:	Kelli Neale	Telephone No.	216/443-5611
SUMMARY OF REQUESTED ACTION:			
A Resolution providing for additions (Medical Examiner) to the County's Non-bargaining Classification Plan.			
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
- [Addition to Classification Plan](#)

History
Time

Who
Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0156

Sponsored by: County Executive FitzGerald/Department of Human Resources	A Resolution authorizing an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; 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.
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WHEREAS, the County Executive FitzGerald/Department of Human Resources has authorized an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the time period to 12/31/2017 and for additional funds in the amount not-to-exceed \$1,579,650.00; and

WHEREAS, the primary goals of the project are to: (1) provide the Vitality Wellness Program automated wellness platform for county employees, (2) provide ongoing support services to the County's wellness program including education training and program management for employees participating in the program, and (3) provide integration of HRA function into the program to directly support the incentive reward delivery to employees; and

WHEREAS, this contract is funded by Hospitalization Self Insurance Fund; and

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

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

SECTION 1. That the Cuyahoga County Council authorizes an amendment to Contract No. CE1200077-01 with Wellness IQ, Inc. for the Vitality Wellness Program for County employees for the period 1/1/2012 - 12/31/2014 to extend the

Journal _____
_____, 20__



3

Item Details:

Agency/Dept. Name:	Office of Human Resources	Agency/Dept. Head Name:	Elise Hara
Type of Request:	Contract/Amendment		
Request Prepared by:	Brittany Jones	Telephone No.	698-6436

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary 1. Department of Human Resources requesting approval of a contract amendment with Wellness IQ for the anticipated cost not-to-exceed \$1,579,650.00. The anticipated start-completion dates are 01/01/2015- 12/31/2017. 2. The primary goals of the project are to provide the Vitality automated wellness platform for county employees and ongoing support to the County's wellness program including educational training and Vitality Champ program management. B. Procurement 1. The procurement method for this project was RFP which closed on 10/07/2011. C. Contractor and Project Information 1. The address(es) of all vendors and/or contractors is: Wellness IQ 4700 Rockside Road

**Suite 505
Independence, OH 44131**

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Additional services including integration of HRA function into program to directly support reward delivery to the Benny Card

Financial Information:

[Empty box for financial information]

Funding source: Other	Explanation: Hospitalization Self Insurance Fund
Total Amount Requested: \$1,579,650.00	

ATTACHMENTS:

Click to download

- [Approved Justification](#)
- [Contract Cover](#)
- [Contract](#)
- [Contract History](#)
- [W9](#)
- [Contract Evaluation](#)
- [Amendment](#)
- [Principal Owners](#)
- [Certificate of Liability Insurance](#)
- [Signature Authority](#)
- [BWC](#)

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: Wellness IQ

Contract/Agreement No.: _____ Time Period: 1/1/12 – 12/31/14

Service Description: Providing a wellness Engine to work with current medical contracts.

Original Contract/Agreement Amount: \$1,229,848
\$1,579,650.00

Prior Amendment(s) Amount(s): \$61,550.00
~~n/a~~

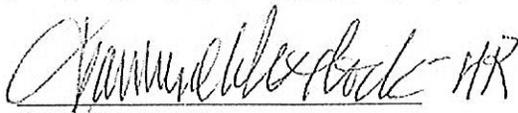
Performance Indicators: Improved Vitality participation levels, establish base-line reporting and build on it.

Actual performance versus performance indicators (include statistics): participation increased from 54.1% in first year to 71.6% in year two. Baseline data improved to show risk factors and retraction/improvement analysis for biometric and lifestyle.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Statistical support provided above that the program is moving in the proper direction.


User Department

5-16-2014
Date

s: evaluation



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):	Wellness 1A
Principal Owner's Name (The legal name of the owner/s of the business):	Brian Hirsch
Owner/Officer's Title:	Principal
Business Address:	4700 Rockside Road., Ste 530 Independence OH 44039
Phone Number:	216-264-2727
Name of Person Completing Form:	Brian Hirsch
Signature:	<i>[Handwritten Signature]</i>
Title:	Principal

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *[Handwritten Signature]* Date: 5/20/14

Printed Name: PAT SMOCK

Inspector General "Registered Contractor" Number: 12-2970

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	Wellness IQ
Principal Owner's Name (The legal name of the owner/s of the business):	Thomas Caito
Owner/Officer's Title:	Principal
Business Address:	4700 Rockside Road, Ste 530 Independence, OH 44131
Phone Number:	216-264-2727
Name of Person Completing Form:	Thomas Caito
Signature:	
Title:	Principal

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: _____

Date: _____

Printed Name: _____

Inspector General "Registered Contractor" Number: _____

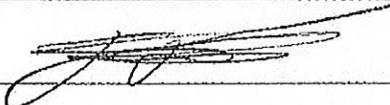
Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	WellnessIQ
Principal Owner's Name (The legal name of the owner/s of the business):	James m Dustin
Owner/Officer's Title:	Principal
Business Address:	4760 Rockside Road, Ste 530 Independence, OH 44131
Phone Number:	216-264-2727
Name of Person Completing Form:	James m Dustin
Signature:	
Title:	Principal

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature:  Date: 5/20/14

Printed Name: PAT SMOCK

Inspector General "Registered Contractor" Number: 12-2970

Cuyahoga County
(Principal Owner Form, 02-05-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0157

Sponsored by: County Executive FitzGerald/Fiscal Officer/County Treasurer	A Resolution making an award on RQ27791 to KeyBank National Association in the total amount not-to-exceed \$962,829.00 for various program services for the period 5/1/2014 - 8/23/2017; 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/Fiscal Officer/County Treasurer has recommended an award on RQ27791 to KeyBank National Association for various services for the period 5/1/2014 - 8/23/2017:

- a) in the amount of \$600,000.00 for Corporate Credit Card Program services for duty-related travel.
- b) in the amount of \$362,879.00 for Procurement Card Program services.

WHEREAS, the purpose of this project is to provide services for the County Credit Card Program for duty-related travel and the Procurement Card Program; and

WHEREAS, this project is funded by General Funds and various grant funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27791 to KeyBank National Association in the total amount not-to-exceed \$962,829.00 for various program services for the period 5/1/2014 - 8/23/2017:

- a) in the amount of \$600,000.00 for Corporate Credit Card Program services for duty-related travel.
- b) in the amount of \$362,879.00 for Procurement Card Program services.



6a-b

Item Details:

Agency/Dept. Name:	County Auditor	Agency/Dept. Head Name:	Fiscal Parks	Office/Mark
Type of Request:	Contract/Amendment			
Request Prepared by:	Kathy Goepfert	Telephone No.	443-6905	

SUMMARY OF REQUESTED ACTION:

Submitting an amendment to the Contract with KeyBank National Association to add \$200,000 per year for 3 years for the County's airline travel credit card. Also, need to add \$120,943 per year for 3 years for the County's P-card program.

There is no Contract Number currently assigned to the contract. The contract was submitted for approval with no dollar amount attached. The Travel credit card and PCard program were approved in the contract but no one added funds to the contract to cover these expenditures.

Total Travel Credit Card - \$600,000 Total P-Card \$362,829.

A. Scope of Work Summary

The Treasury is submitting the contract for signature. At this time there is no cost to the County due to earnings credit with Key Bank. The contract is effective August 24, 2013 through August 23, 2017 with renewal options. The project is mandated by Ohio Revised Code for Depository Agreements ORC134.33(A) and (C).

B. Procurement

The procurement method for this project was an RFP. County Council approved the contract by Resolution No. R2013-0172, Journal CC011 dated 09/24/2013.

C. Contractor and Project Information

The address of the vendor is:
 KeyBank Inc.
 127 Public Square
 Cleveland, Ohio 44114
 The President & CEO is Beth Mooney.

The project is located in Council District 7.

D. Project Status and Planning

The Banking Services Contract include the Travel Credit Card and P-Card program No one put money into the contract. The County cannot move forward until money is put into the contract.

E. Funding

General Fund and various other funds such as grant. The use of the funds depends on the agency that is using the cards.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

KeyBank Inc.

127 Public Square

Cleveland, Ohio 44114

The President & CEO is Beth Mooney.

The purpose of the amendment is to add money to the contract to cover the payments of the Travel Credit Card and the P-cards.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

Financial Information:

Funding source: Explanation:

General Fund

General fund and other funds used by agencies

Total Amount Requested:

\$1,050,000

ATTACHMENTS:

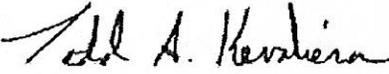
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- [insurance okd by law dept](#)
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- [auditor findings](#)
- [back up emails](#)
- [oiffcers certification](#)
- [w9](#)
- [primary owner](#)



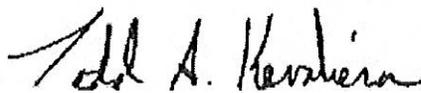
Required Document for Award Recommendations/Purchases

Please complete the following information and return it to the Office of Procurement & Diversity.

Company Name (Legal name of the business):	KeyBank, N.A.
Primary Owner's Name (The legal name of the owner/s of the business):	Corporation
Owner/Officer's Title:	Todd A. Kavalieros/Vice President; Beth Mooney/Chief Executive Officer
Business Address:	127 Public Square, 20 th Floor Cleveland, Ohio 44114
Phone Number:	(216) 689-5710
Name of Person Completing Form:	Todd A. Kavalieros
Signature:	
Title:	Vice President

If there is more than one (1) primary 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.

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 principle owner.



Signature: _____

Date: March 31, 2014

Printed Name: Kathy Goepfert

Document(s) required by the Office of Procurement & Diversity. Thank you.

Office of Procurement & Diversity
Reserve Square, Lower Level
1701 East 12th Street, Cleveland, Ohio 44114
(216) 443-7200, FAX (216) 443-7206, Ohio Relay Service (TTY) 1-800-750-0750

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0158

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making awards on RQ29544 to various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2015; authorizing the County Executive to execute the agreements and contracts 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/Cuyahoga Job and Family Services recommended awards on RQ29544 to various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2015 as follows:

- a) Career Development and Placement Strategies, Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b) The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- c) Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
- d) Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.
- e) JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- f) The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
- g) Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h) University Settlement Courts, Inc. in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.

- i) Murtis H. Taylor Multi-Service Center in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- j) Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.
- k) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- l) The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.

WHEREAS, the goals of the Fatherhood Initiative are: (1) to promote public awareness of the importance of the role of a father, (2) to provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) to fund fatherhood related programs at the county level; and

WHEREAS, this project is funded 100% by Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ29544 to various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2015 as follows:

- a) Career Development and Placement Strategies, Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b) The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- c) Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
- d) Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.

- e) JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- f) The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
- g) Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h) University Settlement Courts, Inc. in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- i) Murtis H. Taylor Multi-Service Center in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- j) Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.
- k) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- l) The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.

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

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

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



7a-7

Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept.Head Name:	Deborah Watkins
Type of Request:	Award Recommendation		
Request Prepared by:	Aldonis Grimes	Telephone No.	216-698-2869
SUMMARY OF REQUESTED ACTION:			
Recommending awards on RQ 29544 titled Cuyahoga County Fatherhood Initiative to the programs listed below:			
Career Development & Placement Strategies in the amount of \$100,000.00			
Center for Families and Children in the amount of \$83,000.00			
Cuyahoga County District Board of Health in the amount of \$70,000.00			
Domestic Violence Center in the amount of \$83,000.00			
JDC Advertising in the amount of \$70,000.00			
MetroHealth System in the amount of \$44,000.00			
All of the organizations will provide programs for the Fatherhood Initiative for the period July 1, 2014 through June 30, 2015. (Resolution No. DC 2014-4 DCA - authority to seek proposals.)			
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 HHS Levy

Total Amount Requested:

\$450,000.00

ATTACHMENTS:

Click to download

- [Fatherhood RFP 29544](#)
- [Fatherhood RFP 29544 Tab Sheet](#)
- [Scoring Table and Recommendations](#)
- [RFP Review Team](#)
- [Department Acknowledgement Form](#)
- [Career Development RFP](#)
- [Career Development Cover](#)
- [Career Contract](#)
- [Career Development W9](#)
- [Career Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [Career Affidavit, Compliance and Vendor](#)
- [Career Development Eval](#)
- [The Centers RFP](#)
- [The Centers Cover](#)
- [The Centers Contract](#)
- [The Centers W9](#)
- [The Centers Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [The Centers Affidavit, Compliance and Vendor](#)
- [The Centers Eval](#)
- [Board of Health RFP](#)
- [Board of Health Cover](#)
- [Board of Health Contract](#)
- [Board of Health W9](#)
- [BOH Owner, COB, BWC and Auditor](#)
- [BOH Affidavit, Compliance and Vendor](#)
- [Board of Health Eval](#)
- [Domestic Violence RFP](#)
- [Domestic Violence Cover](#)
- [Domestic Violence Contract](#)
- [Domestic Violence W9](#)
- [DVC Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [DVC Affidavit, Compliance and Vendor](#)
- [Domestic Violence Eval](#)
- [JDC Advertising RFP](#)
- [JDC Advertising Cover](#)
- [JDC Advertising Contract](#)
- [JDC Advertising W9](#)
- [JDC Owner, Ins, Sign, Auditor and Secretary](#)
- [JDC Affidavit, Compliance and Vendor](#)
- [JDC Advertising Eval](#)
- [MetroHealth RFP](#)
- [MetroHealth Cover](#)
- [MetroHealth Contract](#)
- [MetroHealth W9](#)
- [Museum Ins, Sign, BWC, Auditor and Secretary](#)
- [Metro Affidavit, Compliance and Vendor](#)

Date sent to Dept: 2-26-14
 Date Received from Dept: _____
 (CPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: February 24, 2014

Number of Proposals Sent/Returned: 45 / 15

RFP TITLE: Cuyahoga County Fatherhood Initiative

RFP #: 29544 SBE: 0%

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
Morris Taylor Human Services System 13422 Kirtman Road Cleveland, Ohio 44120	KA-12-1693 VE-OK NA-OK OSP-YES						Y
Near West Side Multi-Service Center dba The May Dugan Center 4115 Bridge Avenue Cleveland, Ohio 44113	12-12-3002 VE-OK NA-OK OSP-N/A						Y
Nhewa Lutz Urban Resource Center 2226 West 89th Street Cleveland, Ohio 44102	12-12-3062 VE-OK NA-OK OSP-YES						N
OhioGriststone 202 East Bagley Road Berea, Ohio 44017	12-NEK VE-OK NA-OK OSP-YES						N

SBE AWKIVED

REBOAH WITTENOS
 Department Director Name

[Signature]
 Department Director Signature of Approval
5-2-14
 Date

Date sent to Dept: 2-26-14 (RFP)
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: February 24, 2014

Number of Proposals Sent/Returned: 45 / 15

RFP TITLE: Cuyahoga County Fatherhood Initiative

RFP #: 29544 SBE: 0%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
VENDOR NAME & ADDRESS	KG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & REMARKS	AWARD Y/N
Cuyahoga County Public Safety & Justice Services Office of Mediation 9300 Quincy Avenue, Third Floor Cleveland, Ohio 44106	KG-NEW VC-DK NCA-DK COOP							Y
Domestic Violence & Child Advocacy Center P.O. Box 5466 Cleveland, Ohio 44101	KG-12-1131 VC-OK NCA-OK COOP YES							Y
ADC Advertising 28230 Cedar Road Pepper Pike, Ohio 44124	KG-12-1104 VC-OK NCA-OK COOP YES							Y
The MetroHealth System 2500 MetroHealth Drive Cleveland, Ohio 44109	KG-12-1393 VC-NO NCA-NO COOP-NO							Y

SBE UNAWARDED

Deborah Watkins
 Department Director Name

[Signature]
 Department Director Signature of Approval
 Date: 1-28-14

RfpTab - Updated 10/15/2013

Date sent to Dept: 2-26-14 (AW)
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Job & Family Services PROPOSAL DUE DATE: February 21, 2014

RFP TITLE: Cuyahoga County Fatherhood Initiative RFP #: 29544 SBE: 0%

Number of Proposals Sent/Returned: 45 / 15

VENDOR NAME & ADDRESS	SBE/ETHICS REGISTRATION COMPLETE	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				COMMENTS & INITIALS	AWARD DEPT. Y/N
		SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %		
Career Development & Placement Strategies 3631 Perkins Avenue Suite 3C Cleveland, Ohio 44114	16-12-0732 VC = OK MCA = OK COPP = YES						Y
The Centers for Families & Children 4500 Euclid Avenue Cleveland, Ohio 44103	16-12-0785 VC - OK MCA - OK COPP - YES						Y
The Children's Museum of Cleveland 19730 Euclid Avenue Cleveland, Ohio 44106	16-13-0121 VC - OK MCA - OK COPP - OK (AW)	SBE WAIVED					Y
Cuyahoga County Board of Health 5550 Venture Drive Parma, Ohio 44130	16-NEA VC - OK MCA - OK COPP - YES						Y

Deborah Watkins
 Department Director Name
 Revised - Updated 10/15/2013

[Signature]
 Department Director Signature of Approval
 Date: 1-5-2014

Date sent to Dept: 2-26-14 (H)
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: February 21, 2014

Number of Proposals Sent/Returned: 45 / 15

RFP TITLE: Cuyahoga County Fatherhood Initiative RFP #: 29544 SBE: 0%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Passages Connecting Fathers & Sons, Inc. 3631 Perkins Avenue Suite 4HE Cleveland, Ohio 44114	KA 12-2161 VA - OK NA - OK COOP - YES						Y
Towards Employment 1255 Euclid Avenue Suite 300 Cleveland, Ohio 44115	16-12-2802 VA - OK NA - OK COOP - YES						Y
University Settlement, Inc. 4800 Broadway Avenue Cleveland, Ohio 44127	EA - NER VA - OK NA - OK COOP - YES	SBE WAIVED					Y

Deborah Watkins
 Department Director Name

[Signature]
 Department Director Signature of Approval Date: 2-2-14

Rptab - Updated 10/15/2013

Contract/Agreement Evaluation Form

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

Contractor: Career Development and Placement Strategies (Rising Above Program)

Contract No.:CE1100534-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative:

This is a Workforce Development/Training program at Career Development and Placement Strategies aimed at non-custodial fathers. It is a four-week training program with the goal of assisting fathers to reconnect with their families and preparing them to be a productive part of the workforce. Rising Above provides career readiness, career path counseling, relationship workshops, anger management and job placement.

Original Contract Amount: \$ 105,000.00

Performance Indicators:

- 1) Ability to successfully recruit number of contract specified program participants.
- 2) Number of program participants to successfully complete the program curriculum.
- 3) Number of program participants successfully achieving employment.
- 4) Overall quality of program as indicated on formal program evaluations.
- 5) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The Rising Above program was contracted to recruit and serve seventy-five (75) fathers with forty-six (46) of those program participants completing the curriculum and twenty (20) to be successfully employed. With assistance from the funds received through the Cuyahoga County Fatherhood Initiative, the Rising Above program was able to provide the following services during the first nine months of the current contract period: seventy-one (68) fathers have been assessed, fifty-five (55) fathers completed the program and twenty-three (23) were successfully placed in jobs. In addition Career Development and Placement Strategies has partnered with the Cuyahoga County Landbank to provide trained labor for their foreclosed housing program.

The Rising Above Program also has continued meet all monthly reporting requirements.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See above

4/28/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: Center for Families and Children- FAFT Program

Contract No.: CE 1100498-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

The overall goal of this program located at the Center for Families and Children Building is to educate fathers about parenting and how to be a caring, committed and responsible father. In addition, the program teaches and encourages fathers to be a healthy role model for his children. Programming includes extensive workshops, father and child activities and retreats.

Original Contract Amount: \$ 96,000.00

Performance Indicators:

- 1) Successful recruitment of required number of program participants.
- 2) Programming content indicated by variety and choice of workshops offered.
- 3) Demonstrated quality of workshops offered through program evaluations.
- 4) Number of program participants completing the required number of workshop hours.
- 5) Evaluative and anecdotal evidence of number of fathers spending more quality time with their child/ren.
- 6) Evaluative and anecdotal evidence of success of particular father/child activity focused workshops.
- 7) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (Including statistics):

The FAFT program continues to be one of the Initiative's core components. During this contract period, the FAFT Program had a goal to recruit and serve forty-eight (48) fathers and have forty-five (40) of those program participants complete the FAFT workshop curriculum (20 hours of workshop programming). During the first nine (9) months of this contract period, the FAFT program has been able to enroll ninety (90) fathers with sixty-seven (67) of those fathers completing twenty hours of workshop programming and all of the accompanying requirements. During this contract period the Fathers and Families Together program held a series of workshops that included "Cooking with Dads", Healthy Relationships, Financial Literacy, Living with the Law and Navigating Community Resources. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See Above

4/28/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: Cuyahoga County Board of Health

Contract No.: AG1100147-03

Time Period: 7/1/13-6/30/14

Service Description:

This program targets teen males aged 12-17 to prevent premature fatherhood with a curriculum that will be intertwined with after school community events for male youth and families. This program is available to be held at locations in all communities throughout the county.

Original Contract Amount: \$ 95,000.00

Performance Indicators:

- 1) Ability to successfully recruit adequate numbers of program participants.
- 2) Number of events held to outreach and present complete curriculum modules to teen males.
- 3) Quality of events as demonstrated by completed program evaluations.
- 4) Feedback (evaluative and anecdotal) from program participants on decisions to avoid premature fatherhood.
- 5) Quality of teaching evaluations for all program presenters.
- 6) Successful completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The stated program goal for the Prevention of Premature Fatherhood program was to serve 1,200 teen males in all curriculum components. During the first nine (9) months of this contract period the program has served 1253 teen males through 41 teen and/or family focused events and 3 community forums with the funding received from The Cuyahoga County Fatherhood Initiative. As impressive, however, is the fact that the Prevention of Premature Fatherhood program has been able to serve almost 10,000 teen males and their parents throughout the County since the program began as part of the Fatherhood Initiative.

In addition, the Prevention of Premature Fatherhood Program continues to receive high level evaluations from eighty percent (80%) of all program participants, including parents/families.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See above

4/28/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: Domestic Violence Center

Contract No.: CE 1100536-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

The Supervised Visitation Program provides services for families currently mandated to participate in a supervised visitation program. In addition to ongoing supervised visitation, fathers who participate in the program will attend fathering classes designed to build the skills that lead to successful parenting and stronger families. Supervised visitation and the fathering classes are presented at the Community Care Network Building.

Original Contract Amount: \$ 110,000.00

Performance Indicators:

- 1) Outreach and management of referrals for program services.
- 2) Successfully connect fathers with their child/ren through supervised visitation services.
- 3) Successful scheduling of all supervised visits, fathering classes or supervised exchanges.
- 4) Completion of all contract specified supervised visitation sessions.
- 5) Demonstration of fatherhood class quality through program evaluations.
- 6) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

During this contract period, the Domestic Violence Center's goal was to serve provide supervised visitation services to twenty-four (24) families. During the first nine (9) months of this contract period, the DVC has already exceeded this goal by serving twenty-five (25) new families (834 supervised visits) by leveraging funds received through the Cuyahoga County Fatherhood Initiative. The supervised visitation program has also conducted 554 exchanges during this time period. 80% of fathers funded through the Cuyahoga County Fatherhood Initiative have participated in the fathering classes. The Domestic Violence Center was also 100% compliant in completing all monthly reporting requirements. The program is on track to meet all of the annual performance goals.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See Above

4/28/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: JDC Advertising

Contract No.: CE1100537-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

The goal of the Public Awareness Campaign is to promote the message of the importance of responsible fatherhood in the lives of children. The Public Awareness Campaign includes developing ads and purchasing of advertising to promote the Cuyahoga County Fatherhood Initiative. Various media outlets are used including radio, television, billboards, and print ads in kiosks and buses.

Original Contract Amount: \$ 80,000.00

Performance Indicators:

- 1) Quality of advertisements developed especially for the Cuyahoga County Fatherhood Initiative as reflected in outreach and overall penetration into target population (fathers throughout Cuyahoga County).
- 2) Quality of placement of Cuyahoga County Fatherhood Initiative advertisements as reflected in overall responses to those advertisements.
- 3) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

JDC Advertising has continued to effectively conduct the public awareness campaign for The Cuyahoga County Fatherhood Initiative. JDC Advertising has continued to meet its contract goals by successfully penetrating the target population (over 16,000 calls to the 211 Fatherhood Line since inception) and providing the outreach necessary to maintain levels of participation in all Initiative funded programs. During this amendment contract year, the public awareness campaign generated 2,100 calls to the 211 Fatherhood line and the Fatherhood Initiative office. JDC Advertising continues to complete all required monthly reports.

We also continue to get very positive feedback from the community on the quality of our ads. JDC is also able to negotiate discounted ad rates as a result their experience and the number of clients they represent, acquire a number of free PSA's for the Fatherhood Initiative and schedule appearances for the fatherhood director to highlight the Initiative on community programs such as Kaleidoscope with Leon Bibb, Community Talk with Harry Boomer, WTAM drive time radio show, ESPN radio sport shows and others.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above

4/22/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: MetroHealth System- Boot Camp for New Dads

Contract No.: AG 1100144-01-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

MetroHealth partners with hospitals within the Cleveland Clinic and University Hospital systems to provide the Boot Camps for New Dads program. Birthing hospitals included in the collaboration are Fairview Hospital, Hillcrest Hospital, Huron Hospital, Marymount Hospital, MetroHealth, Southwest General Hospital and University Hospitals MacDonald Women's Hospital.

Original Contract Amount: \$ 48,000.00

Performance Indicators:

- 1) Continued delivery of nationally recognized and award winning Boot Camp for New Dads curriculum, complete with all related program evaluations.
- 2) Successful recruitment of appropriate candidates at each program sites.
- 3) Number of program attendees completing the curriculum.
- 4) Delivery of high quality program services as evidenced through program evaluations.
- 5) Completion of all required monthly reports within constraints of HIPAA regulations.

Actual Performance versus performance indicators (including statistics):

The Cuyahoga County Fatherhood Initiative contracted with MetroHealth to conduct one hundred-sixteen (116) Boot Camp for New Dads sessions spread across all seven (7) program locations to service a total of 718 fathers. During the first nine (9) months of this contract period, the Boot Camp for New Dads program has provided its curriculum to eight hundred and nine (809) new fathers or fathers-to-be. Further, program evaluations indicate that over ninety percent (90%) of program participants continue to rank this program with the highest quality level and would recommend it to their friends and family members. MetroHealth has also completed all required monthly reports within HIPAA constraints. The program is on track to meet all annual performance goals.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See Above

4/28/14

Office of Health and Human Services

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):	Career Development & Placement Strategies
Principal Owner's Name (The legal name of the owner/s of the business):	Maurice Stevens
Owner/Officer's Title:	President / CEO
Business Address:	3631 Perkins Avenue, Cleveland OH 44115
Phone Number:	(216) 881-5866
Name of Person Completing Form:	Maurice Stevens
Signature:	<i>Maurice Stevens</i>
Title:	President

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Adonis C. Williams*

Date: 4/24/14

Printed Name: ADONIS C. WILLIAMS

Inspector General "Registered Contractor" Number: 12-0738

Cuyahoga County
(Principal Owner Form, 02-05-14)



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

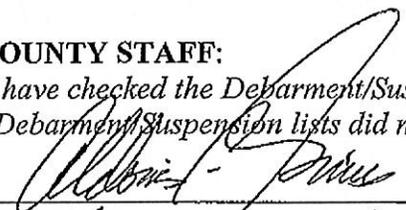
VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	The Centers for Families & Children
Principal Owner's Name (The legal name of the owner/s of the business):	Sharon Sobol Jordan
Owner/Officer's Title:	President/CEO
Business Address:	4500 Euclid Ave. Cleveland, OH 44103
Phone Number:	216- 225 -9225
Name of Person Completing Form:	Sharon Sobol Jordan
Signature:	
Title:	President & CEO

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: 

Date: 5/6/14

Printed Name: ARDONIS C. BARNES

Inspector General "Registered Contractor" Number: 12-0785

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	Cuyahoga County District Board of Health
Principal Owner's Name (The legal name of the owner/s of the business):	Terrence Allan
Owner/Officer's Title:	Health Commissioner
Business Address:	5550 Venture Drive, Parma, Ohio 44130
Phone Number:	(216) 201-2000
Name of Person Completing Form:	Judy V. Wirsching
Signature:	<i>Judy V. Wirsching</i>
Title:	Chief Financial Officer

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: _____

Date: _____

5/1/14

Printed Name: Terrence Allan

Inspector General "Registered Contractor" Number: 12-1030

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	Domestic Violence & Child Advocacy Center
Principal Owner's Name (The legal name of the owner/s of the business):	Not for Profit
Owner/Officer's Title:	Linda D. JohaneK, Chief Executive Officer
Business Address:	11811 Shaker Blvd. Cleveland, OH 44120
Phone Number:	216-229-2420
Name of Person Completing Form:	Elizabeth J. Nudelman
Signature:	<i>Elizabeth J. Nudelman</i>
Title:	Controller

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Ardois C. Brimez*

Date: *5/2/14*

Printed Name: Ardois C. Brimez

Inspector General "Registered Contractor" Number: 12-1131

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	JDC ADVERTISING
Principal Owner's Name (The legal name of the owner/s of the business):	JOSEPH C. HEWITT
Owner/Officer's Title:	OWNER
Business Address:	28230 CEDAR ROAD Pepper Pike Ohio 44124
Phone Number:	440 565-7720
Name of Person Completing Form:	JOSEPH C. HEWITT
Signature:	<i>Joseph C. Hewitt</i>
Title:	OWNER

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Ardonis G. Gimes*

Date: 9/30/14

Printed Name: ARDONIS G. GIMES

Inspector General "Registered Contractor" Number: 12-1604

Cuyahoga County
(Principal Owner Form, 02-05-14)



8a-7

Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept.Head Name:	Deborah Watkins
Type of Request:	Award Recommendation		
Request Prepared by:	Aldonis Grimes	Telephone No.	216-698-2869
SUMMARY OF REQUESTED ACTION:			
Recommending awards on RQ 29544 titled Cuyahoga County Fatherhood Initiative to the programs listed below:			
Passages, Inc. in the amount of \$100,000.00			
University Settlement in the amount of \$52,000.00			
Murtis Taylor Human Services System \$60,000.00			
Cuyahoga County Office of Mediation \$40,000.00			
Towards Employment in the amount of \$100,000.00			
Children's Museum of Cleveland in the amount of \$30,000.00			
All of the organizations will provide programs for the Fatherhood Initiative for the period July 1, 2014 through June 30, 2015. (Resolution No. DC 2014-4 DCA - authority to seek proposals.)			
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	HHS Levy
Total Amount Requested:	
\$382,000.00	

ATTACHMENTS:

Click to download

- [Fatherhood RFP 29544](#)
- [Fatherhood RFP 29544 Tab Sheet](#)
- [Scoring Table and Recommendations](#)
- [RFP Review Team](#)
- [Department Acknowledgement Form](#)
- [University Settlement RFP](#)
- [University Settlement Cover](#)
- [University Settlement Contract](#)
- [University Settlement W9](#)
- [US Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [US Affidavit, Compliance and Vendor](#)
- [University Settlement Eval](#)
- [Murtis Taylor RFP](#)
- [Murtis Taylor Cover](#)
- [Murtis Taylor Contract](#)
- [Murtis Taylor W9](#)
- [Murtis Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [Murtis Affidavit, Compliance and Vendor](#)
- [Murtis Taylor Eval](#)
- [Office of Mediation RFP](#)
- [Office of Mediation Contract](#)
- [Office of Mediation Cover](#)
- [Office of Mediation](#)
- [Office of Mediation Eval](#)
- [Towards Employment RFP](#)
- [Towards Employment Cover](#)
- [Towards Employment Contract](#)
- [Towards Employment W9](#)
- [TE Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [TE Affidavit, Compliance and Vendor](#)
- [Children's Museum RFP](#)
- [Children's Museum Cover](#)
- [Children's Museum Contract](#)
- [Children's Museum W9](#)
- [Museum Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [Museum Affidavit, Compliance and Vendor](#)
- [Passages RFP](#)
- [Passages Cover](#)
- [Passages Contract](#)
- [Passages W9](#)
- [Passages Owner, Ins, Sign, BWC, Auditor and Secretary](#)
- [Passages Affidavit, Compliance and Vendor](#)
- [Passages Eval](#)
- [Award Letters](#)

History

Date sent to Dept 2-26-14
 Date Received from Dept _____
 (CPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME Job & Family Services

PROPOSAL DUE DATE February 21, 2014

Number of Proposals Sent/Returned: 45 / 15

RFP TITLE: Cuyahoga County Fatherhood Initiative

RFP #: 29544

SBE: 0%

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	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Morris Taylor Human Services System 13422 Kirtman Road Cleveland, Ohio 44120	IG-12-1693 VE-OK MA-OK COOP-YES						Y
Near West Side Multi-Service Center dba The May Dugan Center 4115 Bridge Avenue Cleveland, Ohio 44113	IG-12-3002 VE-OK MA-OK COOP-N/A OK						Y
Nineza Lutz Urban Resource Center 2226 West 89th Street Cleveland, Ohio 44102	IG-12-3062 VE-OK MA-OK COOP-YES						N
Ohio Guidestone 202 East Bagley Road Berea, Ohio 44017	IG-NEE VE-OK MA-OK COOP-YES						N

REBORAH WHITMAN
 Department Director Name

[Signature]
 Department Director Signature of Approval

1-5-2-14
 Date

Date sent to Dept 2-26-14
 Date Received from Dept _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME Job & Family Services

PROPOSAL DUE DATE February 24, 2014

RFP TITLE Cuyahoga County Fatherhood Initiative

Number of Proposals Sent/Returned: 45 / 15
 RFP #: 29544 SBE: 0%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.		
	VENDOR NAME & ADDRESS	IS/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %		COMPLY Y/N	COMMENTS & REBIDS
Cuyahoga County Public Safety & Justice Services Office of Mediation 9300 Outway Avenue, Third Floor Cleveland, Ohio 44106	VC - OK NCA - OK COSP							Y
Domestic Violence & Child Advocacy Center P.O. Box 5466 Cleveland, Ohio 44101	VC - OK NCA - OK COSP YES							Y
IDC Advertising 28230 Cedar Road Pepper Pike, Ohio 44124	VC - OK NCA - OK COSP YES							Y
The MetroHealth System 2500 MetroHealth Drive Cleveland, Ohio 44109	VC - OK NCA - OK COSP - NO							Y

SBE WAIVED

Sorah Watkins
 Department Director Name

[Signature]
 Department Director Signature of Approval
 Date 1-22-14

Date sent to Dept: 2-26-14 (RPD)
 Date Received from Dept: _____
 (OPD Use Only)



CUYAHOGA COUNTY
TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: February 21, 2014

RFP TITLE: Cuyahoga County Fatherhood Initiative

Number of Proposals Sent/Returned: 45 / 15
 RFP #: 29544 SBE: 0%

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	
Center Development & Placement Strategies 3631 Perkins Avenue Suite 3C Cleveland, Ohio 44114	IG-12-0732 VC = OK ACA = OK COOP = YES						Y	
The Centers for Families & Children 4500 Euclid Avenue Cleveland, Ohio 44103	IG-12-0785 VC - OK ACA - OK COOP YES						Y	
The Children's Museum of Cleveland 10730 Euclid Avenue Cleveland, Ohio 44106	IG-13-0124 VC - OK ACA - OK COOP - OK (RPD)	SBE WAIVED						Y
Cuyahoga County Board of Health 5550 Venture Drive Parma, Ohio 44130	IG - NER VC - OK ACA - OK COOP - YES						Y	

Deborah Watkins
 Department Director Name

[Signature]
 Department Director Signature of Approval
 Date: 1-5-2-14

RfpTab - Updated 10/15/2013

Date sent to Dept: 2-26-14 (14)
 Date Received from Dept: _____
 (OPD Use Only)



**CUYAHOGA COUNTY
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: February 21, 2014

RFP TITLE: Cuyahoga County Fatherhood Initiative

RFP #: 29544

SBE: 0%

Number of Proposals Sent/Returned: 45 / 15

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.		
VENDOR NAME & ADDRESS	REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N	
Passages Connecting Fathers & Sons, Inc. 3631 Perkins Avenue Suite 4HE Cleveland, Ohio 44114	KA 12-2161 VA - OK NA - OK COOP - YES							Y	
Towards Employment 1255 Euclid Avenue Suite 300 Cleveland, Ohio 44115	VQ-12-2802 VA - OK NA - OK COOP - YES							Y	
University Settlement, Inc. 4800 Broadway Avenue Cleveland, Ohio 44127	EA-NEK VA - OK NA - OK COOP - YES	SBE WAIVED							Y

Deborah Watkins
 Department Director Name
 Rptab - Updated 10/15/2013

[Signature]
 Department Director Signature of Approval
15-2-14
 Date

Contract/Agreement Evaluation Form

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

Contractor: Passages Inc.

Contract No.: CE1100496-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

This program provides counseling, job referral/employment readiness services, development of individualized plans for strategic steps toward employment and independence, crisis intervention and mentoring for young fathers. This program focuses on the population of ex-offenders and men with limited skills. Passages has extensive experience working with incarcerated or newly released ex-offenders and provides career planning and re-entry counseling for these fathers.

Original Contract Amount: \$ 105,000.00

Performance Indicators:

- 1) Ability to successfully recruit contract specified number of program participants.
- 2) Ability to successfully enroll contract specified number of program participants.
- 3) Program completion by contract specified number of program participants.
- 4) Successful job placement of a percentage of individuals completing the program.
- 5) Program quality demonstrated by formal program evaluations.
- 6) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

According to the terms of this contract period, Passages' goal was to recruit and serve one hundred-fifty (100) fathers (completions) through its job referral/employment readiness services with 30 fathers securing employment. Through its ability to leverage funds received through the Cuyahoga County Fatherhood Initiative, during the first nine (9) months of this contract period Passages was able to extend the impact of its Initiative funding to serve a total of one hundred and eighteen (211) fathers, with one hundred and one (101) of those individuals completing the program and twenty-nine (29) securing employment. Additionally, Passages held its 13th Annual Fathers and Sons retreat for 120 fathers and sons in August of 2013. Further, Passages' program has received excellent evaluations from program participants. Passages also has completed all required monthly reports.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See above.

4/28/14

Office of Health and Human Services

Date

Contract/Agreement Evaluation Form

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

Contractor: University Settlement , Incorporated (Healthy Fathering Program)

Contract No.:CE1100501-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative:

The Healthy Fathers Program engages fathers in school-based fatherhood programming at three K-8 CMSD schools; Willow, Fullerton and Warner Girls Leadership Academy in addition to fatherhood programs at University Settlement.

Original Contract Amount: \$ 56,000.00

Performance Indicators:

- 1) Outreach, recruitment and enrollment of fathers with children attending each of the targeted schools.
- 2) Attendance at father/child focused events.
- 3) Volunteer participation rates by fathers in targeted schools.
- 4) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

During this contract period, University Settlement's Healthy Fathers program has been extremely successful in getting fathers engaged in their children's educational process in their three targeted K-8 schools (Willow, Fullerton and Warner Girls Leadership Academy). While its contract with The Cuyahoga County Fatherhood Initiative specified a goal of serving three hundred twenty five (325) fathers in its three targeted schools, during the first nine months of the current contract period the Healthy Fathers program has been able to serve seven hundred and sixty-five (765) community fathers.

The Healthy Fathers program has continued to successfully sponsor multiple family orientated programs at each of its three targeted schools, while also increasing the father's volunteer rate at each school. Further, the Healthy Fathers program has also complied with all monthly reporting requirements.

Rating of Overall Performance of Contract (Check One).

- X Superior
Above Average
Average
Below Average
Poor

Justification of Rating: See above



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

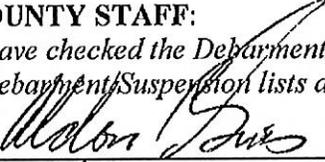
VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	University Settlement Incorporated
Principal Owner's Name (The legal name of the owner/s of the business):	Dennis Runyon
Owner/Officer's Title:	President Board of Directors
Business Address:	4800 Broadway Avenue Cleveland OH 44127
Phone Number:	(216) 641-8948
Name of Person Completing Form:	Derrick Fulton
Signature:	
Title:	Executive Director

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: 

Date: 5/5/14

Printed Name: ARONIOUS C. CARMES

Inspector General "Registered Contractor" Number: _____

Cuyahoga County
(Principal Owner Form, 02-05-14)

Contract/Agreement Evaluation Form

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

Contractor: Murtis Taylor Human Service System

Contract No.: CE1100500-03

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

Murtis Taylor's Strong Fathers Program is targeted at low income males 25 or younger who reside in Cuyahoga County. The Strong Fathers uses the 24/7 Dad and Active Parenting curriculums integrated with organized league sports to teach young men what it means to be a strong supportive father.

Original Contract Amount: \$ 66,000.00

Performance Indicators:

- 1) Successful outreach, recruitment and engagement of fathers.
- 2) Number of program participants within who complete the program as outlined in the contract specifications.
- 3) Quality of program delivered as evidenced through formal program evaluations.
- 4) Compliance with all required monthly reporting.

Actual Performance versus performance indicators (including statistics):

During this last contract period, The Cuyahoga County Fatherhood Initiative contracted with Murtis Taylor to provide its 24/7 Dads and Active Parenting Curriculum to fathers within Cuyahoga County with a minimum of forty-six (46) unduplicated fathers completing with the six week class.. The contract also includes standards of deliverables for those completing the program including increased self-esteem, engagement and availability with their children, increase in participation by children and their fathers in community activities and increased knowledge of non-violent conflict management as measured nationally recognized tools.

During the first nine months of this contract period the Strong Fathers program had 65 fathers complete (graduated) the six week curriculum. Additionally the program has reached out beyond the Murtis Taylor Center to the Rainbow Terrace Housing Complex, the Community Assessment and Treatment Center and the Juvenile Justice Center to hold classes for fathers. Further, the Strong Fathers Program completed all of the monthly reporting requirements and demonstrated high ratings in meeting the deliverables based on program evaluations among participants.

Rating of Overall Performance of Contract (Check One).

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating: See above

4/28/14

Office of Health and Human Services

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):	MURTIS TAYLOR HUMAN SERVICES SYSTEM aka: MURTIS H. TAYLOR MULTI-SERVICES CENTER
Principal Owner's Name (The legal name of the owner/s of the business):	N/A
Owner/Officer's Title:	LOVELL JOHN CUSTARD, PRESIDENT & CEO
Business Address:	13422 KINSMAN ROAD, CLEVELAND, OH 44120
Phone Number:	216-283-4400
Name of Person Completing Form:	LINDA K. FORD
Signature:	<i>Linda K. Ford</i>
Title:	EXECUTIVE ASSISTANT

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Ardonis C. Olimer* Date: _____

Printed Name: ARDONIS C. OLIMER

Inspector General "Registered Contractor" Number: 12-1963

Cuyahoga County
(Principal Owner Form, 02-05-14)

Contract/Agreement Evaluation Form

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

Contractor: Department of Justice Affairs Office of Mediation

Contract No.: AG1100148-01

Time Period: 7/1/13-6/30/14

Service Description: Fatherhood Initiative.

This CSEA/Justice Affairs collaboration strengthens the link between paternity establishment and custody and visitation for fathers. Justice Affairs provides a staff person in the CSEA building to inform parents of their rights to visitation and assists them to begin the mediation process. Mediation assists in the development of a parenting plan and may lead to participation in a parenting education program.

Original Contract Amount: \$41,000.00

Performance Indicators:

- 1) Continue to create greater efficiency for fathers desiring to file paperwork for child custody by providing timely and geographically accessible information.
- 2) Help ensure fathers complete filing process of their custody rights.
- 3) Quality of the service at the help desk as reported by formal and anecdotal evaluations.
- 4) Total number of clients served.
- 5) Completion of all required monthly reports.

Actual Performance versus performance indicators (including statistics):

The CSEA/Justice Affairs collaboration has been effective in strengthening the link between child support and custody mediation/visitation. During the first nine (9) months of this contract period the program has served 553 registered walk up clients and taken over 483 calls from fathers seeking information. The majority of the fathers assisted (over 69%) did complete the filing process and proceeded through the court system (mediation and or court hearing) for establishment of their custody rights. This program staff has also been active in providing training for CSEA staff on the custody and visitation rights of non-custodial parents. The existence of this program at the CSEA building has been even more beneficial because of the move of the Juvenile Justice building out of the downtown area into the new location on Quincy.

The program has also met all of the monthly reporting requirements.

Rating of Overall Performance of Contract (Check One).

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

Justification of Rating: See above

4/28/14

Office of Health and Human Services

Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases)

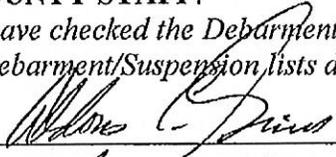
VENDOR: Please complete the following information and return it to the Cuyahoga County "Requestor"

Company Name (Legal name of the business):	Towards Employment, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	Jill Rizika
Owner/Officer's Title:	Executive Director
Business Address:	1255 Euclid Avenue, Suite 300, Cleveland, Ohio 44115
Phone Number:	216-696-5750
Name of Person Completing Form:	Jill Rizika
Signature:	
Title:	Executive Director

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: 

Date: 6/5/14

Printed Name: AARON C. CLARKE

Inspector General "Registered Contractor" Number: 12-2802

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	The Children's Museum of Cleveland
Principal Owner's Name (The legal name of the owner/s of the business):	
Owner/Officer's Title:	
Business Address:	10730 Euclid Ave
Phone Number:	216 - 791-7114
Name of Person Completing Form:	Maria Campanelli
Signature:	Maria Campanelli
Title:	Executive Director

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature: *Adonis P. Gaines*

Date: 4/29/14

Printed Name: Adonis P. Gaines

Inspector General "Registered Contractor" Number: 13-0121

Cuyahoga County
(Principal Owner Form, 02-05-14)



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):	PASSAGES Connecting Families and Sons, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	BRIAN MOORE
Owner/Officer's Title:	President AND CEO
Business Address:	3631 PERKINS AVE NEVADA OH 44114
Phone Number:	216 881 6776
Name of Person Completing Form:	BRIAN MOORE
Signature:	
Title:	President + CEO

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/Suspension lists on the Cuyahoga County Inspector General's website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

Signature:

Date: 5/4/14

Printed Name: ARDONIS C. BLUM

Inspector General "Registered Contractor" Number: 12-2161

Cuyahoga County
(Principal Owner Form, 02-05-14)

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0130

Sponsored by: County Executive FitzGerald/Department of Human Resources	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.
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WHEREAS, the County Executive/Department of Human Resources has recommended approval of 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; and

WHEREAS, the primary goal of this project is to continue to provide group healthcare benefits, including medical and pharmacy benefits to County employees and their eligible dependents; 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 amends Contract No. CE1200357-01 with Health Span Integrated Care (fka Kaiser Foundation Health Plan of Ohio), for group healthcare benefits, including medical and pharmacy benefit

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0142

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	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.
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WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires 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: May 27, 2014

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

Journal CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0143

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Germana</p>	<p>A Resolution authorizing 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 improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York 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>
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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 improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York 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 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York 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 improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York 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: May 27, 2014

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

Additional Sponsorship Requested: June 4, 2014

Journal CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0144

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Germana</p>	<p>A Resolution 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.</p>
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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: May 27, 2014
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: June 4, 2014

Journal CC014
June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0145

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services	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.
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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: May 27, 2014
Committee(s) Assigned: Health, Human Services & Aging

Journal CC014
June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0146

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p> <p>Co-sponsored by: Councilmember Hairston</p>	<p>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.</p>
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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.

Additional Sponsorship Requested: June 4, 2014

Journal CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0147

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services	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.
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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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0148

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Germana</p>	<p>A Resolution making an award on RQ30389 to Perk\ME Joint Venture in the amount not-to-exceed \$22,945,485.17 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$5,277,461.59 to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ30389 to Perk\ME Joint Venture in the amount not-to-exceed \$22,945,485.17 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$5,277,461.59 to fund said contract; and

WHEREAS, the primary purpose of this project is for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma located in Council District 4 and to properly maintain the County's infrastructure; and

WHEREAS, this project is scheduled to begin February 2, 2015 and scheduled to be completed September 1, 2017; and

WHEREAS, this project is funded as follows: (a) 23% or \$5,277,461.59 from the Cuyahoga County Motor Vehicle \$5.00 License Tax Fund; (b) 27% or \$6,195,281.00 from Ohio Public Works Commission; and (c) 50% or \$11,472,742.58 from Federal Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ30389 to Perk\ME Joint Venture in the amount not-to-exceed \$22,945,485.17 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award 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 allocation from County Motor Vehicle \$5.00 License Tax Funds 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

In accordance with Rule 6B of the Rules of Council, legislation was added to the agenda by parliamentary motion: May 27, 2014

First Reading/Referred to Committee: May 27, 2014

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

Additional Sponsorship Requested: June 4, 2014

Journal CC014

June 10, 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0135

<p>Sponsored by: County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management</p>	<p>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.</p>
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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: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>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.</p>
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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 CC014
June 10, 2014