

**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JULY 8, 2014**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**5:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
  - a) June 24, 2014 Committee of the Whole Meeting (See Page 14)
  - b) June 24, 2014 Regular Meeting (See Page 16)
- 7. ANNOUNCEMENTS FROM THE COUNCIL VICE-PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING**
    - 1) R2014-0159: A Resolution amending Resolution No. R2013-0092 dated 10/8/2013, which authorized a Casino Revenue Fund Loan to Playhouse Square District Development Corporation for streetscape improvements, to change the amount not-to-exceed from \$3,684,650.00 to \$4,000,000.00;

and declaring the necessity that this Resolution become immediately effective. (See Page 29)

Sponsor: Councilmember Schron

Committee Assignment and Chair: Economic Development & Planning – Schron

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

- 1) 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 31)

Sponsor: Council President Connally

Committee Assignment and Chair: Committee of the Whole – Connally

**c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING**

- 1) O2014-0017: An Ordinance enacting Chapter 604 of the Cuyahoga County Code to provide financial assistance to municipalities for the routine maintenance of County roadways, and declaring the necessity that this Ordinance become immediately effective. (See Page 33)

Sponsors: Councilmembers Greenspan, Germana, Simon, Miller and Conwell

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

**d) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FOURTH READING ADOPTION**

- 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 37)

Sponsors: Councilmembers Gallagher, Greenspan and Miller

## 10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2014-0172: 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 40)

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

- 2) R2014-0173: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen's Benevolent Association representing approximately 13 employees in 2 classifications at CECOMS in the Department of Public Safety and Justice Services/Office of Emergency Management for the period 4/1/2013 - 3/31/2016; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 53)

Sponsor: County Executive FitzGerald/Departments of Law and Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section

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

- 1) R2014-0174: A Resolution making an award on RQ27928 to Wiss, Janney, Elstner Associates, Inc. in the amount not-to-

exceed \$659,300.00 for consultant engineering/design services for Huntington Park Garage repairs; 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 56)

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

- 2) R2014-0175: A Resolution making an award on RQ28400 to Pro-Tech Systems Group, Inc. in the amount not-to-exceed \$1,000,000.00 for maintenance, upgrades and support services for the Supervisory Control and Data Acquisition System for the period 8/1/2014 - 7/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 66)

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

- 3) R2014-0176: A Resolution making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$4,300,000.00 for Voice over Internet Protocol provider services for the period 7/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 71)

Sponsor: County Executive FitzGerald/Department of Information Technology

- 4) R2014-0177: A Resolution authorizing a revenue generating agreement with City of Cleveland in the amount not-to-exceed \$875,000.00 for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019 in connection with a lease for space located at 75 Erieview Plaza, Cleveland; 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 81)

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

- 5) R2014-0178: A Resolution authorizing amendments to contracts with various providers for various services and time periods to extend the time periods to 6/30/2015 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 85)
- i) No. CE1000723-01 with Applewood Centers Inc. for Multi-Systemic Therapy and Multi-Systemic Therapy/Problem Sexual Behavior Programs for the period 7/1/2010 - 6/30/2014 in the amount not-to-exceed \$432,984.31.
  - ii) No. CE1100151-02 with OhioGuidestone for Community-based Treatment Center Management Services for the period 1/1/2011 - 6/30/2014 in the amount not-to-exceed \$1,153,828.80.

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

- 6) R2014-0179: A Resolution authorizing an agreement with Department of Workforce Development in the amount not-to-exceed \$1,442,205.00 for operational support of One Stop Centers and Career Centers, Applicant Job Readiness Program, Job Readiness/Job Search Program for Able Bodied Adults Without Dependents and Occupational Skills Training Program/Individual Training Accounts for the period 7/1/2014 - 6/30/2015; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 94)

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

- 7) R2014-0180: A Resolution making an award on RQ30667 to Americab Transportation, Inc. in the amount not-to-exceed \$3,600,000.00 for transportation services for the period 9/1/2014 - 8/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 101)

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement and Diversity on behalf of Department of Health and Human Services/Cuyahoga Job and Family Services

- 8) R2014-0181: A Resolution authorizing amendments to an agreement and contracts with various providers for Universal Pre-Kindergarten services for the Invest in Children Program for various time periods; 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 106)
- i) for the period 8/1/2012 - 7/31/2014:
    - a) No. CE1200512-01 with The Cleveland Music School Settlement to make budget line item revisions and for additional funds in the amount not-to-exceed \$16,000.00.
  - ii) for the period 8/1/2012 - 7/31/2014 to extend the time period to 7/31/2015:
    - a) No. CE1200509-01 with West Side Ecumenical Ministry – Archwood Head Start and for additional funds in the amount not-to-exceed \$146,569.48.
    - b) No. CE1200511-01 with West Side Ecumenical Ministry – Youth & Family Learning Center and for additional funds in the amount not-to-exceed \$156,813.00.
    - c) No. CE1200512-01 with The Cleveland Music School Settlement to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$150,916.25.
    - d) No. CE1200513-01 with The East End Neighborhood House Association and for additional funds in the amount not-to-exceed \$84,710.20.

- e) No. CE1200514-01 with The Merrick House to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$96,737.36.
- f) No. CE1200515-01 with The Young Women's Christian Association of Greater Cleveland, Ohio and for additional funds in the amount not-to-exceed \$129,131.62.
- g) No. CE1200516-01 with OhioGuidestone – Family Life Child Care Center of Berea and for additional funds in the amount not-to-exceed \$225,485.39.
- h) No. CE1200517-01 with OhioGuidestone – Family Life Child Care Center of Brook Park and for additional funds in the amount not-to-exceed \$119,180.17.
- i) No. CE1200518-01 with OhioGuidestone – Family Life Child Care Center of Lakewood and for additional funds in the amount not-to-exceed \$133,322.11.
- j) No. CE1200519-01 with OhioGuidestone – Family Life Child Care Center of Maple Heights and for additional funds in the amount not-to-exceed \$173,555.99.
- k) No. CE1200521-01 with Early Childhood Enrichment Center, Inc. and for additional funds in the amount not-to-exceed \$258,542.67.
- l) No. CE1200523-01 with Kiddie City Child Care Community, Inc. and for additional funds in the amount not-to-exceed \$128,190.63.
- m) No. CE1200524-01 with Parma Pre-School, Inc. and for additional funds in the amount not-to-exceed \$138,809.15.
- n) No. CE1200525-01 with Center for Families and Children – Bingham Early Learning Center

and for additional funds in the amount not-to-exceed \$168,103.31.

- o) No. CE1200526-01 with Center for Families and Children – Mather Early Learning Center and for additional funds in the amount not-to-exceed \$125,609.58.
- p) No. CE1200527-01 with Center for Families and Children – McMillan Early Learning Center and for additional funds in the amount not-to-exceed \$216,988.41.
- q) No. CE1200528-01 with Center for Families and Children – Wade Early Learning Center and for additional funds in the amount not-to-exceed \$113,246.20.
- r) No. CE1200529-01 with Catholic Charities Community Services Corporation – Riverside Head Start and for additional funds in the amount not-to-exceed \$24,197.60.
- s) No. CE1200530-01 with Catholic Charities Community Services Corporation – St. Martin de Porres Head Start and for additional funds in the amount not-to-exceed \$25,255.50.
- t) No. CE1200531-01 with Catholic Charities Community Services Corporation – St. Philip Neri Head Start and for additional funds in the amount not-to-exceed \$158,035.36.
- u) No. CE1200532-02 with Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten fka Cassandra R. Thompson and for additional funds in the amount not-to-exceed \$21,338.51.
- v) No. CE1200533-01 with Ericka L. Elmore and for additional funds in the amount not-to-exceed \$27,792.11.

- w) No. CE1200534-01 with Positive Beginnings Childcare & Preschool; no additional funds required.
  - x) No. CE1200535-01 with Yolanda Casas-Knight and for additional funds in the amount not-to-exceed \$13,928.60.
  - y) No. CE1200536-01 with Achievement Centers for Children to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$119,197.52.
  - z) No. CE1200537-01 with Ganon Gil Preschool of the Temple Tifereth Israel, Inc. and for additional funds in the amount not-to-exceed \$96,573.44.
  - aa) No. CE1200538-01 with Hanna Perkins School and for additional funds in the amount not-to-exceed \$45,985.66.
- iii) for the period 8/27/2012 - 7/31/2014 to extend the time period to 7/31/2015:
- a) No. AG1200027-01 with Brooklyn City School District and for additional funds in the amount not-to-exceed \$84,144.30.

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

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

- 1) 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 179)

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 2) 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 271)

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

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

- 3) 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 381)

Sponsors: County Executive FitzGerald/Department of Human Resources and Councilmembers Germana, Simon, Conwell, Gallagher and Hairston

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

- 4) R2014-0170: A Resolution making an award on RQ27440 to OneCommunity in the amount not-to-exceed \$240,000.00 for internet service provider and fiber maintenance services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 384)

Sponsor: County Executive FitzGerald/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2014-0169: A Resolution making an award on RQ30266 to Terrace Construction Company, Inc. in the amount not-to-exceed \$3,090,234.50 for the 2014/2015 Sewer and Lateral Repair Program in various communities; 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 386)

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

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

- 2) R2014-0171: A Resolution making awards on RQ30142 to various providers for Workforce Investment Act Youth Training 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 388)

i) In-School:

- a) Baldwin-Wallace College in the amount not-to-exceed \$110,000.00.
- b) Cuyahoga Community College District in the amount not-to-exceed \$350,000.00.
- c) Esperanza in the amount not-to-exceed \$178,000.00.
- d) OhioGuidestone in the amount not-to-exceed \$177,659.00.
- e) Linking Employment Abilities and Potential in the amount not-to-exceed \$105,700.00.
- f) Mayfield City School District in the amount not-to-exceed \$216,813.00
- g) Open Doors Academy in the amount not-to-exceed \$250,000.00.

h) Youth Opportunities Unlimited in the amount not-to-exceed \$374,230.00.

ii) Out-of-School:

a) Cuyahoga Community College District in the amount not-to-exceed \$215,000.00.

b) OhioGuidestone in the amount not-to-exceed \$465,000.00.

iii) Youth Resource Center Operator:

a) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00.

b) Youth Opportunities Unlimited in the amount not-to-exceed \$112,500.00.

iv) Connecting the Dots Foster Care Provider:

a) OhioGuidestone in the amount not-to-exceed \$500,000.00.

Sponsor: County Executive FitzGerald/Department of Workforce Development

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

**e) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING**

- 1) O2014-0018: An Ordinance enacting Chapter 715 of the Cuyahoga County Code to establish a Social Impact Financing Fund for the purpose of funding contracts to improve outcomes and lower costs for contracted government services in Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective. (See Page 392)

Sponsors: County Executive FitzGerald/Department of Health and Human Services and Councilmember Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

- 11. MISCELLANEOUS COMMITTEE REPORTS
- 12. MISCELLANEOUS BUSINESS
- 13. PUBLIC COMMENT UNRELATED TO AGENDA
- 14. REPORT BY CLERK ON LEGISLATION WITHDRAWN AT REQUEST OF SPONSOR(S)
  - a) 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 397)
- 15. ADJOURNMENT

NEXT MEETINGS

<u>COMMITTEE OF THE WHOLE MEETINGS:</u>	THURSDAY, JULY 17, 2014 1:00 PM-5:00 PM / COUNCIL CHAMBERS
	TUESDAY, JULY 22, 2014 3:00 PM / COUNCIL CHAMBERS
<u>REGULAR MEETING:</u>	TUESDAY, JULY 22, 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, JUNE 24, 2014  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
2:00 PM

### 1. CALL TO ORDER

**Council President Connally called the meeting to order at 2:05 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT RELATED TO AGENDA

**Mr. Raymond Headen, Headen & Co., LLC law firm, addressed the Committee regarding issues of concern to him relating to the County's debt capacity and the U.S. Securities and Exchange Commission's new "Municipal Advisor Rule."**

### 4. ITEMS REFERRED TO COMMITTEE

- a) 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.

**Council President Connally reported that Resolution No. R2014-0149 was withdrawn from consideration at the request of the County Executive. Therefore, a confirmation hearing was not conducted and no legislative action was taken on Resolution No. R2014-0149.**

- b) 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.

**Ms. Jennifer Scofield, County Executive FitzGerald’s nominee for the position of Director of Regional Collaboration, was called upon to deliver an opening statement. Ms. Scofield provided background into her education, experience and qualifications for the position.**

**Councilmembers asked questions of Ms. Scofield, pertaining to her experience and expertise, which she answered accordingly.**

**A motion was then made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous vote to refer the County Executive’s nomination of Ms. Scofield to the full Council with a recommendation for passage under second reading suspension of the rules.**

**After a short recess, Council President Connally turned over the Chair to Councilmember Miller, Chair of the Finance & Budgeting Committee, for the remainder of the meeting.**

**5. PRESENTATION/DISCUSSION**

- a) Cuyahoga County Debt Capacity – Bradford M. Sprague, Principal, PRISM Municipal Advisors, LLC (County’s financial advisor)

**Mr. Bradford Sprague, Principal of PRISM Municipal Advisors, LLC, gave a presentation to the Committee regarding the County’s outlook on debt capacity. Interim Director Chris Murray, Office of Budget and Management, also addressed the Committee regarding the County’s current outstanding debt service and potential projects for future debt that were reviewed by the rating agencies. Councilmembers asked questions of Mr. Sprague and Mr. Murray, which they answered accordingly. Discussion ensued.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business discussed.**

**7. PUBLIC COMMENT UNRELATED TO AGENDA**

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

**8. ADJOURNMENT**

**With no further business to discuss and on a motion by Council President Connally, with a second by Mr. Germana, the meeting was adjourned at 4:48 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, JUNE 24, 2014  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**The meeting was called to order by Council President Connally at 5:04 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**Council President Connally requested a moment of silent meditation for personal reflections.**

**5. PUBLIC COMMENT RELATED TO AGENDA**

**Reverend Pamela Pinkney Butts addressed Council regarding issues of concern to her regarding various items listed on the agenda.**

**6. APPROVAL OF MINUTES**

- a) June 10, 2014 Committee of the Whole Meeting
- b) June 10, 2014 Regular Meeting

**A motion was made by Mr. Brady, seconded by Mr. Greenspan and approved by unanimous vote to approve the minutes of the June 10, 2014 Committee of the Whole and Regular meetings.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

**Council President Connally recognized David Reines, Executive Director of the Department of Workforce Development and Cleveland/Cuyahoga County Workforce Investment Board, and Joseph Gauntner, Administrator of Cuyahoga Job and Family Services, on the occasion of their retirements and thanked them for their dedication and years of public service.**

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive FitzGerald had the following messages:**

- a) Joined Council in congratulating Messrs. Reines and Gauntner and expressed appreciation for their service and offered them best wishes.**
- b) Elaborated on his announcement during a press conference earlier in the day regarding the Municipal Small Business Initiative.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

- a) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2014-0159: A Resolution amending Resolution No. R2013-0092 dated 10/8/2013, which authorized a Casino Revenue Fund Loan to Playhouse Square District Development Corporation for streetscape improvements, to change the amount not-to-exceed from \$3,684,650.00 to \$4,000,000.00; and declaring the necessity that this Resolution become immediately effective.**

Sponsor: Councilmember Schron

**Council President Connally referred Resolution No. R2014-0159 to the Economic Development & Planning Committee.**

- 2) R2014-0160: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article II, Section 2.01 and Article III, Section 3.03 of the Charter of Cuyahoga County modifying the residency requirements for the offices of County Executive and County Council; and**

declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Conwell, Germana and Gallagher

**Council President Connally referred Resolution No. R2014-0160 to the Committee of the Whole.**

- 3) R2014-0161: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article V, Section 5.01 Appointment and Confirmation of Officers and Section 5.08 Sheriff: Powers, Duties, and Qualifications establishing the term of appointment and process for removal of the Sheriff; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Greenspan

**Council President Connally referred Resolution No. R2014-0161 to the Committee of the Whole.**

- 4) R2014-0162: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article XII, Section 12.09 of the Charter of Cuyahoga County accelerating the timeline for the appointment process and commencement of the term of the Charter Review Commission for the year in which the appointment is made; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Conwell, Germana and Connally

**Council President Connally referred Resolution No. R2014-0162 to the Committee of the Whole.**

- 5) R2014-0163: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment enacting Article XIV of the Charter of Cuyahoga County establishing the Agency of Inspector General in the Charter; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Greenspan and Miller

**Council President Connally referred Resolution No. R2014-0163 to the Committee of the Whole.**

- 6) R2014-0164: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment adding Article VI, Section 6.03 of the Charter of Cuyahoga County establishing the Investment Advisory Committee in the Charter; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Greenspan

**Council President Connally referred Resolution No. R2014-0164 to the Committee of the Whole.**

- 7) R2014-0165: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article VI, Sections 6.01 and 6.02 and Article XI, Section 11.01 of the Charter of Cuyahoga County changing the composition of various County Boards and Commissions to ensure independence of judgment of all members; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Greenspan

**Council President Connally referred Resolution No. R2014-0165 to the Committee of the Whole.**

- 8) R2014-0166: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article III, Sections 3.05 and 3.06; enacting Article XIV, Section 14.01 of the Charter of Cuyahoga County to remove party affiliation from elected County offices; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Schron

**Council President Connally referred Resolution No. R2014-0166 to the Committee of the Whole.**

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

- 1) R2014-0123: A Resolution approving the appointment or reappointment of various individuals to serve on the

Cuyahoga County Soldiers' and Sailors' Monument Board of Trustees for various unexpired terms, and declaring the necessity that this Resolution become immediately effective:

- i) appointment for an unexpired term ending 11/15/2018:
  - a) Donald N. Jaffe
- ii) reappointment for an unexpired term ending 4/15/2019:
  - a) Berj A. Shakarian
  - b) Jerry L. Young

Sponsors: Councilmembers Connally, Conwell and Germana

**On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2014-0123 was considered and adopted by unanimous vote.**

- c) CONSIDERATION OF ORDINANCES OF COUNCIL FOR THIRD READING ADOPTION
  - 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.

Sponsors: Councilmembers Gallagher, Greenspan and Miller

**Clerk Schmotzer reading Ordinance No. O2013-0023 into the record.**

**A motion was then made by Mr. Gallagher, with a second by Mr. Germana, to approve Ordinance No. O2013-0023. Discussion ensued. The motion and second were subsequently withdrawn and the item will move to the July 8, 2014 Council agenda for consideration for fourth reading adoption.**

- 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.

Sponsors: Councilmembers Greenspan, Miller and **Germana**

**On a motion by Mr. Miller with a second by Mr. Greenspan, Ordinance No. O2014-0013 was considered and adopted by majority vote, with Councilmember Simon casting the only dissenting vote.**

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. R2014-0167 and R2014-0168.**

- 1) R2014-0167: 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

**On a motion by Mr. Miller with a second by Mr. Greenspan, Resolution No. R2014-0167 was considered and adopted by unanimous vote.**

- 2) R2014-0168: A Resolution approving a Wage Re-opener Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18, representing approximately 9 employees in 2 classifications in the Department of Public Works for the period 1/1/2015 - 12/31/2015; directing that funds necessary to implement the Wage Re-opener Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.

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

**On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2014-0168 was considered and adopted by unanimous vote.**

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

- 1) R2014-0169: A Resolution making an award on RQ30266 to Terrace Construction Company, Inc. in the amount not-to-exceed \$3,090,234.50 for the 2014/2015 Sewer and Lateral Repair Program in various communities; 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/Division of County Engineer

**Council President Connally referred Resolution No. R2014-0169 to the Public Works, Procurement & Contracting Committee.**

- 2) R2014-0170: A Resolution making an award on RQ27440 to OneCommunity in the amount not-to-exceed \$240,000.00 for internet service provider and fiber maintenance services for the period 6/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Information Technology

**Council President Connally referred Resolution No. R2014-0170 to the Finance & Budgeting Committee.**

- 3) R2014-0171: A Resolution making awards on RQ30142 to various providers for Workforce Investment Act Youth Training 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:

- i) In-School:
  - a) Baldwin-Wallace College in the amount not-to-exceed \$110,000.00.
  - b) Cuyahoga Community College District in the amount not-to-exceed \$350,000.00.
  - c) Esperanza in the amount not-to-exceed \$178,000.00.
  - d) OhioGuidestone in the amount not-to-exceed \$177,659.00.
  - e) Linking Employment Abilities and Potential in the amount not-to-exceed \$105,700.00.
  - f) Mayfield City School District in the amount not-to-exceed \$216,813.00
  - g) Open Doors Academy in the amount not-to-exceed \$250,000.00.
  - h) Youth Opportunities Unlimited in the amount not-to-exceed \$374,230.00.

- ii) Out-of-School:
  - a) Cuyahoga Community College District in the amount not-to-exceed \$215,000.00.
  - b) OhioGuidestone in the amount not-to-exceed \$465,000.00.

- iii) Youth Resource Center Operator:
  - a) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00.
  - b) Youth Opportunities Unlimited in the amount not-to-exceed \$112,500.00.

- iv) Connecting the Dots Foster Care Provider:
  - a) OhioGuidestone in the amount not-to-exceed \$500,000.00.

Sponsor: County Executive FitzGerald/Department of Workforce Development

**Council President Connally referred Resolution No. R2014-0171 to the Education, Environment & Sustainability Committee.**

c) 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. R2014-0153, R2014-0157 and R2014-0158.**

- 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.

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

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Mr. Brady, Resolution No. R2014-0153 was considered and adopted by unanimous vote.**

- 2) 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:

- 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

Committee Assignment and Chair: Finance & Budgeting – Miller

**On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2014-0157 was considered and adopted by unanimous vote.**

- 3) 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:
- 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.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services **and Councilmembers Hairston, Conwell and Jones**

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

**On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2014-0158 was considered and adopted by unanimous vote.**

d) CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2014-0018: An Ordinance enacting Chapter 715 of the Cuyahoga County Code to establish a Social Impact Financing Fund for the purpose of funding contracts to improve outcomes and lower costs for contracted government services in Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Health and Human Services and Councilmember Miller

**Council President Connally referred Ordinance No. O2014-0018 to the Finance & Budgeting Committee.**

- 2) O2014-0019: An Ordinance enacting Chapter 716 of the Cuyahoga County Code to establish procedures for setting the fee structure for Sheriff’s Department background check services, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

**Council President Connally referred Ordinance No. O2014-0019 to the Public Safety & Justice Affairs Committee.**

- 3) O2014-0020: An Ordinance enacting Chapter 717 of the Cuyahoga County Code to authorize extension of the Capital Improvement Bed Tax and to authorize the use of said proceeds in accordance with agreement with the Mayor of the City of Cleveland as approved by a majority of local mayors and city managers, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer and Councilmember Brady

**Council President Connally referred Ordinance No. O2014-0020 to the Committee of the Whole.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Greenspan reported that the proposed Charter amendments will be heard by the Committee of the Whole on Wednesday, July 2, 2014 from 9:00 a.m. to 12:00 noon; on Monday, July 7, 2014 from 1:30 p.m. to 5:00 p.m.; and on Thursday, July 17, 2014 from 1:30 p.m. to 5:00 p.m.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Wednesday, June 25, 2014 at 11:00 a.m. and on Tuesday, July 1, 2014 at 2:00 p.m.**

**Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 25, 2014 at 1:00 p.m. and on Wednesday, July 2, 2014 at 1:00 p.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, July 8, 2014 at 1:00 p.m.**

**Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, June 30, 2014 at 2:00 p.m.**

**Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, July 1, 2014 at 10:00 a.m.**

**Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Tuesday, July 1, 2014 at 12:00 noon.**

**Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, July 2, 2014 at 3:00 p.m.**

12. MISCELLANEOUS BUSINESS

**Councilmember Simon reported that the Cuyahoga County Animal Shelter is holding the "Tails on the Town" fundraising event on Friday, June 27, 2014 from 6:30 p.m. to 9:30 p.m. hosted by the Velvet Dog Restaurant at 1280 W. 6<sup>th</sup> Street, Cleveland.**

13. PUBLIC COMMENT UNRELATED TO AGENDA

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

14. ADJOURNMENT

**With no further business to discuss, Council President Connally adjourned the meeting at 6:05 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0159

Sponsored by: <b>Councilmember Schron</b>	<b>A Resolution</b> amending Resolution No. R2013-0092 dated 10/8/2013, which authorized a Casino Revenue Fund Loan to Playhouse Square District Development Corporation for streetscape improvements, to change the amount not-to-exceed from \$3,684,650.00 to \$4,000,000.00; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Council authorized a Casino Revenue Fund Loan in the amount not-to-exceed \$3,684,650.00 to Playhouse Square District Development Corporation for streetscape improvements through Resolution No. R2013-0092 dated 10/8/2013; and

WHEREAS, the primary goal of this project is to assist in the \$16,000,000.00 streetscape improvement activities for the Playhouse Square area in Cleveland, Ohio; and

WHEREAS, the Cuyahoga County Council would like to amend Resolution No. R2013-0092 to change the amount of the loan from \$3,684,650.00 to \$4,000,000.00; and

WHEREAS, this project will be funded from the Casino Tax Revenue Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby amends Resolution No. R2013-0092 dated 10/8/2013, which authorized a Casino Revenue Fund Loan to Playhouse Square District Development Corporation for streetscape improvements, to change the amount not-to-exceed from \$3,684,650.00 to \$4,000,000.00.

**SECTION 2.** That all other provisions of Resolution No. R2013-0092 shall remain unchanged.

**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.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0150

Sponsored by: <b>Council President Connally</b>	<b>A Resolution</b> 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, Cuyahoga County Code Section 202.13 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, the Council has undergone review and scheduled a Confirmation Hearing which was noticed to the public and held in an open meeting on June 24, 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.

**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 Vice-President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 10, 2014

Committee(s) Assigned: Committee of the Whole

Journal CC015

July 8, 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0017

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> enacting Chapter 604 of the Cuyahoga County Code to provide financial assistance to municipalities for the routine maintenance of County roadways, and declaring the necessity that this Ordinance become immediately effective.
Co-sponsored by: <b>Councilmembers Germana, Simon, Miller and Conwell</b>	

WHEREAS, municipalities are responsible for the routine repair and maintenance of County roads that are incorporated into a municipality; and,

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

WHEREAS, the Council now intends to extend the County's moratorium on requiring a local funding match for resurfacing of County roadways; and

WHEREAS, the Council intends to provide financial support to municipalities within Cuyahoga County that perform routine maintenance of County roadways; and

WHEREAS, in furtherance of this goal, the Council seeks to establish a process by which municipalities within the County may apply for grants to cover all or a portion of the cost to maintain County roadways; and

WHEREAS, the Director of Public Works is to be authorized to award grants to municipalities in order of priority based on available County resources, the County's assessed need, and the fiscal distress of applicants; and

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

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

**SECTION 1:** Chapter 604 of the Cuyahoga County Code is hereby enacted to read as follows:

**Chapter 604: County Roadways**

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

- A. The County shall not require a local funding match from municipalities for performing resurfacing of County roadways.
- B. The Director of Public Works shall establish a process by which municipalities within the County may apply for a grant for reimbursement of the cost of materials used in performing routine maintenance of County roadways. The Department of Public Works shall annually identify and prioritize County roads in need of routine maintenance, and shall qualify eligible applicants in order of priority based on the following factors:
  - 1. The availability of County resources; and
  - 2. The condition of the individual County roadway and assessed need for routine maintenance.

The County's reimbursement rates shall be set according to a rate schedule maintained by the Director of Public Works.

- C. The Director of Public Works shall establish a process by which fiscally distressed municipalities may apply for a grant to subsidize the cost of labor and materials required to perform routine maintenance of County roadways. The Department of Public Works shall qualify eligible applicants in order of priority based on the following factors:
  - 1. The availability of County resources;
  - 2. The condition of the individual County roadway and assessed need for routine maintenance; and
  - 3. The severity of fiscal distress of the applicant municipalities, as declared by the Auditor of State.
- D. For the purposes of this Section a "fiscally distressed municipality" shall mean a municipality within Cuyahoga County declared by the Auditor of State to be under fiscal emergency, fiscal watch, or fiscal caution.
- E. The routine maintenance tasks subject to partial or full reimbursement under this Section may include the following: curb ramp repairs, rebuilding of catch basins/manholes, pavement striping, crack sealing and street sweeping.
- F. Contracts and agreements between the County and eligible municipalities to receive grants under parts (B) and (C) of this Section shall be reviewed and approved by the appropriate approval authority depending on the monetary



First Reading/Referred to Committee: May 27, 2014  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: June 4, 2014

Committee Report/Second Reading: July 8, 2014

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

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2013-0023

<p>Sponsored by: <b>Councilmember Gallagher</b></p> <p>Co-sponsored by: <b>Councilmembers Greenspan and Miller</b></p>	<p><b>An Ordinance</b> 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

Third Reading: June 24, 2014

Journal CC015

July 8, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0172

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

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

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

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

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

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 67A100 – Workers’ Compensation Administration **BA1400311**  
HR498006 – Workers’ Compensation Administration  
Other Expenses \$ 50,000.00

Funding Source: The source of funding is agency charges for workers’ compensation premiums and claims.

B. 67A013 – Workers’ Compensation Retrospective 2013 **BA1400312**  
CC498915 – Workers’ Compensation Retrospective 2013  
Other Expenses \$ 316,443.52

Funding Source: The source of funding is agency charges for workers’ compensation premiums and claims.

C. 21A525 – VAWA Block Grant **BA1400304**  
JA754069 – FYH2013 VAWA Block Grant CY2014  
Other Expenses \$ 1,000.00

Funding Source: Funding is from the United States Department of Justice, Office on Violence Against Women covering the period January 1, 2014 through December 31, 2014. No cash match is required.

D. 22A979 – Clean Ohio Program **BA1400306**  
DV712836 – COAF-Ben Venue Lab Inc. Expansion  
Other Expenses \$ 9,332.38

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

E. 22A961 –Home 2013 **BA1400342**  
DV714402 – Home Project Plan FY2014  
Other Expenses \$ (1,930,940.00)

Funding Source: Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

F. 22A911 –Home 2014 **BA1400343**  
DV714428 – Home Project Plan FY2014  
Other Expenses \$ 1,930,940.00

Funding Source: Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

G. 40A069 – Capital Projects Future Debt Issuance **BA1400300**  
IT768515 – B.O.E. Scanners  
Capital Outlay \$ 470,000.00

Funding Source: Funding for these scanners will come from future debt issuance. Temporary use of reserves.

H.	40A067 – Emergency Operations Center		<b>BA1400301</b>
	CC768192 – Emergency Operations Center		
	Personal Services	\$	704,035.00
	Other Expenses	\$	1,950,449.00
	Capital Outlays	\$	15,003,450.00

Funding Source: Total project cost will be \$17,657,934. \$3.0 million will come from the 9-1-1 Wireless Government Assistance Fund. The remainder (\$14,657,934) will come from future debt issuance. Temporary use of reserves.

I.	40A069 – Capital Projects Future Debt Issuance		<b>BA1400302</b>
	CC768226 – HPG Design and Construction Phase II		
	Capital Outlay	\$	159,300.00

Funding Source: Funding for the Huntington Park Garage will come from future debt issuance. Temporary use of reserves.

J.	01A001 – General Fund		<b>BA1400308</b>
	DR391052 – Domestic Relations		
	Other Expenses	\$	10,000.00

Funding Source: Funding in this budget line comes from the General Fund. No increase in General Fund spending will result because the increase is supported by a deposit of \$10,000.00 on February 25, 2014 (RR1401532).

**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:	20A658 – Fiscal Operations – Title Bureau	<b>BA1400313</b>
	FS109694 – Fiscal Operations – Title Bureau	
	Other Expenses	\$ 3,321.55
TO:	20A658 – Fiscal Operations – Title Bureau	
	FS109694 – Fiscal Operations – Title Bureau	
	Capital Outlays	\$ 3,321.55

Funding Source: The source of funding is auto title fees.

B. FROM:	01A001 – General Fund		<b>BA1400314</b>
	FS109942 – Consumer Affairs		
	Other Expenses	\$	1,457.00
TO:	01A001 – General Fund		
	FS109942 – Consumer Affairs		
	Capital Outlays	\$	1,457.00

Funding Source: The source of funding is general fund.

C. FROM:	21A065 – Cleveland Safe Port SH456095 –Cleveland Safe Port III Other Expenses	\$ 41,133.00	<b>BA1400299</b>
TO:	21A065–Cleveland Safe Port SH456095 –Cleveland Safe Port III Capital Outlays	\$ 41,133.00	

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.

D. FROM:	01A001 – General Fund JA100354 –CECOMS Personal Services	\$ 8,000.00	<b>BA1400307</b>
TO:	01A001–General Fund JA100354 –CECOMS Other Expenses	\$ 8,000.00	

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

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

<u>Fund Nos. /Budget Accounts</u>	<u>Journal Nos.</u>		
A. FROM:	21A500–Urban Area Security Initiative (UASI) JA741520– FY11 Urban Area Security Initiative Transfer Out	\$ 24,887.33	<b>JT1400031</b>
TO:	21A900 –Regional Collaboration Project JA753822 – Regional Collaboration Project 2011/2014 Revenue Transfer	\$ 24,887.33	

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

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

at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council Vice-President                      Date

\_\_\_\_\_  
County Executive    Date

\_\_\_\_\_  
Clerk of Council    Date

Journal CC015  
July 8, 2014



EDWARD FITZGERALD  
Cuyahoga County Executive

CUYAHOGA COUNTY  
FISCAL OFFICER



**June 30, 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 July 8, 2014, are presented below.

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

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

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

<b>Temporary/Permanent Use of Reserves</b>	<b>Amount</b>
Capital Projects/ B.O.E. Scanners – Additional appropriation to purchase four new ballot scanners for the Board of Elections. Funding is from future debt issuance. Temporary use of reserves.	\$470,000.00
Capital Projects/Emergency Operations Center – Additional appropriation for the design and construction of a new Emergency Operations Center. Funding is \$3.0 million will come from the 9-1-1 Wireless Government Assistance Fund and the remainder (\$14,657,934) will come from future debt issuance. Temporary use of reserves.	\$17,657,934.00
Capital Projects/Huntington Park Garage – Additional appropriation to cover design services in the repair and construction improvements of the facility. Funding is from future debt issuance. Temporary use of reserves.	\$159,300.00
<b>TOTAL</b>	<b>\$18,287,234.00</b>

<b>General Fund/Health &amp; Human Services</b>	<b>Amount</b>
Domestic Relations – To appropriate funds received for services rendered to the Safe Havens Program. Funding is from the General Fund.	\$10,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>

<b>Other Operating Funds</b>	<b>Amount</b>
Workers' Compensation – An additional appropriation to cover medical third party administrator contract. Funding is from agency charges for worker's compensation premiums and claims.	\$50,000.00
Workers' Compensation Retrospective 2013 – An additional appropriation to cover the cost of retrospective loss premiums. Funding is from agency charges for worker's compensation premiums and claims.	\$316,443.52
<b>TOTAL</b>	<b>\$366,443.52</b>

Grants/Projects	Amount
Justice Services/Violence Against Women Act Block Grant – To establish appropriations for the continuation award from the United States Department of Justice, Office on Violence Against Women.	\$1,000.00
Development/Clean Ohio Program – An additional appropriation to cover a final payment and offset the reduction on Resolution R2014-0151. Funding is from the United States Department of Environmental Protection Agency.	\$9,332.38
Development/Home 2013 – To reduce appropriation in the Home 2013 grant with a corresponding increase to the Home 2014 grant to correct the proper account structure (\$1,930,940.00). Funding is from the United States Department of Housing and Urban Development.	\$0.00
<b>TOTAL</b>	<b>\$10,332.38</b>

<b>Total Additional Appropriations - All Funds</b>	<b>\$18,674,009.90</b>
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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 R2013-0229. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

**APPROPRIATION STATUS SUMMARY:**

	<u>07/08/14 Agenda</u>	<u>R2013-0229*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 10,000.00	\$ 377,204,012.00	\$ 380,706,845.00
HHS Levy Impact	\$ 0.00	\$ 235,311,170.00	\$ 236,004,537.61
Other Fund Impact	\$ 18,664,009.90	\$ 693,095,162.00	\$ 921,156,467.27
<b>Total Impact</b>	<b>\$ 18,674,009.90</b>	<b>\$1,305,610,344.00</b>	<b>\$ 1,537,867,849.88</b>

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

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

General Fund/Health & Human Services	Amount
Consumer Affairs – Realigning appropriation within Consumer Affairs to cover the purchase of electronic signature pads and hand-held scanners. The source of funding is general fund.	\$1,457.00
Justice Services/CECOMS – Realigning appropriation within the account for additional services, upgrades and maintenance on the National Public Planning Advisory Committee for the Highland Hills Radio Tower. Funding is from the General Fund.	\$8,000.00
<b>TOTAL</b>	<b>\$9,457.00</b>

Other Operating Funds	Amount
Fiscal Operations Title Bureau – Realigning appropriation within the Title Bureau to cover the purchase of furniture and a fire proof safe. Funding is from auto title fees.	\$3,321.55
<b>TOTAL</b>	<b>\$3,321.55</b>

Grants/Projects	Amount
Sheriff/Cleveland Safe Port – Realigning appropriation 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.	\$41,133.00
<b>TOTAL</b>	<b>\$41,133.00</b>

<b>Total Appropriation Transfers - All Funds</b>	<b>\$53,911.55</b>
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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.

<b>Grants/Projects</b>	<b>Amount</b>
Justice Services/Urban area Security Initiative – A cash transfer from the Urban Area Security Initiative (UASI) to the Regional Collaboration Project 2011/2014 for expenses reported in February through April 2014. Funding is from the United States Department of Homeland Security.	\$24,887.33
<b>TOTAL</b>	<b>\$24,887.33</b>

<b>Total Cash Transfers - All Funds</b>	<b>\$24,887.33</b>
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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](mailto:cmurray@cuyahogacounty.us)  
 (216) 443-7175  
 Fax: (216) 443-8193



EDWARD FITZGERALD  
Cuyahoga County Executive

CUYAHOGA COUNTY  
FISCAL OFFICER



**MEMORANDUM**

TO: Jeanne Schmotzer, Clerk of Council

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

DATE: June 30, 2014

RE: Fiscal Resolution Items

The Office of Budget & Management is requesting that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of July 1, 2014. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

**Resolution: Additional Appropriations**

A.	67A100 – Workers’ Compensation Administration	<b>BA1400311</b>
	HR498006 – Workers’ Compensation Administration	
	Other Expenses	\$ 50,000.00

An increase is requested to encumber additional funds for the Workers’ Compensation medical third party administrator contract. The source of funding is agency charges for workers’ compensation premiums and claims.

B.	67A013 – Workers’ Compensation Retrospective 2013	<b>BA1400312</b>
	CC498915 – Workers’ Compensation Retrospective 2013	
	Other Expenses	\$ 316,443.52

An increase is requested to cover the cost of retrospective loss premiums associated with the Workers’ Compensation Retrospective 2013. The source of funding is agency charges for workers’ compensation premiums and claims.

C.	21A525 – VAWA Block Grant	<b>BA1400304</b>
	JA754069 – FYH2013 VAWA Block Grant CY2014	
	Other Expenses	\$ 1,000.00

Provide additional appropriations for the continuation award from the United States Department of Justice, Office on Violence Against Women passed through the Ohio Office of Criminal Justice Services covering the period January 1, 2014 through December 31, 2014. Executive approval occurred on March 24, 2014, (CPB2014-215). No cash match is required.

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

D.	22A979 – Clean Ohio Program DV712836 – COAF-Ben Venue Lab Inc. Expansion	<b>BA1400306</b>
	Other Expenses	\$ 9,332.38

Provide appropriations in the Department of Development Clean Ohio Assistance Fund (COAF)-Ben Venue Lab Inc. Expansion grant for final payment and to correct the reduction on the June 10, 2014 Council Fiscal Agenda Resolution R2014-0151 (document BA1400277. Funding is from the United States Department of Environmental Protection Agency covering the period October 1, 2010 through September 30, 2011.

E.	22A961 –Home 2013 DV714402 – Home Project Plan FY2014	<b>BA1400342</b>
	Other Expenses	\$ (1,930,940.00)

Reduce appropriations in the Home Project Plan FY2014 Grant program that appeared on the May 13, 2014 Council Fiscal Agenda Resolution R2014-0124 (BA1400130) to correct the proper account structure, see corresponding increase in document BA1400343. Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

F.	22A911 –Home 2014 DV714428 – Home Project Plan FY2014	<b>BA1400343</b>
	Other Expenses	\$ 1,930,940.00

To reestablish appropriations in the Home Project Plan FY2014 Grant program as awarded from the allocations for the Office of Community Planning and Development formula programs, which provide funding for housing, community and economic development activities, and assistance for low and moderate-income persons and special populations across the country. Funding is from the United States Department of Housing and Urban Development covering the period October 1, 2013 through September 30, 2014.

G.	40A069 – Capital Projects Future Debt Issuance IT768515 – B.O.E. Scanners	<b>BA1400300</b>
	Capital Outlay	\$ 470,000.00

Appropriation is requested by the Board of Elections to purchase four new DS850 ballot scanners. Funding for these scanners will come from future debt issuance. Temporary use of reserves.

H.	40A067 – Emergency Operations Center CC768192 – Emergency Operations Center	<b>BA1400301</b>
	Personal Services	\$ 704,035.00
	Other Expenses	\$ 1,950,449.00
	Capital Outlays	\$ 15,003,450.00

Appropriation is requested for the design and construction of a new Emergency Operations Center to be located in the City of Broadview Heights, OH. Total project cost will be \$17,657,934. \$3.0 million will come from the 9-1-1 Wireless Government Assistance Fund. The remainder (\$14,657,934) will come from future debt issuance. Temporary use of reserves.

I.	40A069 – Capital Projects Future Debt Issuance		<b>BA1400302</b>
	CC768226 – HPG Design and Construction Phase II		
	Capital Outlay	\$	159,300.00

Appropriation is requested for design services to assist the County in the repair and construction improvements of the Huntington Park Garage facility. \$500,000 has already been appropriated bringing the project total to \$659,300. Funding for the Huntington Park Garage will come from future debt issuance. Temporary use of reserves.

J.	01A001 – General Fund		<b>BA1400308</b>
	DR391052 – Domestic Relations		
	Other Expenses	\$	10,000.00

The Domestic Relations Court partnered with Cuyahoga County and the Community Domestic Violence Agency for a Safe Havens Supervised Visitation and Safe Exchange Program. The Court received \$10,000 for its role in the Safe Havens program. Funding in this budget line comes from the General Fund. No increase in General Fund spending will result because the increase is supported by a deposit of \$10,000.00 on February 25, 2014 (RR1401532).

**Resolution: Appropriation Transfers:**

A.	FROM:	20A658 – Fiscal Operations – Title Bureau FS109694 – Fiscal Operations – Title Bureau Other Expenses	\$	3,321.55	<b>BA1400313</b>
	TO:	20A658 – Fiscal Operations – Title Bureau FS109694 – Fiscal Operations – Title Bureau Capital Outlays	\$	3,321.55	

The Title Bureau is requesting an appropriation transfer for the purchase of furniture and a fire proof safe. The source of funding is auto title fees.

B.	FROM:	01A001 – General Fund FS109942 – Consumer Affairs Other Expenses	\$	1,457.00	<b>BA1400314</b>
	TO:	01A001 – General Fund FS109942 – Consumer Affairs Capital Outlays	\$	1,457.00	

Consumer Affairs is requesting an appropriation transfer for the purchase of electronic signature pads and hand-held scanners. The source of funding is general fund.

C.	FROM:	21A065 – Cleveland Safe Port SH456095 –Cleveland Safe Port III Other Expenses	\$	41,133.00	<b>BA1400299</b>
	TO:	21A065–Cleveland Safe Port SH456095 –Cleveland Safe Port III Capital Outlays	\$	41,133.00	

Transfer appropriations within the Sheriff’s Cleveland Safe Port grant to properly reflect the budget modification approved by the funding source. This item actually reverses the transfer from the June 10, 2014 Council Fiscal Agenda (R2014-xxxx) document BA1400284 that was submitted and processed in error. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2011 through August 31, 2014.

D.	FROM:	01A001 – General Fund JA100354 –CECOMS Personal Services	\$	8,000.00	<b>BA1400307</b>
	TO:	01A001–General Fund JA100354 –CECOMS Other Expenses	\$	8,000.00	

Transfer appropriations within the Department of Public Safety and Justice Services CECOMS account for additional services, upgrades and maintenance on the National Public Planning Advisory Committee for the Highland Hills Radio Tower. Funding is from the General Fund covering the period January 1, 2014 through December 31, 2014.

**Resolution: Cash Transfers:**

A.	FROM:	21A500–Urban Area Security Initiative (UASI)		<b>JT1400031</b>
		JA741520– FY11 Urban Area Security Initiative		
		Transfer Out	\$	24,887.33
	TO:	21A900 –Regional Collaboration Project		
		JA753822 – Regional Collaboration Project 2011/2014		
		Revenue Transfer	\$	24,887.33

Transfer from the Urban Area Security Initiative (UASI) to the Regional Collaboration Project 2011/2014 for expenses reported in February through April 2014. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2011 through April 30, 2014.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0173

<p>Sponsored by: <b>County Executive FitzGerald/Departments of Law and Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section</b></p>	<p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen’s Benevolent Association representing approximately 13 employees in 2 classifications at CECOMS in the Department of Public Safety and Justice Services/Office of Emergency Management for the period 4/1/2013 - 3/31/2016; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in collective bargaining negotiations with the Ohio Patrolmen’s Benevolent Association, (hereinafter collectively referred to as the “OPBA”), in an effort to negotiate a successor collective bargaining agreement (“CBA”) covering approximately 13 employees in 2 classifications at CECOMS in the Department of Public Safety and Justice Services/Office of Emergency Management for the period 4/1/2013 – 3/31/2016; and

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

WHEREAS, the members of the bargaining unit have voted to ratify the proposed successor collective bargaining agreement in full; and

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

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

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

WHEREAS, the Department of Law is recommending that Council approve the proposed CBA for the period April 1, 2013 – March 31, 2016; and

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves the CBA between Cuyahoga County and the Ohio Patrolmen’s Benevolent Association, covering approximately 13 employees in 2 classifications at CECOMS in the Department of Public Safety and Justice Services/Office of Emergency Management for the period 4/1/2013 – 3/31/2016, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and the Ohio Patrolmen’s Benevolent Association 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 Vice-President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC015  
July 8, 2014

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0174

Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ27928 to Wiss, Janney, Elstner Associates, Inc. in the amount not-to-exceed \$659,300.00 for consultant engineering/design services for Huntington Park Garage repairs; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making an award on RQ27928 to Wiss, Janney, Elstner Associates, Inc. in the amount not-to-exceed \$659,300.00 for consultant engineering/design services for Huntington Park Garage repairs; and

WHEREAS, the primary goal of this project is to provide professional, design, engineering consulting and adjunct services relating to repairs to the Huntington Park Garage located in Council District 3; and

WHEREAS, this project is funded by 100% from the General Fund; and

WHEREAS, construction is scheduled to begin 7/22/2014 and scheduled to be completed 5/31/2016; and

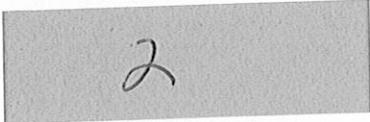
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ27928 to Wiss, Janney, Elstner Associates, Inc. in the amount not-to-exceed \$659,300.00 for consultant engineering/design services for Huntington Park Garage repairs.

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





**Item Details:**

<b>Agency/Dept. Name:</b>	County Engineer	<b>Agency/Dept. Head Name:</b>	Jamal H. Husani
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	Lori Birschbach-Tober	<b>Telephone No.:</b>	216-443-7650
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p><b>A. Scope of Work Summary</b> 1. Department of Public Works requesting award and approval of a contract with Wiss, Janney, Elstner Associates, Inc. for the not-to-exceed cost of \$659,300.00. The anticipated start completion dates are July 2014 - spring of 2016. 2. The primary goal of this project is to provide professional design/engineering and consulting services for the repair of the Huntington Park Garage facility. 3. N/A</p> <p><b>B. Procurement</b> 1. The procurement method for this project was RFQ. The total value of the RFQ is \$659,300.00. 2. The RFQ was closed on January 16, 2014. There is 30% SBE on this RFQ. 3. There were 7 proposals submitted for review, 1 proposal was approved.</p> <p><b>C. Contractor and Project Information</b> 1. The address of the vendor is: Wiss, Janney, Elstner Associates, Inc. 19655 Sweet Valley Drive, Suite 3 Cleveland, Ohio 44125 2. A listing of the board of directors for Wiss, Janney, Elstner Associates, Inc. is included as an attachment. 3. a. The address of the project: Huntington Park Garage 1141 W. 3rd Street Cleveland, Ohio 44113 3. b. The project is located in Council District 7.</p> <p><b>D. Project Status and Planning</b> 1. The Project is new to the County. 2. N/A 3. N/A 4. N/A 5. N/A</p> <p><b>E. Funding</b> 1. The Project is funded 100% by General Fund. 2. The Schedule of payment will be by monthly invoicing. 3. N/A</p>			
<b>PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):</b>			
<b>Explanation for late submittal:</b>			

**Contract/Agreement Information:**

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

**Financial Information:**

<b>Funding source:</b> General Fund	<b>Explanation:</b> 100% General Fund
<b>Total Amount Requested:</b> \$659,300	

**ATTACHMENTS:**

Click to download

- [Auditor's Finding of Recovery](#)
- [Certificate of Insurance](#)
- [Certificate of Insurance - 2](#)
- [Award Letter](#)
- [Power of Attorney](#)
- [Per-Proposal](#)
- [Requisition for Service](#)
- [RFQ](#)
- [Secretary of State](#)
- [W-9](#)
- [Workers Comp Certificate](#)
- [Tab Sheet \(OPD\)](#)
- [Public Notice](#)
- [Proposal](#)
- [Primary Owner Form Debarment](#)
- [Dept. Acknowledgement Form](#)
- [Scores Pre-Proposal](#)
- [Agreement - TAB](#)
- [Principal Owners](#)
- [Contract Cover - TAB](#)
- [Voucher](#)

**History**

**Time**

6/24/2014 1:12 PM

**Who**

Office of Procurement &  
Diversity

Clerk of the Board

**Approval**

Yes





# Proposal Evaluation Form

**Project Name**

Huntington Park Garage Consultant Services

**Project Type**

Planning/Design

**Submission Date**

January 16, 2014

**Selection Meeting Date**

February 6, 2014

**Facilitator**

Lori Birschbach-Tober

**Committee**

Bonita Teeuwen

David Marquard

Stanley Kosilesky

Ginger Cox

Jamal Husani

<b>EVALUATION CRITERIA</b>		<b>Max Points</b>	<b>Barber &amp; Hoffman, Inc.</b>	<b>Ronald Czapliski</b>	<b>Carl Walker, Inc.</b>	<b>Sara Peters</b>	<b>Desman Associates</b>	<b>Matthew Repasky</b>	<b>Technical Assurance, I</b>	<b>David Debut</b>	<b>THP Limited Inc.</b>	<b>Christopher Przywara</b>	<b>URS</b>	<b>Tim Lauth</b>	<b>Wiss,Janney, Elstner A</b>	<b>Mark Churpek</b>
<b>Section 1 - Minimum Qualifications</b>																
Prequalifications Met		Yes/No	Y		Y		Y		Y		Y		Y		Y	
SBE Goal Met		Yes/No	Y		N		Y		Y		Y		Y		Y	
Vendor Compliance		Yes/No	Y		Y		Y		Y		Y		Y		Y	
<b>Section 2 - Firm's Experience</b>		<b>35</b>	<b>19</b>				<b>23</b>		<b>21</b>		<b>23</b>		<b>20</b>		<b>27</b>	
Project Manager		<b>20</b>	<b>12</b>				<b>16</b>		<b>11</b>		<b>16</b>		<b>13</b>		<b>16</b>	
Support Staff		<b>10</b>	<b>6</b>				<b>7</b>		<b>9</b>		<b>8</b>		<b>7</b>		<b>8</b>	
<b>Section 4 - Project Methodology</b>		<b>25</b>	<b>15</b>				<b>18</b>		<b>21</b>		<b>16</b>		<b>17</b>		<b>17</b>	
Previous Work		<b>10</b>	<b>10</b>			<b>10</b>	<b>10</b>		<b>10</b>		<b>10</b>		<b>1</b>		<b>10</b>	
<b>TOTAL</b>		<b>100</b>	<b>62</b>		<b>X</b>		<b>74</b>		<b>72</b>		<b>73</b>		<b>58</b>		<b>78</b>	

Date sent to Dept: 1-21-14  
 Date Received from Dept: RE  
 (OPD Use Only)



**CUYAHOGA COUNTY**

**TABULATION OF QUALIFICATIONS RECEIVED**

*Revised*  
 1/22/14

DEPARTMENT NAME: Public Works - Central Services QUALIFICATIONS DUE January 16, 2014

RFQ TITLE: Huntington Park Garage Consultant Services RFQ # CT - 13 - 27928 SBE: 30%

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
Barber & Hoffman, Inc. 2217 East 9th Street Cleveland, Ohio 44115	NER AD 1-16-14	Barber & Hoffman, Inc.	Y	20%	Y	AM 1/21/14 1/21/14	N
Carl Walker 6505 Rockside Road, Suite 250 Cleveland, Ohio 44131	NER AD 1-16-14 VER-NOT INCLUDED	Carl Walker Not certified with the county.	N	0%	N	AM 1/21/14 Requesting a partial waiver due to the fact that SBE is not wanting to be a SBE sign SBE 2 AM 1/21/14	N
Desman Associates 50 Public Square Suite 626 Cleveland, Ohio 44113	NER AD 1-16-14	Desman Associates 18% Asst. Heli Engineering 12%	N	30%	Y	AM 1/21/14 1/21/14	N
Technical Assurance, Inc. 38112 Second Street Willoughby, Ohio 44094	NER AD 1-16-14	Osborn Engineering	N	40%	N	AM 1/21/14 1/21/14 Did not submit SBE 1 did not submit SBE 1 AM 1/21/14 AM 1/21/14	N
THP, Inc. 100 East Eighth Street Cincinnati, Ohio 45202	NER AD 1-16-14	A. A. Lewin, P.E. Assoc.	N	36%	Y	AM 1/21/14 1/21/14	N

SAMIA L HUSAINI  
 Department Director Name  
 Department Director Signature of Approval  
 Date 1/26/14

Updated 12/8/2011

Date sent to Dept: \_\_\_\_\_  
 Date Received from Dept: \_\_\_\_\_  
 (OPD Use Only)



**CUYAHOGA COUNTY**  
**TABULATION OF QUALIFICATIONS RECEIVED**

DEPARTMENT NAME: Public Works - Central Services QUALIFICATIONS DUE January 16, 2014

RFQ TITLE: Huntington Park Garage Consultant Services RFQ # CT - 13 - 27928 SBE: 30%

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
URS Corporation 1375 Euclid Avenue, Suite 600 Cleveland, Ohio 44115	VER ID # 12-20-2013 2875 AD	PHZ Engineering, Inc. 12% Summit Engineering of Ohio 12% Project + Construction 5%	N	30%	Y	AMT 1/21/14 TMM 1/21/14	N
Wiss, Janney, Elstner Associates, Inc. 9655 Sweet Valley Drive Suite 3 Cleveland, Ohio 44125	VER ID # 12-4581 AD 1-16-14	PHZ Consulting, Inc. 27% Northeast Blueprints 3%	N	30%	Y	AMT 1/21/14 TMM 1/21/14	Y

JAMAL HUSANI  
 Department Director Name  
 Signature of Approval  
 Date 1/16/14



# 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):	Wiss, Janney, Elstner Associates, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	WJE is an employee owned corporation. See attached list of Officers and Board of Directors.
Owner/Officer's Title:	WJE is an employee owned corporation. See attached list of Officers and Board of Directors.
Business Address:	Cleveland Office: 9655 Sweet Valley Drive, Suite 3, Cleveland, OH 44125 Headquarters: 330 Pfingsten Road, Northbrook, IL 60062
Phone Number:	Cleveland Office: 216.642.2300 Headquarters: 847.272.7400
Name of Person Completing Form:	Mark A. Churpek
Signature:	
Title:	Senior Associate and Associate Unit Manager

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

**CUYAHOGA COUNTY STAFF:**

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

Signature: Lori Buschbaach-Tober

Date: 6/6/2014

Printed Name: Lori Birschbaach-Tober

Inspector General Vendor ID#: 12-4381

**WJE**  
2013 Officers List

Name	Title	Work Address & Phone
Brady, Thomas	Assistant Secretary	330 Pflingsten Road Northbrook, IL 60068  (847) 753-6443
Chin, Ian	Vice President	10 South LaSalle Street, Suite 2600 Chicago, IL 60614  (312) 372-0555
Klein, Gary	Executive Vice President	330 Pflingsten Rd Northbrook, IL 60558  (847) 753-6572
Nugent, William	President	330 Pflingsten Rd Northbrook, IL 60045  (847) 753-7229
Oczkowski, Thomas	Vice President, Chief Financial Officer, Treasurer	330 Pflingsten Rd Northbrook, IL 60558  (847) 753-6313
Popovic, Predrag	Vice President	330 Pflingsten Rd Northbrook, IL 60712  (847) 272-7400
Safranek, Steve	Secretary	330 Pflingsten Road Northbrook, IL  (847) 753-6370



2013 Board of Directors Contact List  
Business Addresses

Board Member	Business Address	Business Phone
Allanbrook, Timothy	1350 Broadway, Suite 910 New York, NY 10018-7799	(212) 760-2540
Brady, Thomas	330 Pfingsten Road Northbrook, IL 60062	(847) 753-6443
Deress, Dave	960 S. Harney Street Seattle, WA 98108-2744	(206) 622-1441
Driscoll, Martina	2751 Prosperity Avenue, Suite 450 Fairfax, VA 22031-4397	(703) 641-4601
Hanson, John	616 N. Abrego Drive Green Valley, AZ 85614	(520) 393-7802
Klein, Gary	330 Pfingsten Rd Northbrook, IL 60062	(847) 753-6572
Krinsky, Robert	333 West 34th Street New York, NY 10001	(212) 251-5011
Nugent, William	330 Pfingsten Rd Northbrook, IL 60062	(847) 753-7229
Oczkowski, Thomas	330 Pfingsten Rd Northbrook, IL 60062	(847) 753-6313
Sasaki, Kent	2000 Powell Street, Suite 1650 Emeryville, CA 94608	(510) 428-2907
Stratman, Steven	7446 N 124 St. Omaha, NE 68142	(402) 330-1960
Triano, Jim	1350 Broadway, Suite 910 New York, NY 10018-7799	(212) 760-2540

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0175

Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ28400 to Pro-Tech Systems Group, Inc. in the amount not-to-exceed \$1,000,000.00 for maintenance, upgrades and support services for the Supervisory Control and Data Acquisition System for the period 8/1/2014 - 7/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ28400 to Pro-Tech Systems Group, Inc. in the amount not-to-exceed \$1,000,000.00 for the Supervisory Control and Data Acquisition System (SCADA) for the period 8/1/2014 – 7/31/2019; and

WHEREAS, the primary goals of this project are: (1) to upgrade the existing SCADA; and (2) to provide maintenance services for SCADA; and (3) to provide emergency support services for SCADA systems; and

WHEREAS, this project is funded 100% through Sewer District Revenue Fund; and

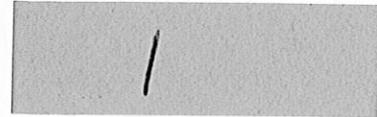
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ28400 to Pro-Tech Systems Group, Inc. in the amount not-to-exceed \$1,000,000.00 for maintenance, upgrades and support services for the Supervisory Control and Data Acquisition System (SCADA) for the period 8/1/2014 – 7/31/2019.

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





**Item Details:**

<b>Agency/Dept. Name:</b>	County Engineer	<b>Agency/Dept. Head Name:</b>	Jamal Husani
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	Paul Wilson	<b>Telephone No.</b>	216-348-3984

**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary**

1. Department of Public Works requesting award and approval of a contract with Pro-Tech Systems Group for the not-to-exceed cost of \$1,000,000.00 over five years. The anticipated start and completion dates are August 1, 2014 - July 31, 2019.
2. The primary goals of the contract are to provide maintenance and emergency support services to the existing SCADA system and to upgrade the SCADA system to a more supportable and efficient operation.
3. N/A

**B. Procurement**

1. The procurement method for this project was RFP. The total value of the RFP is not to exceed \$1,000,000.00 over a maximum of 5 years.
2. The RFP was closed on October 23, 2013. There is a 10% SBE goal on this RFP.
3. There were 3 proposals submitted for review, 1 proposal approved (one contract with Pro-Tech Systems Group).

**Contractor and Project Information**

- 1a. The address of the vendor is:  
Pro-Tech Systems Group, Inc.  
123 E. Waterloo Road  
Akron, Ohio 44319
2. A listing of the signatories for Pro-Tech Systems Group is included as an attachment.
3. a. The location of the project is at various equipment locations around Cuyahoga County.
3. b. N/A

**D. Project Status and Planning**

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

**E. Funding**

- 1. The project is funded 100% through Sewer District Revenue (Non General Fund).
- 2. The schedule of payments will be done by invoice.
- 3. N/A

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

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

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

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
	100% Sewer Funds

**Total Amount Requested:**

\$

**ATTACHMENTS:**

Click to download

- [w-9](#)
- [Ohio Auditor Search](#)
- [Dept. Ack. Form](#)
- [Power of Attorney](#)
- [Exhibit A - RFP](#)
- [Requisitions](#)
- [Scores Pre-Proposal](#)
- [SOS Search](#)
- [Workers Comp](#)
- [Tab Sheet OPD](#)
- [Principal Owners List](#)
- [Agreement](#)
- [Debarment Form](#)
- [Contract Cover TAB](#)
- [TAC Approval](#)
- [SBE-3 Notarized](#)
- [Co-op Form signed](#)
- [ProTech Selection Letter](#)
- [Proposal](#)

ite sent to Dept: 10/30/13 (W)  
 ite Received from Dept: \_\_\_\_\_  
 (PPD Use Only)



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Public Works - Sanitary Engineer

PROPOSAL DUE DATE: October 23, 2013

Number of Proposals Sent/Returned: 9 / 3

RFP TITLE: SCADA System Upgrades & Support Services

RFP #: ST - 13 - 28400 SBE: 10%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.		
	VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %		COMPLY Y/N	COMMENTS & INITIALS
Disconnect, LLC. 5900 SOM Center Road Suite 12, Box 247 Willoughby, Ohio 44094	NER			N	0%	N	Request full waiver. Work to be performed is highly specialized nothing is available to subcontract. No listed SBE is qualified. Did not contact SBE. <u>SM 10/30/13</u>	N
Pro-Tech Systems Group, Inc. 123 East Waterloo Road Akron, Ohio 44319	NER			N	0%	N	Request full waiver. All work self performed. SBE-3 NOT NOTIFIED. <u>SM 10/30/13</u>	Y
Sigma of Ohio, LLC. 55 Erieview Plaza Suite 630 Cleveland, Ohio 44114	NER	TEC COMMUNICATIONS	TOTAL SBE-	N	10.5%	Y	<u>SM 10/30/13</u> <u>AT 10/30/13</u> <u>SM 10/30/13</u>	N

Department Director Name  
ESAMAL HUSAN  
 Rptlab - Updated 10/15/2013

Department Director Signature of Approval [Signature] Date 10/13/13

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0176

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$4,300,000.00 for Voice over Internet Protocol provider services for the period 7/1/2014 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Information Technology has recommended making an award on RQ27440 to AT&T Corp. in the amount not-to-exceed \$4,300,000.00 for Voice over Internet Protocol (VoIP) provider services for the period 7/1/2014 - 12/31/2018; and

WHEREAS, the primary goal of this project is to provide upgrade and redesign services for the VoIP; and

WHEREAS, this project is funded by the Capital Plan Fund under WAN & Telecom; 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 RQ27440 to AT&T Corp. in the amount not-to-exceed \$4,300,000.00 for Voice over Internet Protocol provider services for the period 7/1/2014 - 12/31/2018.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County 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\_\_

NovusAGENDA



3

**Item Details:**

<b>Agency/Dept. Name:</b>	Information Services Center	<b>Agency/Dept. Head Name:</b>	Jeff Mowry
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Stan Kozlowski	<b>Telephone No.</b>	443-8111

**SUMMARY OF REQUESTED ACTION:**

Submitting a contract (master agreement & pricing schedule) with AT&T Corp. in the amount not-to-exceed \$4,300,000.00 for VoIP Service (CAT-K) for the period July 1, 2014 - December 31, 2018 (Resolution No. DC-2013-156 - authority to seek proposals.)

- A. Scope: Provide VoIP Service (call manager) for Cuyahoga County.
- B. Procurement method through RFP 27440 WAN & Telecom
- C. Contractor: AT&T Corp.

One AT&T Way  
 Bedminster, NJ 07921-0752  
 Attn: Master Agreement Support Team  
 Email: mast@att.com  
 Contact: Scott Maurer  
 45 Erieview Plaza, Rm 1360  
 Cleveland, Ohio 44114  
 216.822.0723 Fax: 216.822.8541  
 Email: [sm8951@att.com](mailto:sm8951@att.com)

- D: Project Status: new to the county
- E: Funding: CAPITAL PLAN Fund under WAN & Telecom

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

The Master Agreement with AT&T Corp can be used by county agencies for future contracts.

Provide VoIP Service for Cuyahoga County (CAT-K).

**Explanation for late submittal:**

Late paperwork coming from vendor due to legal negotiations

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

**Financial Information:**

**Funding source:**

Other

**Explanation:**

Wan & Telecommunications CAPITAL PLAN

**Total Amount Requested:**

\$4,300,000.00

**ATTACHMENTS:**

Click to download

- [Master Agreement \(T's & C's\)](#)
- [Final RFP](#)
- [RFP Exhibits](#)
- [RFP SBE Manual](#)
- [Addendum 1](#)
- [#2](#)
- [#3](#)
- [#4](#)
- [Proposal \(16 sections\)](#)
- [Proposal](#)
- [TAC for T's & C's](#)
- [SOS](#)
- [Vendor Scoring](#)
- [Scoring Detail](#)
- [Insurance Cert 1-2](#)
- [Insurance Cert incl E&O 2-2](#)
- [AT&T AUth to Sign](#)
- [Auditor Findings](#)
- [Auth to Sign](#)
- [Prin Owner Debarment](#)

Date sent to Dept: 9/15/13  
 Date Received from Dept: [Signature]  
 (OPD Use Only)



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013  
 RFP TITLE: WAN & Telecom Services RFP #: IS-13-27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER				USER DEPT.	
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
AT&T 45 Erieview Plaza Cleveland, Ohio 44115	OK IG# 12-0551 NCA ✓ NCF ✓ Coop ✓ (Yes)	Interconnect Cabling Cat E 38% \$20,000.00 T-E Communications Cat K1, Q, V, W 30.34%	N	3.8% 20.34%	Y	*Cooperative Purchasing Vendor form submitted with noted reservations they offer different price for they different categories Date 9/13/13 AMK 9/14/13	Categories A, B, C, E, F H, I, J, K, L
Bullseye Telecom 25925 Telegraph Road, Suite 210 Southfield, MI 48033	NO IG# N/A NCA ✓ VCF ✓ Coop ✓		N	0%	N	Date 9/13/13 AMK 9/14/13	N
CenturyLink Communications 4650 Lakehurst Court Dublin, Ohio 43016 - NOT ON VENDOR LIST -	NO IG# N/A NCA ✓ VCF ✓ Coop ✓		N	0%	N	Date 9/13/13 AMK 9/14/13	N
Dell Marketing, L.P. One Dell Way, RR8-06 Round Rock, Texas 78682	OK IG# 12-0325 NCA ✓* VCF ✓* Coop ✓* (No)		N	0%	N	*Non-Collusion Affidavit, Vendor Compliance Form and Cooperative Purchasing Vendor Form submitted with noted reservations Date 9/13/13 AMK 9/14/13 After award SBE 1. No SBE due to reason cited. Subcontractors are not proposed. Date 9/13/13	N

Department Director Name: [Signature] Date: 2/16/14  
 Department Director Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date sent to Dept: 9/5/13  
 Date Received from Dept: 8/1  
 (OPD Use Only)



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013  
 RFP TITLE: WAN & Telecom Services RFP #: IS - 13 - 27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER						USER DEPT.
VENDOR NAME & ADDRESS	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	% AWARD Y/N	
Infrastructure Services Careworks Technologies, Ltd. 5555 Glendon Court Dublin, Ohio 43016	IC# 12-0741 NCA ✓ NCF ✓ Coop ✓ (Yes)	DF DeVore Technologies \$ 123,246.67 10%	N	10%	Y	AW 9/14/13 AW 9/13/13 SBE-1 Disputed by LR Solutions SBE-1 needs to be signed by LR PRIME	Y CAT-T CAT-R CAT-R (CC)	
IntelNet Corporation 1255 Euclid Avenue Cleveland, Ohio 44115	IC# 13-0288 NCA ✓ VCF ✓ Coop ✓ (No)	DF LR Solutions, LLC \$ 314,857.00 10%	N	10%	Y	AW 9/14/13 AW 9/13/13 Did not submit SBE 1 + on SBE 2 did not fill in the top part SEE ATTACHED REV. 10/29/13 (SBE)	Y see attach	
LOGOS Communications Systems, Inc. P.O. Box 100 26100 First Street Westlake, Ohio 44145	IC# N/A NCA ✓ VCF ✓ Coop ✓ (Yes)	DF Texcel, Inc. \$ 452,685.00 16.81% Category K.u.w	N	0%	N	AW 9/14/13 AW 9/13/13	Y CAT-S	
MCPc 1801 Superior Ave., #300 Cleveland, OH 44114	IC# 12-1858 NCA ✓ VCF ✓ Coop ✓ (Yes)	DF TEC Communications \$ 452,685.00 16.81% Category K.u.w	N	16.81%	Y	AW 9/14/13 AW 9/13/13	Y CAT-S	

Department Director Signature of Approval: [Signature] Date: 8/14/14

Department Director Name: Ripab - Updated 11/10/2012

Date sent to Dept: 9/5/13  
 Date Received from Dept: \_\_\_\_\_  
 (OPD Use Only)



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013  
 RFP TITLE: WAN & Telecom Services RFP #: IS - 13 - 27440 SBE: 10%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
OneCommunity 800 West St. Clair Avenue 2nd Floor Cleveland, Ohio 44113	IG# 12-2108 NCA ✓ VCF ✓ Coop ✓ (Yes)		N	0%	Y	Requested a full waiver due to non profit. JMG 9/1/13 JAN 9/3/13	Y CATEGORIES A-CALCULATED N-NEGATIVE
Sprint Solutions 6001 E. Royalton Rd., #1 Broadview Hts., OH 44147	IG# 12-2581 NCA ✓ VCF ✓ Coop ✓ (No)	SureSite Consulting Group, LLC Not Certified yet.	N	0%	N	Vendor Compliance Form submitted with noted reservations JMG 9/13/13 JAN 9/14/13	N
TEC Communications 20234 Detroit Road Rocky River, Ohio 44116	IG# 12-2676 NCA ✓ VCF ✓ Coop ✓ (Yes)	WTEC Communication #158,536.00 20%	Y	20%	Y	JMG 9/14/13 JAN 9/3/13	Y CATEGORIES U, V, W
Time Warner Cable Business Class 2 Summit Parkway Suite 515 Independence, Ohio 44131	IG# 12-2786 NCA ✓ VCF ✓ Coop ✓ (Yes)		N	0%	N	Requesting waiver but stating that due to 2 past contracts being in good standing they will continue to do so but do not choose any SBE's JMG 9/14/13 JAN 9/3/13	Y CATEGORIES SOLE SOURCE

Department Director Signature of Approval: J. M. [Signature] Date: 9/17/13

Date sent to Dept: 9/5/13  
 Date Received from Dept: \_\_\_\_\_  
 (OPD Use Only)

\* All vendors Submitting proposals  
 were on OPD official vendor list,  
 except CenturyLink Communications  
 9/5/13



**CUYAHOGA COUNTY  
 TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013  
 RFP TITLE: WAN & Telecom Services RFP #: IS-13-27440 SBE: 10%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
Vendor Name & Address T Mobile 312 Elm Street Cincinnati, Ohio 45201 <i>DL 9/3/13</i>	IG# N/A NCA ✓ VCF ✓ Coop ✓ (Yes)		N	0%	<i>AND</i> N	*Vendor Compliance Form submitted with noted reservations <i>9/3/13</i> Did not use our SBE i-st. State they intend to use Texaco. <i>mm 9/3/13 AND 9/4/13</i>	
Verizon Wireless ✓ National Government Operations 7600 Monpelier Road Laurel, Maryland 20723 <i>DL 9/3/13</i>	IG# N/A NCA ✓ VCF ✓ Coop ✓ (No)		N	0%	<i>AND</i> N	*Vendor Compliance Form submitted with noted reservations <i>9/3/13</i> Requested a full waiver for SBE. They don't subcontract but w: 45 they to do so. <i>mm 9/3/13 AND 9/4/13</i>	

Department Director Signature of Approval: *J. [Signature]* Date: 9/10/13  
 Department Director Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Updated

Revised  
 Date sent to Dept: 10/29/13  
 Date Received from Dept:  
 (OPD Use Only)

Revised  
 10/29/13



**CUYAHOGA COUNTY**  
**TABULATION OF PROPOSALS RECEIVED**

DEPARTMENT NAME: Information Services PROPOSAL DUE DATE: August 30, 2013  
 RFP TITLE: WAN & Telecom Services RFP #: IS - 13 - 27440 SBE: 10%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N		COMMENTS & INITIALS
Vendor Name & Address Infrastructure Services Careworks Technologies, Ltd. 5555 Glendon Court Dublin, Ohio 43016							
IntelliNet Corporation 1255 Euclid Avenue Cleveland, Ohio 44115							
LOGOS Communications Systems, Inc. dba Black Box Network Services 26100 First Street Westlake, Ohio 44145		Texcel, Inc.	N	11.5%	Y	and nm 10/29/13	Y CAT-G DMM 10/29/13
M/CPc 1801 Superior Ave., #300 Cleveland, OH 44114							

Department Director Name: D. W. [Signature]  
 Department Director Signature/Approval Date: 10/29/13

Department Director Name  
 Rptab - Updated 11/10/2012

WAN RFP - RQ 27440 INTERNAL WORK SHEET  
CAT K - VoIP SERVICES

FINAL TECHNICAL & COST SUMMARY SCORES & VOTES	
Vendor Names/Evaluators	Vendors Scores
AT&T	100.00
MCPc	82.00
LOGOS/BLACKBOX	75.00

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0177

Sponsored by: <b>County Executive FitzGerald/Department of Public Safety and Justice Services/ Division of Witness/Victim</b>	<b>A Resolution</b> authorizing a revenue generating agreement with City of Cleveland in the amount not-to-exceed \$875,000.00 for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019 in connection with a lease for space located at 75 Erieview Plaza, Cleveland; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Safety and Justice Services/Division of Witness/Victim has recommended a revenue generating agreement with City of Cleveland in the amount not-to-exceed \$875,000.00 for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019 in connection with a lease for space located at 75 Erieview Plaza, Cleveland; and,

WHEREAS, the primary goal of the agreement with the City of Cleveland is for the operation of the Family Justice Center at 75 Erieview Plaza, Cleveland; and

WHEREAS, the funding for the agreement is from the revenue generating agreement with the City of Cleveland; and

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves the revenue generating agreement with City of Cleveland in the amount not-to-exceed \$875,000.00 for operation of the Family Justice Center for the period 6/1/2014 - 5/31/2019 in connection with a lease for space located at 75 Erieview Plaza, Cleveland.

**SECTION 2.** The County Executive is hereby authorized to execute the agreement and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

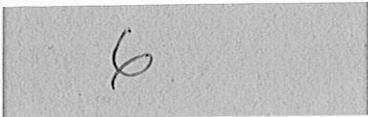
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**Item Details:**

<b>Agency/Dept. Name:</b>	Department of Justice Affairs/Witness/Victim Service Center	<b>Agency/Dept. Head Name:</b>	Ken Mills
<b>Type of Request:</b>	Other		
<b>Request Prepared by:</b>	Nancy Veley	<b>Telephone No.</b>	443-5900
<b>SUMMARY OF REQUESTED ACTION:</b>			
Submitting a revenue generating agreement with the City of Cleveland in the amount of \$175,000.00 per year, commencing on June 1, 2014, for the period of five years unless earlier terminated in accordance with the terms of this Agreement.			
The purpose of the Agreement is to describe the City's financial participation in the Family Justice Center project. The City will provide to the County its share of the funding for the Family Justice Center, which funds will be used for the lease of private office space for the Family Justice Center. Leasing the property shall include payments to be made to the Lessor as well as any applicable security deposit and allocable utility, operating and maintenance costs.			
<b>PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):</b>			
<b>Explanation for late submittal:</b>			

**Contract/Agreement Information:**

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

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
<b>Total Amount Requested:</b>	

\$

**ATTACHMENTS:**

Click to download

- [City of Cleveland - FJC Revenue generating agreement](#)

**History**

**Time**

**Who**

Clerk of the Board

**Approval**



# County Council of Cuyahoga County, Ohio

## Resolution No. 2014-0178

Sponsored by: <b>County Executive FitzGerald on behalf of Court of Common Pleas/Juvenile Division</b>	<b>A Resolution</b> authorizing amendments to contracts with various providers for various services and time periods to extend the time periods to 6/30/2015 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 on behalf of Court of Common Pleas/Juvenile Division has authorized amendments to contracts with various providers for various services and time periods to extend the time periods to 6/30/2015 and for additional funds as follows:

- 1) No. CE1000723-01 with Applewood Centers, Inc. for Multi-Systemic Therapy and Multi-Systemic Therapy/Problem Sexual Behavior (MST/PSB) Programs for the period 7/1/2010 – 6/30/2014 in the amount not-to-exceed \$432,984.31.
- 2) No. CE1100151-02 with OhioGuidestone for Community-based Treatment Center Management Services for the period 1/1/2011 – 6/30/2014 in the amount not-to-exceed \$1,153,828.80.

WHEREAS, these agreements are for the purpose of providing a Community-based Treatment Center and Multi-Systemic Therapy/Problem Sexual Behavior (MST/PSB) Programs for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services. The MST/PSB Services provide community-based, in-home family therapy to help families become more self-sufficient; and

WHEREAS, intensive aftercare services are provided by the Court in conjunction with community-based services to aid in re-integration to the community; and

WHEREAS, the performance of each of the selected providers have been evaluated and each provider received satisfactory ratings based upon evaluation indicators; and

WHEREAS, funding for these amendments to contracts is provided through the State (RECLAIM Ohio) grant funds.

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

**SECTION 1.** The Cuyahoga County Council hereby authorizes amendments to contracts with various providers for various services and time periods to extend the time periods to 6/30/2015 and for additional funds as set forth as follows:

- 1) No. CE1000723-01 with Applewood Centers, Inc. for Multi-Systemic Therapy and Multi-Systemic Therapy/Problem Sexual Behavior Programs for the period 7/1/2010 – 6/30/2014 in the amount not-to-exceed \$432,984.31.
- 2) No. CE1100151-02 with OhioGuidestone for Community-based Treatment Center Management Services for the period 1/1/2011 – 6/30/2014 in the amount not-to-exceed \$1,153,828.80.

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date





7a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Juvenile Court	<b>Agency/Dept.Head Name:</b>	Marita Kavalec
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Sarah Baker	<b>Telephone No.</b>	443-8268
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>A. Scope of Work Summary 1. Juvenile Court, requesting the approval of a contract amendment to CE1100151-01 with Ohio Guidestone for Community-based Treatment Center Services to extend the time period of the contract through June 30, 2015 and to increase the funds in the amount of \$1,153,828.80 for a new not-to-exceed amount of \$5,222,915.20. Juvenile Court, requesting the approval of a contract amendment to CE1000723-01 with Applewood Centers, Inc. for Multisystemic Therapy-Problem Sexual Behavior Program (MST/PSB) to extend the time period of the contract through June 30, 2015 and to increase the funds in the amount of \$432,984.31 for a new not-to-exceed amount of \$2,422,916.49. 2. The primary goal of this project is to provide a Community-based Treatment Center for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services. The primary goal of the project is to provide Multisystemic Therapy-Problem Sexual Behavior (MST/PSB) services for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services. MST/PSB Services provide community based in home family therapy to help families become more self-sufficient. 3. This program is part of the Targeted RECLAIM grant, funded entirely by the Ohio Department of Youth Services. B. Procurement 1. The procurement method for this project was through the RECLAIM Ohio grant agreement. The total value of CE1100151 is currently \$4,069,086.40. The procurement method for this project was through the RECLAIM Ohio grant agreement. The total value of CE1000723 is currently \$1,989,932.18. 2. N/A 3. The proposed amendment to the contract is exempt from competitive bidding requirements under Cuyahoga County Ordinance O2011-0044 Section 4.4(b) (12 18) and ORC 307.86 (j). C. Contractor and Project Information 1. The address(es) of all vendors and/or contractors is: Ohio Guidestone 202 East Bagley Road Berea, Ohio 44107 Phone: 440-234-2006 Council District 5 Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, Ohio 44115 Council District: 8 2. Executive Director of Guidestone is Richard Frank. The</p>			

Executive Director of the Applewood Centers, Inc. is Melanie Falls. Services are located in Berea, Ohio CE1100151 Services are countywide. CE1000723 3.a The address or location of the project is: 202 East Bagley Road, Berea Ohio 44107 CE1100151 Services are countywide. CE1000723 3.b. The project is located in Council District 5. D. Project Status and Planning 1. The project is an on-going project from the last State fiscal year. 2. N/A 3. N/A 4. N/A 5. N/A E. Funding 1. The project is funded 100 by the State grant funds (RECLAIM Ohio). 2. The schedule of payments is monthly by invoice. 3. CE1100151 This is the 4th amendment to the contract. The 1st amendment occurred in 2011, which extended the time until 6/30/12, with additional funding of \$1,153,828.80. The 2nd amendment occurred in 2012, which extended the time period to 6/30/13, with additional funding of \$1,253,828.80 to change the not-to-exceed amount to \$2,915,257.60. The 3rd amendment occurred in 2013, which extended the time until 6/30/14, with additional funding of \$1,153,828.80. CE1000723 This project is the 4th amendment to the contract. The first amendment occurred in 2011 to extend the time period of the agreement through June 30, 2012 and to increase the funds in the amount of \$448,308.00. The second amendment to the contract occurred in 2012 and extended the time period of the contract through June 30,2013 and increased the funds in the amount of \$410,472.00. The 3rd amendment occurred in 2013 and extended the time period of the contract through June 30, 2014 and increased the funds in the amount of \$432,984.31.

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

**Explanation for late submittal:**

Delays with grant funding and vendor signature

**Contract/Agreement Information:**

**Procurement Method:**

Other

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

Extensions of Contracts

**Financial Information:**

**Funding source: Explanation:**

Other 100 percent Targeted RECLAIM Ohio Grant Funds

**Total Amount Requested:**

\$\$1,586,813.11

**ATTACHMENTS:**

[Click to download](#)

No Attachments Available

**History**

**Time**

**Who**

**Approval**

Clerk of the Board

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

**Contractor:** Ohio Guidestone

**Contract/Agreement No.:** CE1100151-01      **Time Period:** 1.1.11 – 6.30.14

**Service Description:** The primary goal of this project is to provide a Community-Based Treatment Center for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services (ODYS).

**Original Contract/Agreement Amount:** \$507,600.00

**Prior Amendment(s) Amount(s):** The first amendment to this contract extended the time period through June 30, 2012 and increased the funds in the amount of \$1,153,828.80. The second amendment to the contract extended the time period through June 30, 2013 and also increased the funds in the amount of \$1,253,828.80. The third amendment to this contract increased the funds in the amount of \$1,153,828.80 and extended the time period through June 30, 2014.

**Performance Indicators:**

1. 85% of adjudicated youth admitted to the program during the contract period will successfully complete the program.
2. 75% of adjudicated youth admitted to the program will not recidivate within six (6) months of a successful release from the program.
3. 75% of adjudicated youth admitted to the program will not recidivate within twelve (12) months of a successful release from the program.
4. 100% of youth will demonstrate a drop in criminogenic risk factors at the time of discharge from the vendor's residential facility.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there were eighty five (85) youth referred to this vendor for Community Based Treatment Center Services, and out of those youth sixty four (64) youth completed the program successfully, eight (8) youth completed unsuccessfully, and thirteen (13) youth are still involved with this service.

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

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

**Justification of Rating:** The vendor has provided positive services during the contract time frame and has abided by their contract terms. The majority of the youth referred to this program are able to complete the program successfully.

*Sarah Baker*  
User Department

6.2.14  
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):	Applewood Centers, Inc.
Principal Owner's Name (The legal name of the owner/s of the business):	This is a non-profit. The Executive Director is Melanie K. Falls
Owner/Officer's Title:	Executive Director
Business Address:	10427 Detroit Avenue, Cleveland, Ohio 44102-1645
Phone Number:	(216) 696-6874
Name of Person Completing Form:	Melanie K. Falls, LISW-S, LICDC
Signature:	<i>Melanie K. Falls</i>
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 list on the Cuyahoga County Inspector General's website and the debarment list did not contain the above detailed vendor and/or principal owner.*

Signature: *Saran Baker*

Date: 6/12/14

Printed Name: Saran Baker

Inspector General Vendor ID#: 12-0518

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

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

**Contractor:** Applewood Centers, Inc.

**Contract/Agreement No.:** CE1000723-01      **Time Period:** 7.1.10 – 6.30.14

**Service Description:** The primary goal of this project is to provide Multisystemic Therapy and Multisystemic Therapy- Problem Sexual Behavior (MST- MST/PSB) Services for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services (ODYS).

**Original Contract/Agreement Amount:** \$698,167.87

**Prior Amendment(s) Amount(s):** The first amendment to the contract occurred in 2011 and extended the time frame through June 30, 2012 and increased the funds by \$448,308.00. The second amendment to the contract occurred in 2012 and extended the time frame of the contract through June 30, 2013 and increased the funds in the amount of \$410,472.00. The third amendment to the contract occurred in 2013 and extended the time frame of the contract through June 30, 2014 and increased the funds in the amount of \$432,984.31.

**Performance Indicators:**

1. 80% of youth admitted to the program during the fiscal year will successfully complete the program.
2. Fifty nine (59) adjudicated youth will be served during the fiscal year.
3. 100% of referred youth will be contacted within twenty hour (24) hours of the vendor receiving the referral.
4. 100% of referred youth/ families will have their first meeting with the family within two (2) to three (3) days of the vendor's first family contact.
5. 100% of referred youth/ families will have their Individualized Service Plans completed within three (3) to four (4) sessions with the family.
6. 100% of referred youth to the program will not have new charges filed while active in the program.

**Actual performance versus performance indicators (include statistics):** During the time frame of the contract, there were one hundred and fifty three (153) youth referred to this vendor for Multisystemic Therapy or Multisystemic Therapy Problem Sexual Behavior (MST/ MST-PSB) Services, and out of those youth ninety eight (98) youth completed the program successfully, thirty two (32) youth completed unsuccessfully, eight (8) youth received neutral terminations, and fifteen (15) youth are still involved with this service.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:** The vendor has provided positive services during the contract time frame and has abided by their contract terms. The majority of the youth referred to this program are able to complete the program successfully.

Sarav Babu 6/2/14  
User Department Date

s: evaluation

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0179

<p>Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing an agreement with Department of Workforce Development in the amount not-to-exceed \$1,442,205.00 for operational support of One Stop Centers and Career Centers, Applicant Job Readiness Program, Job Readiness/Job Search Program for Able Bodied Adults Without Dependents and Occupational Skills Training Program/ Individual Training Accounts for the period 7/1/2014 - 6/30/2015; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended an agreement with Department of Workforce Development in the amount not-to-exceed \$1,442,205.00 for operational support of One Stop Centers and Career Centers, Applicant Job Readiness Program, Job Readiness/Job Search Program for Able Bodied Adults Without Dependents and Occupational Skills Training Program/Individual Training Accounts for the period 7/1/2014 - 6/30/2015; and

WHEREAS, the primary goal of the project is to provide operation support of the Ohio Means Jobs, the Career Centers, Occupational Skills Training, ABAWD Programming and the Applicant Job Readiness Program; and

WHEREAS, this project is funded 69% by Federal TANF funds and 31% with Federal FAET funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council authorizes an agreement with Department of Workforce Development in the amount not-to-exceed \$1,442,205.00

for operational support of One Stop Centers and Career Centers, Applicant Job Readiness Program, Job Readiness/Job Search Program for Able Bodied Adults Without Dependents and Occupational Skills Training Program/Individual Training Accounts for the period 7/1/2014 - 6/30/2015.

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



20

**Item Details:**

<b>Agency/Dept. Name:</b>	Employment and Family Services	<b>Agency/Dept. Head Name:</b>	Joseph Gauntner
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	Robert K. Math	<b>Telephone No.</b>	216.987.6911

**SUMMARY OF REQUESTED ACTION:**

**Title:** CJFS 2014 Interagency Agreement RQ #31109  
 Agreement: Dept of Workforce Development  
 Career Center Services, Employment Programming & Occupational Skills Training  
 1020 Bolivar Street  
 Cleveland, OH 4114

**A. Scope of Work Summary**

1. CJFS is requesting approval for an Interagency Agreement with the Department of Workforce Development for the time period from July 1, 2014 to June 30, 2015 for an amount not to exceed \$1,442,205.00.
2. The primary goal of the project is:
  - To provide operational support of the Employment Connection, the Career Centers, Occupational Skills Training, ABAWD Programming and the Applicant Job Readiness Program

**B. Procurement**

1. The requested procurement method for this project was an RFP Exemption for an Interagency Agreement.
2. The procurement method of a Government Purchase (Inter-Agency Agreement) was approved by OPD on 6/4/2014. NOVUS document is attached for review.

**C. Contractor and Project Information**

1. Cuyahoga Dept of Workforce Development  
 1020 Bolivar Street

Cleveland, OH 44114  
 Council District 7  
 2. Program serves clients referred by CJFS, county wide.

**D. Project Status and Planning**

1. The program reoccurs annually.
2. The program is on a critical action path to provide services beginning July 1, 2014. Process was delayed to finalize program specifics and funding amounts.

**E. Funding**

1. The project is 69% funded with Federal TANF funding and 31% Federal FAET funding.
2. The schedule of payments is by quarterly invoice for OWF funding and monthly for FAET funding.

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

**Explanation for late submittal:**

Agreement was delayed to clarify program specifics and budget allocations respectively.

**Contract/Agreement Information:**

**Procurement Method:**

Exempt from Competitive Bid Requirements

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

Increase is due to a new Agreement, prior year used carry-over funds.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Federal	Federal TANF & FAET Funds

**Total Amount Requested:**

\$1,442,205.00

**ATTACHMENTS:**

Click to download

- [Justification Approval Inter-Agency Agreement WFD](#)
- [Dept Acknowledgment](#)
- [Agreement RQ31190 Dept of Workforce Development](#)
- [Auditors Findings Dept of Workforce Development](#)
- [History Log Workforce Development](#)
- [BSO Req Workforce Development](#)
- [REVISED Contract Evaluation](#)
- [Contract cover-TAB](#)
- [Voucher](#)

**History**

Time	Who	Approval
6/24/2014 1:56 PM	Office of Procurement & Diversity	Yes

## CONTRACT EVALUATION FORM

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

<b>Contractor:</b>	Department of Workforce Development		
<b>Contract Number:</b>	AG-1000201-01		
<b>Original Contract Amount:</b>	\$ 903,513.00	<b>Original Time Period:</b>	July 1, 2010 – June 30, 2011
<b>Amended Amount:</b>	(1) \$ 753,513.00	<b>Amended Time Period:</b>	July 1, 2011 – June 30, 2012
	(2) \$1,734,902.00	<b>Amended Time Period:</b>	July 1, 2012 – June 30, 2013
	(3) \$1,230,862.00		July 1, 2013 – June 30, 2014
	(4) \$0.00		July 1, 2013 – June 30, 2014
<b>Funding Source:</b>	TANF		

### Background

For the past seven years Cuyahoga Job and Family Services has had an interagency agreement with The Department of Workforce Development (DWD) to maximize resources in order to provide quality work and training opportunities to eligible residents in our community. DWD's primary responsibilities included: staffing and managing the Employment Connection One Stop System at both the Bolivar and the Brookpark locations as well as the Career Centers at two of our neighborhood family service centers; offering a variety of occupational skills training opportunities from their approved training vendor list for Ohio Works First (OWF) recipients seeking training. In 2012 DWD implemented our Applicant Job Readiness (AJR) Program for OWF participants needing training, education and other workforce assistance resources to assist them in entering the employment mainstream.

### Service Description

- The Employment Connection (EC) operates two one-stop employment centers and two co-located Career Centers at the Westshore and Southgate Neighborhood Family Service Centers.
- The centers serve Cuyahoga County's low income job seekers, including Ohio Works First cash recipients and dislocated workers.
- Job seeker services include both self-directed core services as well as more intensive services for those who qualify.
- Job search services are provided via internet based job search engines, job fairs, workshops, staff assisted activities, and job orders developed by EC staff.
- Local, regional, and national job vacancy openings are accessible at Employment Connection Centers.
- OWF cash recipients can access short term vocational training programs through the Employment Connection where staff develop a training plan with the customer and assists them in selecting the most appropriate program based on their skill levels, career interests, and abilities.
- Applicant Job Readiness Program provides training, education & workforce assistance to enter employment & improve their economic well being.

### Performance Indicators (July 2013- April 2014)

- Over 19,200 new job seekers were served at the four Employment Connection locations.
- 105 have successfully completed a training program.
- 3260 low income adults and dislocated workers have been placed in a job.
- 1270 attended Applicant Job Readiness Program.
- \$12.61 per hour is the average wage at placement.

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

Exceeding Expectations

Meeting Expectations

Not Meeting Expectations

**Justification of Rating**

The Ohio Means Jobs- One Stops are open and available to low income residents throughout Cuyahoga County needing job search resources. Residents do not need to be in receipt of benefits or assistance to utilize the Employment Connection One Stops or Career Centers.

DWD programs and services are subject to Work First Services' Comprehensive Program Assessment. This process ensures providers are compliant with the terms and conditions of their contracts and delivering quality services to meet the needs of our consumers.

Cuyahoga Job and Family Services  
Using Department

May 16, 2014  
Date

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0180

Sponsored by: <b>County Executive FitzGerald/Fiscal Officer/Office of Procurement and Diversity on behalf of Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> making an award on RQ30667 to Americab Transportation, Inc. in the amount not-to-exceed \$3,600,000.00 for transportation services for the period 9/1/2014 - 8/31/2016; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Fiscal Officer/Office of Procurement and Diversity on behalf of Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an award on RQ30667 to Americab Transportation, Inc. in the amount not-to-exceed \$3,600,000.00 for transportation services for the period 9/1/2014 - 8/31/2016; and

WHEREAS, the primary goal of this project is to provide transportation to and from Medicaid facilities for non-emergency, ambulatory clients who are being treated for dialysis, chemotherapy and radiation therapy; and

WHEREAS, this project is funded 100% by the Client Support Services Fund (WT137141); 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 RQ30667 to Americab Transportation, Inc. in the amount not-to-exceed \$3,600,000.00 for transportation services for the period 9/1/2014 - 8/31/2016.

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

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





4

**Item Details:**

<b>Agency/Dept. Name:</b>	Office of Procurement and Diversity	<b>Agency/Dept. Head Name:</b>	Lenora Lockett, Director
<b>Type of Request:</b>	Other		
<b>Request Prepared by:</b>	Angela Philmon, Program Officer III	<b>Telephone No.</b>	216-443-7241

**SUMMARY OF REQUESTED ACTION:**

**Title:** OPD/CJFS 2014 Award Recommendation and Contract Submission to Americab for Transportation Services on RQ30667

**A. Scope of Work Summary**

1. Office of Procurement & Diversity requesting approval of an Award Recommendation and Contract Submission to Americab Transportation, Inc. on RQ30667 to provide Transportation Services for Cuyahoga Jobs and Family Services in the amount Not-to-Exceed \$3,600,000.00 for the contract period 9/1/2014 - 8/31/2016.
2. The Contractor will provide transportation to and from Medicaid facilities for non-emergency, ambulatory clients who are being treated for dialysis, chemotherapy and radiation therapy in accordance with the bid requirements. Services are needed for approximately 400 clients monthly.

**B. Procurement**

1. The total value of the RFB was Not-to-Exceed \$3,600,000.00 for two (2) years. The bid closed on JMay 22, 2014.
2. Four bids were pulled from OPD, one bid was submitted, the bid was responsive, evaluated and recommended for award. The unit rate quoted was \$14.82 per one-way trip.
3. The SBE goal was 10% participation. The bidder was compliant with the SBE goal.

**C. Contractor and Project Information**

1.a. The name/address of the contractor is:  
 Americab Transportation, Inc.  
 3380 West 137th Street  
 Cleveland, Ohio 44111

1.b. The Owners for the Contractor are Gracie A. Holford (51%) - CEO/Chairman of the Board and Secretary of the Board; and Richard Holford (49%) - President.

**D. Project Status and Planning**

1. The project is a reoccurring contract.

**E. Funding**

1. The project is funded 100% by the Client Support Services Fund (WT137141).  
 2. The schedule of payment is monthly on/or about the 15th of each month.

**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

- [Business Filings](#)
- [w-9](#)
- [Contract-TAB](#)
- [signature authority](#)
- [Insurance Form WC](#)
- [Performance Bond](#)
- [Insurance Form](#)
- [Vendor Compliance](#)
- [Vendor's Bid](#)
- [Intent to Award Letter](#)
- [Final Tab Sheet](#)
- [Requisition RQ 30667](#)
- [Principal Owner Information](#)
- [Bid Comparison Sheet](#)
- [Contract Cover](#)
- [Auditor of State Findings](#)

**History**

Time	Who	Approval
6/18/2014 8:40 AM	Office of Procurement & Diversity Clerk of the Board	Yes



(OPD USE Only) Date Sent to Dept: 5-29-14 Date Received from Dept: \_\_\_\_\_

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

BID DUE DATE: May 22, 2014 CONTRACT PERIOD: September 1, 2014 - August 31, 2016  
 REQUISITION NUMBER: WT - 14 - 30667 NUMBER OF ITB'S SENT/RETURNED: 4 / 1  
 REQUISITIONING DEPT.: Cuyahoga County Job & Family Services ESTIMATE: \$3,600,000.00  
 COMMODITY DESCRIPTION: Transportation Services SBE GOAL: 10%

TO BE COMPLETED BY OPD AND USER DEPARTMENT (P=PROCUREMENT; D=DEPARTMENT)		TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER								
BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-Back Y/N	P - ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	CCBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Americab Transportation, Inc. 3380 West 137 <sup>th</sup> Street Cleveland, Ohio 44111	Bid Bond, 5% - American Contractors Indemnity Company		P: 16-12-0467 Review OK-Complete (AP) 5-22-14.  D:	\$14.82	New Age Transportation \$360,000.00	N	N	10%	end	AMT 5/28/14 UW 5/22/14

CCBB: Low Non-CCBB Bid: \$ 14.82 -2% \$ 30 = \$ 14.52 Does CCBB apply?: Y  N (\*Note: CCBB must meet all bid requirements)  
 \* LOWEST BID REC'D \$ 14.82 RANGE OF LOWEST BID REC'D \$ \_\_\_\_\_ PRICE PREF % & \$ LIMIT: \_\_\_\_\_ MAX SBE PRICE PREF \$ \_\_\_\_\_

OEM APPROVAL (if actual bid exceeds estimate) \_\_\_\_\_ DATE \_\_\_\_\_ DEPARTMENT DIRECTOR SIGNATURE: Walter Paetz DEPARTMENT DIRECTOR NAME: Walter Paetz  
 LOW BIDDER NOTIFIED 5/20/14 O/Cs  Yes  No Date: 5/20/14 (Date Signed)  
 Tab sheet with SBI Updated 04/19/2011

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0181

Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b>	<b>A Resolution</b> authorizing amendments to an agreement and contracts with various providers for Universal Pre-Kindergarten services for the Invest in Children Program for various time periods; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood has submitted amendments to an agreement and contracts with various providers for Universal Pre-Kindergarten services for the Invest in Children Program for various time periods; and

WHEREAS, the amendments to contracts are as follows:

- i) for the period 8/1/2012 - 7/31/2014:
  - a) No. CE1200512-01 with The Cleveland Music School Settlement to make budget line item revisions and for additional funds in the amount not-to-exceed \$16,000.00.
- ii) for the period 8/1/2012 - 7/31/2014 to extend the time period to 7/31/2015:
  - a) No. CE1200509-01 with West Side Ecumenical Ministry – Archwood Head Start and for additional funds in the amount not-to-exceed \$146,569.48.
  - b) No. CE1200511-01 with West Side Ecumenical Ministry – Youth & Family Learning Center and for additional funds in the amount not-to-exceed \$156,813.00.
  - c) No. CE1200512-01 with The Cleveland Music School Settlement to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$150,916.25.

- d) No. CE1200513-01 with The East End Neighborhood House Association and for additional funds in the amount not-to-exceed \$84,710.20.
- e) No. CE1200514-01 with The Merrick House to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$96,737.36.
- f) No. CE1200515-01 with The Young Women’s Christian Association of Greater Cleveland, Ohio and for additional funds in the amount not-to-exceed \$129,131.62.
- g) No. CE1200516-01 with OhioGuidestone – Family Life Child Care Center of Berea and for additional funds in the amount not-to-exceed \$225,485.39.
- h) No. CE1200517-01 with OhioGuidestone – Family Life Child Care Center of Brook Park and for additional funds in the amount not-to-exceed \$119,180.17.
- i) No. CE1200518-01 with OhioGuidestone – Family Life Child Care Center of Lakewood and for additional funds in the amount not-to-exceed \$133,322.11.
- j) No. CE1200519-01 with OhioGuidestone – Family Life Child Care Center of Maple Heights and for additional funds in the amount not-to-exceed \$173,555.99.
- k) No. CE1200521-01 with Early Childhood Enrichment Center, Inc. and for additional funds in the amount not-to-exceed \$258,542.67.
- l) No. CE1200523-01 with Kiddie City Child Care Community, Inc. and for additional funds in the amount not-to-exceed \$128,190.63.
- m) No. CE1200524-01 with Parma Pre-School, Inc. and for additional funds in the amount not-to-exceed \$138,809.15.
- n) No. CE1200525-01 with Center for Families and Children – Bingham Early Learning Center and for additional funds in the amount not-to-exceed \$168,103.31.
- o) No. CE1200526-01 with Center for Families and Children – Mather Early Learning Center and for additional funds in the amount not-to-exceed \$125,609.58.

- p) No. CE1200527-01 with Center for Families and Children – McMillan Early Learning Center and for additional funds in the amount not-to-exceed \$216,988.41.
- q) No. CE1200528-01 with Center for Families and Children – Wade Early Learning Center and for additional funds in the amount not-to-exceed \$113,246.20.
- r) No. CE1200529-01 with Catholic Charities Community Services Corporation – Riverside Head Start and for additional funds in the amount not-to-exceed \$24,197.60.
- s) No. CE1200530-01 with Catholic Charities Community Services Corporation – St. Martin de Porres Head Start and for additional funds in the amount not-to-exceed \$25,255.50.
- t) No. CE1200531-01 with Catholic Charities Community Services Corporation – St. Philip Neri Head Start and for additional funds in the amount not-to-exceed \$158,035.36.
- u) No. CE1200532-02 with Sandy’s Darlin’ Munchkins Family Child Care Home and Universal Pre-Kindergarten fka Cassandra R. Thompson and for additional funds in the amount not-to-exceed \$21,338.51.
- v) No. CE1200533-01 with Ericka L. Elmore and for additional funds in the amount not-to-exceed \$27,792.11.
- w) No. CE1200534-01 with Positive Beginnings Childcare & Preschool; no additional funds required.
- x) No. CE1200535-01 with Yolanda Casas-Knight and for additional funds in the amount not-to-exceed \$13,928.60.
- y) No. CE1200536-01 with Achievement Centers for Children to change the scope of services, effective 7/1/2014, and for additional funds in the amount not-to-exceed \$119,197.52.
- z) No. CE1200537-01 with Ganon Gil Preschool of the Temple Tifereth Israel, Inc. and for additional funds in the amount not-to-exceed \$96,573.44.
- aa) No. CE1200538-01 with Hanna Perkins School and for additional funds in the amount not-to-exceed \$45,985.66.

iii) for the period 8/27/2012 - 7/31/2014 to extend the time period to 7/31/2015:

a) No. AG1200027-01 with Brooklyn City School District and for additional funds in the amount not-to-exceed \$84,144.30.

WHEREAS, the primary goals of this project are to provide an early care and education experience of a quality that will ensure that children aged 3 to 5 years are adequately prepared for kindergarten; 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 an agreement and contracts with various providers for Universal Pre-Kindergarten services for the Invest in Children Program for various time periods.

**SECTION 2.** WHEREAS, the amendments to contracts are as follows:

i) for the period 8/1/2012 - 7/31/2014:

a) No. CE1200512-01 with The Cleveland Music School Settlement for additional funds in the amount not-to-exceed \$16,000.00.

ii) for the period 8/1/2012 - 7/31/2014 to extend the time period to 7/31/2015:

a) No. CE1200509-01 with West Side Ecumenical Ministry – Archwood Head Start and for additional funds in the amount not-to-exceed \$146,569.48.

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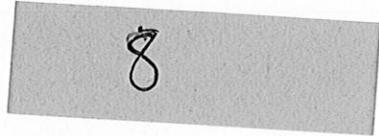
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  - aa) No. CE1200538-01 with Hanna Perkins School and for additional funds in the amount not-to-exceed \$45,985.66.
- iii) for the period 8/27/2012 - 7/31/2014 to extend the time period to 7/31/2015:
- a) No. AG1200027-01 with Brooklyn City School District and for additional funds in the amount not-to-exceed \$84,144.30.





**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept.Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Nakiaa Robinson	<b>Telephone No.</b>	216-443-6573
<b>SUMMARY OF REQUESTED ACTION:</b>			
Submitting an amendment to a contract with The Cleveland Music School Settlement for Universal Pre-Kindergarten (UPK) services for the period August 1, 2012 through July 31, 2014 for additional funds in the amount of \$16,000.00.			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
<p><b>A. Scope of Work Summary</b>1. Office of Early Childhood requesting approval of a contract amendment with The Cleveland Music School Settlement for the anticipated cost of \$16,000.00 not-to-exceed. The anticipated start-completion dates are 08/01/2012- 07/31/2014.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.<b>B. Procurement</b>1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.</p> <p><b>C. Contractor and Project Information</b>1. The address(es) of the vendors is (provide the full address in the following format):1. The Cleveland Music School Settlement 11125 Magnolia Dr. Cleveland, OH 44106 Council District 72. The Owner/Administrator for the contractor/vendor is Charles D. Lawrence3. The address or location of the project is:The Cleveland Music School Settlement 11125 Magnolia Dr.</p>			

Cleveland, OH 44106  
Council District 7

**D. Project Status and Planning**1. The project is a continuation of an existing project. 2. The project's term has already begun. The reason there was a delay in this request is the need better define the budget line items and billing procedures and the need for additional scholarship funds.E. Funding1. The overall Universal Pre-Kindergarten project is funded 90.1% by the Health and Human services levy, 9.9% private grant dollars. 2. The schedule of payments is monthly by invoice.3. The project is an amendment to a contract. The amendment changes the value and is the third amendment of the contract. The history of the amendment is:Original Contract Amount: \$68,224.00  
Amendment I Amount: \$9,696.00  
Amendment II Amount: \$48,566.15  
Current request: \$16,000.00

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

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of a contract amendment with The Cleveland Music School Settlement for the anticipated cost of \$16,000.00 not-to-exceed. The anticipated start-completion dates are 08/01/2012-07/31/2014.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):1. The Cleveland Music School Settlement

11125 Magnolia Dr.  
Cleveland, OH 44106

Council District 72. The Owner/Administrator for the contractor/vendor is Charles D. Lawrence3. The address or location of the project is:The Cleveland Music School Settlement  
11125 Magnolia Dr.

Cleveland, OH 44106

Council District 7**D. Project Status and Planning**1. The project is a continuation of an existing project. 2. The project's term has already begun. The reason there was a delay in this request is the need better define the budget line items and billing procedures and the need for additional scholarship funds.E. Funding1. The overall Universal Pre-Kindergarten project is funded 90.1% by the Health and Human services levy, 9.9% private grant dollars. 2. The schedule of payments is monthly by invoice.3. The project is an amendment to a contract. The amendment changes the value and is the third amendment of the contract. The history of the amendment is:Original Contract Amount: \$68,224.00

Amendment I Amount: \$9,696.00  
Amendment II Amount: \$48,566.15  
Current request: \$16,000.00

**Explanation for late submittal:**

**Contract/Agreement Information:**

<p><b>Procurement Method:</b> Other</p> <p><b>Explanation for Increase/Decrease in \$ Amount for current request:</b> The increase is due to the need for additional UPK scholarships</p>
---

**Financial Information:**

<p><b>Funding source:</b> Other</p> <p><b>Explanation:</b> Health and Human Services Levy</p> <p><b>Total Amount Requested:</b> \$16,000.00</p>
---

**ATTACHMENTS:**

- Click to download
- [CMSS UPK Budget](#)
  - [CMSS Cost Reimbursement Invoice](#)
  - [CMSS Data Entry Worksheet](#)
  - [CMSS Substitute Expenses Worksheet](#)
  - [Training and PD Expenses Worksheet](#)
  - [UPK Coordinator Expenses Worksheet](#)
  - [CMSS Auditor](#)
  - [CMSS BWC](#)
  - [CMSS Signature Authority](#)
  - [CMSS Eval](#)
  - [CMSS Prior Reso Numbers](#)
  - [CMSS Principal Ownership Form](#)
  - [CMSS COI](#)
  - [Department acknowledgement form](#)
  - [Contract Cover-TAB](#)
  - [Revised Amendment-TAB](#)
  - [Original contract](#)
  - [Exhibits](#)
  - [Amend 1](#)
  - [Amend 2](#)
  - [Voucher](#)

History Time	Who	Approval
6/18/2014 8:28 AM	Office of Procurement & Diversity	Yes
6/18/2014 12:43 PM	Clerk of the Board	Yes
6/18/2014 1:21 PM	County Auditor Department of Law	Yes



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

**Contractor:** The Cleveland Music School Settlement

**Contract/Agreement No.:** CE1200512-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$68,224.00

**Prior Amendment(s) Amount(s):**

Amendment I- \$9,696.00    Amendment II - \$48,566.15

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

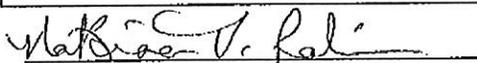
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



User Department  
s: evaluation

5/13/14  
Date



9a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept.Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572
<b>SUMMARY OF REQUESTED ACTION:</b>			
<p>Office of Early Childhood, submitting an amendment to various contracts with Early Childhood Enrichment Center, Inc. and Kiddie City Child Care Community, Inc. for Universal Pre-Kindergarten Program (UPK) services for the Invest In Children Program to extend the time period to August 1, 2012 - July 31, 2015 and for additional funds in the amount not-to-exceed \$386,733.30.</p>			
<p><b>Title: Office of Early Childhood/Invest In Children 2014 Early Childhood Enrichment Center, Inc. and Kiddie City Child Care Community, Inc. Amendments Universal Pre-Kindergarten Part 12 of 13 RQ#23133</b></p>			
<p><b>A. Scope of Work Summary</b>1. Office of Early Childhood requesting approval of amendments with Early Childhood Enrichment Center, Inc. and Kiddie City Child Care Community, Inc. for the anticipated cost of \$1,183,155.68 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.<b>B. Procurement</b>1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.4. A Justification for Other Than Full and Open Competition has been submitted to OPD for 6/11/14.</p>			
<p><b>C. Contractor and Project Information</b>1. The address(es) of the vendors is (provide the full address in the following format):</p>			
<p>1a. Early Childhood Enrichment Center</p>			

19824 Sussex Rd.  
Shaker Hts., OH 44122

Council District 92a. The Owner/Administrator for the contractor/vendor is Beth Price.3a.The address or location of the project is:

Early Childhood Enrichment Center

19824 Sussex Rd.  
Shaker Hts., OH 44122

Council District 91b. Kiddie City Child Care Community, Inc.

20110 Wilmore Ave.

Euclid, OH 44123

Council District 112b. The Owner/Administrator for the contractor/vendor is Jennifer Boger.3b. The address or location of the project is:

Kiddie City Child Care Community, Inc.

20110 Wilmore Ave.

Euclid, OH 44123

Council District 11D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has not begun. The reason there was a delay in this request is the need for additional time to consult with the Law Department regarding contract language and to determine contract amounts based on funds available.E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second and third amendment of the contracts. The history of the amendments is:**Early Childhood Enrichment Center, Inc.**

Original Contract Amount: \$164,664.00

Amendment I Amount: \$237,786.33

Amendment II Amount: \$525.20

Amendment III Amount: \$258,542.67**Kiddie City Child Care Community, Inc.**

Original Contract Amount: \$175,530.00

Amendment I Amount: \$217,916.85

Amendment II Amount: \$128,190.63

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow the Early Childhood Enrichment Center, Inc. and Kiddie City Child Care Community, Inc. to provide UPK services for the 2014-2015 school year. These centers previously provided UPK services during the 2013-2014 school year. Early Childhood Enrichment Center

19824 Sussex Rd.  
Shaker Hts., OH 44122

Contact Person: Beth Price, 216-991-9761 Kiddie City Child Care Community, Inc.  
 20110 Wilmore Ave.  
 Euclid, OH 44123  
 Contact person: Jennifer Boger, 216-481-9044

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Other	HHS levy dollars

**Total Amount Requested:**

\$386,733.30

**ATTACHMENTS:**

Click to download

- [Dept. of Acknowledgement](#)
- [Contract Cover-Early Childhood Enrichment Center, Inc](#)
- [signed UPK Contract Amendment#3- ECEC 2014-2015](#)
- [Signature of Authority- ECEC](#)
- [Cert. of Liability Ins. - ECEC](#)
- [Workers' Comp. Cert. - ECEC](#)
- [Auditor of State- ECEC](#)
- [SOS- ECEC](#)
- [Contract History- ECEC](#)
- [Evaluation- ECEC Amendment#3](#)
- [signed Principal Owner- ECEC](#)
- [Contract Cover- Kiddie City, Inc](#)
- [signed Contract Amendment#2- Kiddie City](#)
- [signed Signature of Authority- Kiddie City](#)
- [Cert. of Liability Ins. - Kiddie City](#)
- [Workers' Comp. Cert. - Kiddie City](#)
- [Auditor's Finding- Kiddie City](#)
- [SOS- Kiddie City](#)
- [Contract History- Kiddie City](#)
- [Evaluation Contract Amendment#2- Kiddie City](#)
- [signed Principal Owner- Kiddie City](#)
- [Additional Reso. for UPK Contracts](#)

**History**

Time	Who	Approval
6/19/2014 4:33 PM	Office of Procurement & Diversity  Clerk of the Board	Yes

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

**Contractor:** Early Childhood Enrichment Center, Inc.

**Contract/Agreement No.:** CE1200521-01,02      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$164,664.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$237,786.33  
Amendment II Amount: \$525.30

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_ 05/19/14 \_\_\_\_\_  
**Date**

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

**Contractor:** Kiddie City Child Care Community, Inc.

**Contract/Agreement No.:** CE1200523-01,02      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$175,530.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$217,916.85

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

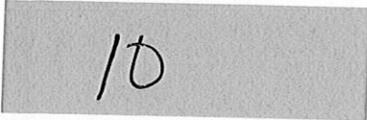
- Superior
- Above Average
- Average
- Below Average
- Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**Date**



**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept. Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting an amendment to an agreement (AG1200027) with Brooklyn City School District for Universal Pre-Kindergarten services to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the amount not-to-exceed \$84,144.30.

**Title:**

Office of Early Childhood  
2014  
Brooklyn City School District  
Amendment

Universal Pre-Kindergarten (UPK) **A. Scope of Work Summary**1. Office of Early Childhood requesting approval of a contract amendment with the Brooklyn City School District for services for the anticipated net aggregated cost of \$231,172.18, not-to-exceed. The anticipated start-completion dates are 08/01/2012 through 07/31/2015.2. The primary goals of the project are to provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1a. There was no procurement method for this vendor on this project. The Brooklyn City School District is a public entity.2a.N/A3a. N/A1b. The procurement method for this project (community based child care providers) was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2b. The RFP was closed on May 9, 2012.3b. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 52 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1a. Brooklyn City School District  
9200 Biddulph Road

Brooklyn, Ohio 44144

Council District 32a. The Director for the contractor/vendor is Lori Bobincheck.3a. The address or location of the project is:

Brooklyn City School District

9200 Biddulph Road

Brooklyn, Ohio 44144

Council District 3D. **Project Status and Planning**1. The project reoccurs annually. 2. The project's term has begun. The reason there was a delay in this request is due to the need to calculate program expenditures and to determine additional fund allocations.**E.**

**Funding**1. The project is funded 100% by the Health and Human Services Levy. 2. The schedule of payments is monthly.3. The project is amendments to agreements. This amendment changes the value and/or terms of the contract and is the third amendment of the agreement. The history of the amendments is:

**Brooklyn City School**

Original Agreement Amount: \$86,308.80

Amendment I Amount: \$59,473.24

Amendment II Amount: \$1,245.84

Amendment III Amount: \$84,144.30

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow the Brooklyn City School District to provide UPK services for the 2014-2015 school year at Brooklyn City School. Brooklyn City School District previously provided UPK services during the 2013-2014 school year.

**Site Locations & Contact Person:**

Brooklyn City School District

9200 Biddulph Road

Brooklyn, Ohio 44144

Lori Bobincheck, 216-485-8136

**Explanation for late submittal:**

This late submittal is due to calculating final contract totals and additional fund allocations.

**Contract/Agreement Information:**

**Procurement Method:**

Exempt from Competitive Bid Requirements

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

**Financial Information:**

**Funding source:**      **Explanation:**

Other                      HHS levy dollars

**Total Amount Requested:**

\$84,144.30

**ATTACHMENTS:**

Click to download

- [Dept. Acknowledgement](#)
- [signed UPK Contract Amendment #3- Brooklyn City Schools-TAB](#)
- [signed Signature of Authority- Brooklyn City Sch.](#)
- [Cert. of Liability Ins.- Brooklyn City Sch.](#)
- [Workers Comp Cert.- Brooklyn City Sch.](#)
- [Auditor's finding- Brooklyn City Sch.](#)
- [Contract History- Brooklyn City Sch.](#)
- [Contract Eval.- Contract Amendment#3- Brooklyn City Sch.](#)
- [Contract Reso.- Community based providers UPK](#)
- [signed Principal Owner- Brooklyn City Sch.](#)
- [Revised History](#)
- [Original contract](#)
- [1st Amendment](#)
- [2nd Amendment](#)
- [Contract cover-TAB](#)
- [Voucher](#)

**History**

Time	Who	Approval
6/18/2014 2:59 PM	Office of Procurement & Diversity	Yes
6/20/2014 11:41 AM	Clerk of the Board	Yes
6/20/2014 1:31 PM	County Auditor	Yes
	Department of Law	



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

**Contractor:** Brooklyn City School District

**Contract/Agreement No.:** AG120027-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$86,309.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$59,473.24  
Amendment II Amount: \$1,245.84

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



**User Department**  
s: evaluation

\_\_\_\_\_ 05/19/14 \_\_\_\_\_

**Date**



11a-d

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept.Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting various amendments to contracts with various providers for Universal Pre-Kindergarten program services to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the aggregate amount not-to-exceed \$63,059.22.

**Title:** Office of Early Childhood/Invest In Children 2014 Cassandra Rene Thompson, Ericka L. Elmore, Positive Beginnings Childcare & Preschool, Yolanda Casas-Knight Various Amendments Universal Pre-Kindergarten Part 6 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with Sandy's Darlin' Munchkins Family Child Care, Ericka L. Elmore, Positive Beginnings Childcare & Preschool, and Yolanda Casas-Knight for the anticipated cost of \$295,297.29 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):1a. Sandy's Darlin' Munchkins Family Child Care  
1063 Roanoke Rd.  
Cleveland Hts., OH 44121

Council District 102a. The Owner/Administrator for the contractor/vendor is Cassandra Rene Thompson.3a. The address or location of the project is:

Sandy's Darlin' Munchkins Family Child Care  
1063 Roanoke Rd.  
Cleveland Hts., OH 44121

Council District 101b. Ericka L. Elmore  
10711 Tacoma Ave.  
Cleveland, OH 44108

Council District 72b. The Owner/Administrator for the contractor/vendor is Ericka L. Elmore.3b. The address or location of the project is:

Ericka L. Elmore  
10711 Tacoma Ave.  
Cleveland, OH 44108

Council District 71c. Positive Beginnings Childcare & Preschool  
26801 Farringdon Ave.  
Euclid, OH 44132

Council District 112c. The Owner/Administrator for the contractor/vendor is Brenda Assian.3c. The address or location of the project is:

Positive Beginnings Childcare & Preschool  
26801 Farringdon Ave.  
Euclid, OH 44132

Council District 111d. Yolanda Casas-Knight  
17028 Scottsdale Blvd.  
Shaker Hts., OH 44120

Council District 92d. The Owner/Administrator for the contractor/vendor is Yolanda Casas-Knight.3d. The address or location of the project is:

Yolanda Casas-Knight  
17028 Scottsdale Blvd.  
Shaker Hts., OH

Council District 9D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is the need for additional time to verify cost of program services. **E. Funding**1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to the contracts. These amendments change the values and terms and are the second amendment of the contracts. The history of the amendments is:

**Sandy's Darlin' Munchkins Family Child Care**

Original Contract Amount: \$28,752.00

Amendment I Amount: \$31,758.15

Amendment II Amount: \$21,338.51**Ericka L. Elmore**

Original Contract Amount: \$20,045.00

Amendment I Amount: \$36,950.00

Amendment II Amount: \$27,792.11**Positive Beginnings Childcare & Preschool**

Original Contract Amount: \$10,563.00

Amendment I Amount: \$19,068.53

Amendment II Amount: \$0.00**Yolanda Casas-Knight**

Original Contract Amount: \$37,360.00

Amendment I Amount: \$47,741.39

Amendment II Amount:\$13,928.60

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow the Sandy's Darlin' Munckins Family Child Care, Ericka L. Elmore, Positive Beginnings Childcare & Preschool, and Yolanda Casas-Knight to provide UPK services for the 2014-2015 school year. These providers previously provided UPK services during the 2013-2014 school year.

Sandy's Darlin' Munchkins Family Child Care  
1063 Roanoke Rd.  
Cleveland Hts., OH 44121  
Contact Person: Cassandra Renee Thompson, 216-382-5046

Ericka L. Elmore  
10711 Tacoma Ave.  
Cleveland, OH 44108  
Contact Person: Ericka L. Elmore, 216-421-0263

Positive Beginnings Childcare & Preschool  
26801 Farringdon Ave.  
Euclid, OH 44132  
Contact Person: Brenda Assian, 216-731-9282

Yolanda Casas-Knight  
17028 Scottsdale Blvd.  
Shaker Hts., OH 44120  
Contact Person: Yolanda Casas-Knight, 216-295-3576

**Explanation for late submittal:**

Submission is late due to verifying cost of program services.

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Other	HHS levy dollars
<b>Total Amount Requested:</b>	
\$63,059.22	

**ATTACHMENTS:**

Click to download

- [Department Acknowledgement](#)
- [Contract Cover- Sandy's Darlin' Munchkins FCC](#)
- [signed 2014-15 Contract Amendment # 2 - Sandy's Darlin' Munchkins FCC](#)
- [Signature of Authority- Sandy's Darlin Munchkins FCC](#)
- [Cert. of Liability- Sandy's Darlin Muchkins FCC](#)
- [Workers' Comp. Cert.](#)
- [Auditor of State- Sandy's Darlin Muchkins FCC](#)
- [SOS- Sandy's Darlin Muchkins FCC](#)
- [Contract History Amendment #2- Sandy's Darlin Munchkins FCC](#)
- [signed Contract Evaluation Amendment #2- Sandy's Darlin Munchkins FCC](#)
- [signed Principal Owner- Sandy's Darlin Munchkins FCC](#)
- [Contract Cover- Amendment #2 Ericka L. Elmore](#)
- [signed UPK Contract Amendment #2- Ericka L. Elmore](#)
- [Signature of Authority- Ericka L. Elmore](#)
- [Cert. of Liability- Ericka L. Elmore](#)
- [Workers' Comp.- Ericka L Elmore](#)
- [Auditor of State- Ericka L. Elmore](#)
- [Contract History UPK Amendment #2- Ericka L. Elmore](#)
- [Contract Evaluation UPK Amendment #2- Ericka L. Elmore](#)
- [Principal Owner- Ericka L. Elmore](#)
- [Contract Cover- Amendment #2 Positive Beginnings](#)
- [signed UPK Contract Amendment #2- Positive Beginnings](#)
- [signed Signature of Authority- Positive Beginnings](#)
- [Cert. of Liability Ins.- Positive Beginnings](#)
- [Workers' Comp Cert.- Positive Beginnings](#)
- [Auditor of State- Positive Beginnings](#)
- [SOS- Postive Beginnings](#)
- [Contract History Amendment #2- Postive Beginnings](#)
- [Contract Evaluation Contract Amendment #2- Postive Beginnings](#)
- [signed Principal Owner- Positive Beginnings](#)
- [Contract Cover Amendment #2- Yolanda Casas-Knight](#)
- [signed UPK Contract Amendment #2- Yolanda C-K](#)
- [Signed Signature of Authority- Yolanda C-K](#)
- [Cert. of Liability Ins.- Yolanda C-K](#)
- [Workers' Comp Stmt.- Yolanda C-K](#)
- [Auditor of State- Yolanda C-K](#)
- [Contract History UPK Amendment #2- Yolanda C-K](#)
- [signed UPK Contract Eval. Amendment #2- Yolanda C-K](#)
- [signed Principal Owner- Yolanda Casas-Knight](#)
- [UPK Contract Reso. Nos.](#)

**History**

Time

Who

Approval

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

**Contractor:** Sandy's Darlin Munckins Family Child Care Home And Universal Pre-Kindergarten

**Contract/Agreement No.:** CE1200532-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$28,752.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$31,758.15

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**Date**  
05/19/14

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

Contractor: Ericka L. Elmore

Contract/Agreement No.: CE1200533-01      Time Period: 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$20,045.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$36,950.00

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

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

05/19/14  
\_\_\_\_\_  
Date

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

**Contractor:** Positive Beginnings Childcare & Preschool

**Contract/Agreement No.:** CE1200534-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$10,563.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$19,068.53

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**Date**

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

**Contractor:** Yolanda Casas-Knight

**Contract/Agreement No.:** CE1200535-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$37,360.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$47,741.39

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



\_\_\_\_\_  
User Department  
s: evaluation

\_\_\_\_\_  
05/19/14

\_\_\_\_\_  
Date



12a-c

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept.Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Submitting amendments to various contracts with Catholic Charities Community Services Corporation for Universal Pre-Kindergarten Program (UPK) services for Invest In Children Program for the extended completion period of August 1, 2012 to July 31, 2015 and for additional funds in the amount of \$207,488.46.

**Title:** Office of Early Childhood/Invest In Children 2014 Catholic Charities Community Services Corporation Various Amendments Universal Pre-Kindergarten Part 2 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with various providers within Catholic Charities Community Services Corporation for the anticipated cost of \$641,017.04 not-to-exceed in the aggregate. The anticipated start-completion dates are being extended to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is: Catholic Charities Community Services Corporation  
7911 Detroit Ave.  
Cleveland, OH 44102  
Council District 32. The Owner/Administrator for the contractor/vendor is Bernadette Washington.3. The address or location of the project is:3a.Catholic Charities Community Services Corporation- Riverside Head Start

1780 Parkmount  
Cleveland, OH 44135

Council District 23b. Catholic Charities Community Services Corporation- St. Martin de Porres Head Start

1264 E. 123<sup>rd</sup> St.  
Cleveland, OH 44108

Council District 103c. Catholic Charities Community Services Corporation- St. Philip Neri Head Start

799 E. 82<sup>nd</sup> St.  
Cleveland, OH 44103

Council District 7D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is the need determine funds needed for program services.E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second and third amendment of the contracts. The history of the amendments is:**Catholic Charities Community Services Corporation- Riverside Head Start**

Original Contract Amount: \$6,473.60

Amendment I Amount: \$35,562.60

Amendment II Amount: \$24,197.60**Catholic Charities Community Services Corporation- St. Martin de Porres Head Start**

Original Contract Amount: \$6,473.60

Amendment I Amount: \$35,632.60

Amendment II Amount: \$0

Amendment III Amount: \$25,255.50

**Catholic Charities Community Services Corporation- St. Philip Neri Head Start**

Original Contract Amount: \$181,824.00

Amendment I Amount: \$167,562.18

Amendment II Amount: \$158,035.36

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow Catholic Charities Community Services Corporation to provide UPK services at Riverside Head Start, St. Martin de Porres Head Start, and St. Philip Neri Head Start sites for the 2014-2015 school year. These centers previously provided UPK services during the 2013-2014 school year.

Catholic Charities Community Services Corporation- Riverside Head Start

17800 Parkmount  
 Cleveland, OH 44135  
 Contact Person: Bernadette Washington, 216-334-2942 Catholic Charities Community Services Corporation- St. Martin de Porres Head Start  
 1264 E. 123<sup>rd</sup> St.  
 Cleveland, OH 44108  
 Contact Person: Bernadette Washington, 216-334-2942 Catholic Charities Community Services Corporation- St. Philip Neri Head Start  
 799 E. 82<sup>nd</sup> St.  
 Cleveland, OH 44103  
 Contact Person: Bernadette Washington, 216-334-2942

**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:**

Other

**Explanation:**

HHS levy dollars

**Total Amount Requested:**

\$207,488.46

**ATTACHMENTS:**

Click to download

- [Department Acknowledgement](#)
- [Contract Cover- Riverside H S](#)
- [signed UPK Contract Amendment #2- Riverside](#)
- [UPK Contract History Amendment #2- Riverside](#)
- [signed Contract Eval. UPK Amendment #2- Riverside](#)
- [Contract Cover- St. Martin de Porres](#)
- [signed UPK Contract Amendment #3- St Martin de Porres](#)
- [Contract History- UPK Amendment #3- St. Martin de Porres](#)
- [signed Contract Eval. UPK Amemdment #3- St. Martin de Porres](#)
- [Contract Cover- St. Philip Neri](#)
- [signed UPK Contract Amendment #2- St. Philip Neri](#)
- [Contract History UPK Amendment #2- St. Philip Neri](#)
- [signed Contract Eval.- UPK Amendment #2- St. Philip Neri.](#)
- [signed Signature of Authority- Catholic Charities](#)
- [Cert. of Liability Ins.- Catholic Charities](#)
- [Workers' Comp Cert.- Catholic Charities](#)
- [Auditor of State- Catholic Charities](#)
- [SOS- Catholic Charities](#)
- [signed Principal Owners- Catholic Charities](#)
- [Prior UPK Contract Reso. Nos.](#)

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

**Contractor:** Catholic Charities Community Services Corporation- Riverside Head Start

**Contract/Agreement No.:** CE1200529-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$6,473.60

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$35,562.60

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**05/19/14**  
\_\_\_\_\_  
**Date**

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

**Contractor:** Catholic Charities Community Services Corporation- St. Martin de Porres Head Start

**Contract/Agreement No.:** CE1200530-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$6,473.60

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$35,632.60  
Amendment II Amount: \$0.00

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



User Department  
s: evaluation

05/19/14

Date

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

**Contractor:** Catholic Charities Community Services Corporation- St. Philip Neri Head Start

**Contract/Agreement No.:** CE1200530-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$181,824.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$167,562.18

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**Date**



B-a-d

**Item Details:**

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

**Type of Request:** Contract/Amendment

**Request Prepared by:** Anju Abdullah  
**Telephone No.** 216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Submitting amendments to various contracts with Centers for Families and Children for Universal Pre-Kindergarten Program (UPK) services and adding the Pre4Clev/ODE Expansion for the Invest In Children Program for the extended completion period of August 1, 2012 to July 31, 2015 and for additional funds in the amount of \$623,947.50.

**Title:** Office of Early Childhood/Invest In Children 2014 Centers for Families and Children-McMillan, Wade, Bingham, and Mather Amendments Universal Pre-Kindergarten Part 4 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with McMillan, Wade, Bingham, and Mather providers with Centers for Families and Children for the anticipated cost of \$1,908,910.02 not-to-exceed in the aggregate. The anticipated start-completion dates are being extended to 08/01/2012-07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is:  
 Center for Families and Children  
 4500 Euclid Ave.  
 Cleveland, OH 44103

Council District 72. The Owner/Administrator for the contractor/vendor is Sharon Sobol Jordan.3. The address or location of the project is:3a. Center for Families and Children-McMillan

1941 S. Taylor Rd.  
Cleveland Hts., OH 44118

Council District 103b. Center for Families and Children- Wade  
9111 Yale Ave.

Cleveland, OH 44108

Council District 7

3c. Center for Families and Children- Bingham  
2421 Central Ave.

Cleveland, OH 44115

Council District 8

3b. Center for Families and Children- Mather  
9203 Union Ave.

Cleveland, OH 44105

Council District 8

**D. Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is the need to determine funds needed for program services. E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to the contracts. These amendments change the values and terms and are the second amendment of the contracts. The history of the amendments is:**Center for Families and Children-**

**McMillan**

Original Contract Amount: \$191,083.00

Amendment I Amount: \$252,318.54

Amendment II Amount: \$216,988.41**Center for Families and Children- Wade**

Original Contract Amount: \$198,300.00

Amendment I Amount: \$180,148.84

Amendment II Amount: \$113,246.20

**Center for Families and Children- Bingham**

Original Contract Amount: \$114,598.00

Amendment I Amount: \$136,012.82

Amendment II Amount: \$168,103.31

**Center for Families and Children- Mather**

Original Contract Amount: \$114,485.00

Amendment I Amount: \$98,016.32

Amendment II Amount: \$125,609.58

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score

on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow Centers for Families and Children to provide UPK services at their McMillan, Wade, Bingham, and Mather sites for the 2014-2015 school year. The Centers for Families and Children previously provided UPK services during the 2013-2014 school year.

**Center for Families and Children- McMillan**

1941 S. Taylor Rd.

Cleveland Hts., OH 44118

Contact person: Sharon Sobol Jordan, 216-325-9290 Center for Families and Children- Wade

9111 Yale Ave.

Cleveland, OH 44108

Contact person: Sharon Sobol Jordan, 216-325-9290

**Center for Families and Children- Bingham**

2421 Central Ave.

Cleveland, OH 44115

Contact person: Sharon Sobol Jordan, 216-325-9290

**Center for Families and Children- Mather**

9203 Union Ave.

Cleveland, OH 44105

Contact person: Sharon Sobol Jordan, 216-325-9290

**Explanation for late submittal:**

Late submittal due to determining funds needed for program services.

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source: Explanation:**

Other HHS levy dollars

**Total Amount Requested:**

\$623,947.50

**ATTACHMENTS:**

Click to download

- [Department Acknowledgement](#)
- [Signed UPK Contract Amendment #2 McMillan - TAB](#)
- [Contract History UPK Amendment #2- McMillan](#)
- [Contract Eval. UPK Amendment #2- McMillan](#)
- [signed UPK Contract Amendment #2- Wade - TAB](#)

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

**Contractor:** The Centers for Families and Children- Bingham

**Contract/Agreement No.:** CE1200525-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$114,598.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$136,012.82

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

- Rating of Overall Performance of Contractor (Check One):**
- Superior
  - Above Average
  - Average
  - Below Average
  - Poor

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**05/19/14**  
\_\_\_\_\_  
**Date**



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

**Contractor:** The Centers for Families and Children- McMillan

**Contract/Agreement No.:** CE1200527-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$191,083.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$252,318.54

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**05/19/14**  
\_\_\_\_\_  
**Date**

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

**Contractor:** The Centers for Families and Children- Wade

**Contract/Agreement No.:** CE1200528-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$198,300.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$180,148.84

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



User Department  
s: evaluation

05/19/14

Date



14a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept.Head Name:</b>	Rebekah Dorman
<b>Type of Request:</b>	Contract/Amendment		
<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Submitting amendments to various contracts with Ganon Gil Preschool of The Temple Tifereth Israel, Inc. and Hanna Perkins School for Universal Pre-Kindergarten Program (UPK) services for Invest In Children Program for the extended completion period of August 1, 2012 to July 31, 2015 and for additional funds in the amount of \$142,559.10.

**Title:** Office of Early Childhood/Invest In Children 2014 Ganon Gil Preschool of The Temple Tifereth Israel, Inc. and Hanna Perkins School Contract Amendments Universal Pre-Kindergarten Part 1 of 13 RQ#23133 **A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with Ganon Gil Preschool of The Temple Tifereth Israel, Inc. and Hanna Perkins School for the anticipated cost of \$367,807.08 not-to-exceed in the aggregate. The anticipated start-completion dates are being extended to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP. The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):1a. Ganon Gil Preschool of The Temple Tifereth Israel, Inc.  
26000 Shaker Blvd.  
Beachwood, OH 44122  
Council District 112a. The Owner/Administrator for the contractor/vendor is Lori Kowitz.3a. The address or location of the project is:

Ganon Gil Preschool of The Temple Tifereth Israel, Inc.  
26000 Shaker Blvd.  
Beachwood, OH 44122  
Council District 11

1b. Hanna Perkins School  
19910 Malvern  
Shaker Hts., OH 44122

Council District 92b. The Owner/Administrator for the contractor/vendor is Karen Baer.3b. The address or location of the project is:

Hanna Perkins School  
19910 Malvern  
Shaker Hts., OH 44122

Council District 9D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is the need to determine amount of funds needed to deliver program services. **E. Funding**1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second amendment of the contracts. The history of the amendments is:**Ganon Gil Preschool of The Temple Tifereth Israel, Inc.**

Original Contract Amount: \$46,407.00

Amendment I Amount: \$62,350.41

Amendment II Amount: \$96,573.44**Hanna Perkins School**

Original Contract Amount: \$36,433.00

Amendment I Amount: \$80,057.57

Amendment II Amount: \$45,985.66

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow Ganon Gil Preschool of The Temple Tifereth Israel, Inc. and Hanna Perkins School to provide UPK services for the 2014-2015 school year. These centers previously provided UPK services during the 2013-2014 school year. Ganon Gil Preschool of The Temple Tifereth Israel, Inc.

26000 Shaker Blvd.

Beachwood, OH 44122

Contact person: Lori Kowit, 216-831-3233 Hanna Perkins School

19910 Malvern

Shaker Hts., OH 44122

Contact person: Karen Baer, 216-991-4472

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**  
RFP (Request for Proposal)  
**Explanation for Increase/Decrease in \$ Amount for current request:**  
These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source:**      **Explanation:**  
Other                      HHS Levy  
**Total Amount Requested:**  
\$142,559.10

**ATTACHMENTS:**

Click to download

- [Department Acknowledgement Form](#)
- [signed UPK Contract Amendment #2- Ganon Gil](#)
- [signed Signature of Authority- Ganon Gil](#)
- [Cert. of Liability Ins.- Ganon Gil](#)
- [Workers' Comp. Cert.- Ganon Gil](#)
- [Auditor of State- Ganon Gil](#)
- [SOS- Ganon Gil](#)
- [Contract Eval. UPK Contract Amendment #2- Ganon Gil](#)
- [signed Principal Owner- Ganon Gil](#)
- [signed UPK Contract Amendment #2- Hanna Perkins](#)
- [signed Signature of Authority- Hanna Perkins](#)
- [Cert. of Liability Ins.- Hanna Perkins](#)
- [Workers' Comp Cert.- Hanna Perkins](#)
- [Auditor of State- Hanna Perkins](#)
- [SOS- Hanna Perkins](#)
- [Contract History UPK Amendment #2- Hanna Perkins](#)
- [Contract Eval. - signed UPK Amendment #2- Hanna Perkins](#)
- [signed Principal Owners- Hanna Perkins](#)
- [Prior UPK Contract Reso. Nos.](#)
- [Revised History](#)
- [Contract Cover-TAB](#)
- [Voucher](#)
- [Contract Cover-TAB](#)
- [Voucher](#)
- [Ganon Original Contract](#)
- [Ganon Amend 1](#)
- [Hanna Original Contract](#)
- [Hanna Amend 1](#)
- [Ganon Gil-Revised Insurance](#)

**History**

**Time**

**Who**

**Approval**

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

**Contractor:** Hanna Perkins Preschool

**Contract/Agreement No.:** CE1200538-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$36,433.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$80,057.57

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**Date**

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

**Contractor:** Ganon Gil Preschool of The Temple Tifereth Israel, Inc.

**Contract/Agreement No.:** CE1200537-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$46,407.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$62,350.41

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
05/19/14  
**Date**



15 a-d

**Item Details:**

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

**Type of Request:** Contract/Amendment

**Request Prepared by:** Anju Abdullah  
**Telephone No.:** 216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Submitting amendments to various contracts with OhioGuidestone (formerly known as Guidestone) for Universal Pre-Kindergarten Program (UPK) services for Invest In Children Program for the extended completion period of August 1, 2012 to July 31, 2015 and for additional funds in the amount of \$651,543.66.

**Title:** Office of Early Childhood/Invest In Children 2014 OhioGuidestone Various Amendments Universal Pre-Kindergarten Part 3 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with various OhioGuidestone- Family Life Child Care Center providers for the anticipated cost of \$1,935,302.51 not-to-exceed in the aggregate. The anticipated start-completion dates are being extended to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 52 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is:  
 OhioGuidestone  
 202 E. Bagley Rd.  
 Berea, OH 44017  
 Council District 52. The Owner/Administrator for the contractor/vendor is Joseph Ziegler.3.

The address or location of the project is:3a.OhioGuidestone- Family Child Care Center Berea

555 W. Bagley Rd.

Berea, OH 44017

Council District 53b. OhioGuidestone- Family Child Care Center Brook Park  
17400 Holland Rd.

Brook Park, OH 44142

Council District 23c. OhioGuidestone- Family Child Care Center Lakewood  
13523 Detroit Ave.

Lakewood, OH 44107

Council District 23d. OhioGuidestone- Family Child Care Center Maple Hts.  
18900 Libby Rd.

Maple Hts., OH 44137

Council District 8D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is the need to determine funds needed for program services.**E. Funding**1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second and third amendment of the contracts. The history of the amendments is:**OhioGuidestone- Family Child Care Center Berea**

Original Contract Amount: \$250,084.00

Amendment I Amount: \$300,407.73

Amendment II Amount: \$225,485.39**OhioGuidestone- Family Child Care Center Brookpark**

Original Contract Amount: \$122,344.00

Amendment I Amount: \$99,807.09

Amendment II Amount: \$119,180.17**OhioGuidestone- Family Child Care Center Lakewood**

Original Contract Amount: \$123,232.00

Amendment I Amount: \$124,395.65

Amendment II Amount: \$1,202.44

Amendment III Amount: \$133,322.11**OhioGuidestone- Family Child Care Center Maple Hts.**

Original Contract Amount: \$73,886.00

Amendment I Amount: \$185,793.28

Amendment II Amount: \$2,606.66

Amendment III Amount: \$173,555.99

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness

assessment administered in public and charter schools. The purpose of these contracts is to allow OhioGuidestone Family Life Child Care Center- Berea, Brook Park, Lakewood, and Maple Hts. child care sites to provide UPK services for the 2014-2015 school year. These centers previously provided UPK services during the 2013-2014 school year.

OhioGuidestone- Family Child Care Center Berea

555 W. Bagley Rd.

Berea, OH 44017

Contact Person: Joseph Ziegler, 440-260-6030 OhioGuidestone- Family Child Care Center Brook Park

17400 Holland Rd.

Brook Park, OH 44142

Contact Person: Joseph Ziegler, 440-260-6030 OhioGuidestone- Family Child Care Center Lakewood

13523 Detroit Ave.

Lakewood, OH 44107

Contact Person: Joseph Ziegler, 440-260-6030 OhioGuidestone- Family Child Care Center Maple Hts.

18900 Libby Rd.

Maple Hts., OH 44137

Contact Person: Joseph Ziegler, 440-260-6030

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

HHS levy dollars

**Total Amount Requested:**

\$651,543.66

**ATTACHMENTS:**

Click to download

- [Department Acknowledgement](#)
- [Contract Cover- Berea](#)
- [signed Contract UPK Amendment#2- Berea](#)
- [Contract History UPK Amendment #2- Berea](#)
- [Contract Eval. UPK Amendment #2- Berea](#)
- [Contract Cover- Brook Park](#)
- [signed UPK Contract Amendment #2- Brook Park](#)
- [Contract History UPK Amendment #2- Brook Park](#)
- [Contract Eval. UPK Amendment #2- Brook Park](#)



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

**Contractor:** OhioGuidestone- Family Life Child Care Center Brook Park

**Contract/Agreement No.:** CE1200517-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$122,344.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$99,807.09

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



User Department  
s: evaluation

05/19/14  
Date

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

**Contractor:** OhioGuidestone- Family Life Child Care Center Lakewood

**Contract/Agreement No.:** CE1200518-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$123,232.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$124,395.65  
Amendment II Amount: \$1,202.44

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

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05/19/14  
Date

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

**Contractor:** OhioGuidestone- Family Life Child Care Center Maple Hts.

**Contract/Agreement No.:** CE1200519-01,02      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$73,886.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$185,793.28  
Amendment II Amount: \$2,606.66

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



\_\_\_\_\_  
User Department  
s: evaluation

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05/19/14

\_\_\_\_\_  
Date



16

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept. Head Name:</b>	Rebekah Dorman
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**Type of Request:** Contract/Amendment

<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572
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**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting amendments to contracts with Parma Pre-School, Inc. for Universal Pre-Kindergarten services to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the amount not-to-exceed \$138,809.15.

**Title:** Office of Early Childhood/Invest In Children 2014 Parma Pre-School, Inc. Contract Amendment Universal Pre-Kindergarten Part 9 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with Parma Pre-School, Inc. for the anticipated cost of \$474,529.18 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.

**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.

**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):

1. Parma Pre-School, Inc.  
5280 Broadview Rd.  
Parma, OH 44134  
Council District 42. The Owner/Administrator for the contractor/vendor is Kim Surniak.
3. The address or location of the project is:  
Parma Pre-School, Inc.

5280 Broadview Rd.  
 Parma, OH 44134

**Council District 4D. Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is to determine the amount of funds needed to deliver program services.E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendment to contract. This amendment changes the value and terms and is the second amendment of the contract. The history of the amendments is:**Parma Pre-School, Inc.**

Original Contract Amount: \$171,185.00  
 Amendment I Amount: \$164,535.03  
 Amendment II Amount: \$138,809.15

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow Parma Pre-School, Inc., to provide UPK services for the 2014-2015 school year. Parma Pre-School, Inc. previously provided UPK services during the 2013-2014 school year.

Parma Pre-School, Inc.  
 5280 Broadview Rd.  
 Parma, OH 44134  
 Contact person: Kim Surniak, 440-238-0193

**Explanation for late submittal:**

Late submittal due to determining funds needed to provide program services.

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

HHS Levy dollars

**Total Amount Requested:**

\$138,809.15

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

**Contractor:** Parma Pre-School, Inc.

**Contract/Agreement No.:** CE1200524-01,02      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$171,185.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$164,535.03

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



\_\_\_\_\_  
User Department  
s: evaluation

\_\_\_\_\_  
05/19/14  
Date



17a-b

**Item Details:**

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

**Type of Request:** Contract/Amendment

**Request Prepared by:** Anju Abdullah  
**Telephone No.:** 216-443-6572

**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting amendments to contracts with The East End Neighborhood House Association and Achievement Centers for Children for Universal Pre-Kindergarten (UPK) services, and the addition of the UPK/ODE expansion to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the amount not-to-exceed \$203,907.72.

**Title:** Office of Early Childhood/Invest In Children 2014 The East End Neighborhood House Association and Achievement Centers for Children Contract Amendments Universal Pre-Kindergarten part 8 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with The East End Neighborhood House Association and Achievement Centers for Children for the anticipated cost of \$503,759.08 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B.**

**Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):

1a. The East End Neighborhood House Association  
 2749 Woodhill Rd.  
 Cleveland, OH 44104

Council District 72a. The Owner/Administrator for the contractor/vendor is Zulma Zabala.3a. The address or location of the project is: The East End Neighborhood House Association

2749 Woodhill Rd.

Cleveland, OH 44104

Council District 71b. Achievement Centers for Children

4255 Northfield Rd.

Highland Hills, OH 44039

Council District 92b. The Owner/Administrator for the contractor/vendor is Patricia W. Nobili.3b. The address or location of the project is:

Achievement Centers for Children

4255 Northfield Rd.

Highland Hills, OH 44039

Council District 9D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has already begun. The reason there was a delay in this request is to determine funds needed to provide program services.E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second and third amendment of the contracts. The history of the amendments is:**The East**

**End Neighborhood House Association**

Original Contract Amount: \$128,893.00

Amendment I Amount: \$99,484.60

Amendment II Amount: \$84,710.20**Achievement Centers for Children**

Original Contract Amount: \$31,761.00

Amendment I Amount: \$39,712.76

Amendment II Amount: \$0

Amendment III Amount: \$119,197.52

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow The East End Neighborhood House Association and the Achievement Centers for Children to provide UPK services for the 2014-2015 school year. This provider previously provided UPK services during the 2013-2014 school year. The East End Neighborhood House Association

2749 Woodhill Rd.

Cleveland, OH 44104

Contact Person: Zulma Zubala, 216-707-6000

Achievement Centers for Children

4255 Northfield Rd.  
 Highland Hills, OH 44039  
 Contact person: Donna Hefner McClure, 216-292-9700

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

HHS levy dollars

**Total Amount Requested:**

\$203,907.72

**ATTACHMENTS:**

Click to download

- [Dept. Acknowledgement](#)
- [Contract Cover- East End](#)
- [signed UPK Contract Amendment #2- East End](#)
- [Signature of Authority- East End](#)
- [Cert. of Liability Ins.- East End](#)
- [Workers' Comp. Cert.- East End](#)
- [Auditor of State- East End](#)
- [SOS- East End](#)
- [Contract History UPK Amendment #2- East End](#)
- [Contract Eval. UPK Amendment #2- East End](#)
- [signed Principal Owner- East End](#)
- [Contract Cover- Achievement Ctr.](#)
- [signed Contract UPK Amendment #3- Achievement Ctr.](#)
- [Signature of Authority- Achievement Ctr.](#)
- [Cert. of Liability Ins.- Achievement Ctr.](#)
- [Workers' Comp Cert.- Achievement Ctr.](#)
- [Auditor of State- Achievement Ctr.](#)
- [SOS- Achievement Ctr.](#)
- [Contract History UPK Amendment #3- Achievement Ctr.](#)
- [Contract Eval. UPK Amendment #3- Achievement Ctr.](#)
- [signed Principal Owner- Achievement Ctr.](#)
- [Prior UPK Reso. Nos.](#)

**History**

**Time**

6/19/2014 4:28 PM

**Who**

Office of Procurement &  
 Diversity

Clerk of the Board

**Approval**

Yes

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

**Contractor:** The East End Neighborhood House Association

**Contract/Agreement No.:** CE1200513-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$128,893.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$99,484.60

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



05/19/14

**User Department**  
s: evaluation

**Date**

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

**Contractor:** Achievement Centers for Children

**Contract/Agreement No.:** CE1200536-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$31,761.00

**Prior Amendment(s) Amount(s):**

Amendment I Amount: \$39,712.76

Amendment II Amount: \$0.00

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
05/19/14  
Date



18a-c

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept. Head Name:</b>	Rebekah Dorman
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**Type of Request:** Contract/Amendment

<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572
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**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting various amendments to contracts with providers The Merrick House, The Young Women's Christian Association of Greater Cleveland, Ohio, and The Cleveland Music School Settlement for Universal Pre-Kindergarten program services to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the aggregate amount not-to-exceed \$376,785.23.

**Title:** Office of Early Childhood/Invest In Children 2014 The Merrick House, YWCA, The Cleveland Music School Settlement Universal Pre-Kindergarten Part 7 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with The Merrick House, The Young Women's Christian Association of Greater Cleveland, Ohio, and The Cleveland Music School Settlement for the anticipated cost of \$1,030,360.44 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is (provide the full address in the following format):

1a. The Merrick House  
 1050 Starkweather Ave.  
 Cleveland, OH 44113

Council District 72a. The Owner/Administrator for the contractor/vendor is Kathleen Marsh.3.a The address or location of the project is:

The Merrick House  
1050 Starkweather Ave.  
Cleveland, OH 44113

Council District 71b. The Young Women's Christian Association of Greater Cleveland, Ohio  
4019 Prospect Ave.  
Cleveland, OH 44103

Council District 72b. The Owner/Administrator for the contractor/vendor is Margaret A. Mitchell.3b. The address or location of the project is:

The Young Women's Christian Association of Greater Cleveland, Ohio  
4019 Prospect Ave.  
Cleveland, OH 44103

Council District 71c. The Cleveland Music School Settlement  
11125 Magnolia Dr.  
Cleveland, OH 44106

Council District 72c. The Owner/Administrator for the contractor/vendor is Charles D. Lawrence.3c. The address or location of the project is:

The Cleveland Music School Settlement  
11125 Magnolia Dr.  
Cleveland, OH 44106

Council District 7D. **Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is to determine fund allocation for program services.E. Funding1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to contracts. These amendments change the values and terms and are the second and fourth amendment of the contracts, consecutively. The history of the amendments is:The

**Merrick House**

Original Contract Amount: \$100,415.00

Amendment I Amount: \$81,803.72

Amendment II Amount: \$96,737.36**The Young Women's Christian Association of Greater Cleveland, Ohio**

Original Contract Amount: \$165,679.00

Amendment I Amount: \$163,191.34

Amendment II Amount: \$129,131.62**The Cleveland Music School Settlement**

Original Contract Amount: \$68,224.00

Amendment I Amount: \$9,696.00

Amendment II Amount: \$48,566.15

Amendment III Amount: \$16,000.00

Amendment IV Amount: \$150,916.25

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family

engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools. The purpose of these contracts is to allow the Merrick House, The Young Women's Christian Association of Greater Cleveland, Ohio, and The Cleveland Music School Settlement to provide UPK services for the 2014-2015 school year. These providers previously provided UPK services during the 2013-2014 school year.

The Merrick House  
1050 Starkweather Ave.  
Cleveland, OH 44113  
Contact Person: Kathleen Marsh, 216-771-5077

The Young Women's Christian Association of Greater Cleveland, Ohio  
4019 Prospect Ave.  
Cleveland, OH 44103  
Contact Person: Margaret A. Mitchell, 216-881-6878

The Cleveland Music School Settlement  
11125 Magnolia Dr.  
Cleveland, OH 44106  
Contact Person: Thea Wilson, 216-421-5806 Ext.163

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Other	HHS levy dollars

**Total Amount Requested:**

\$376,785.23

**ATTACHMENTS:**

Click to download

- [Dept. Acknowledgement](#)
- [Contract cover Merrick House](#)
- [signed Contract UPK Amendment#2- Merrick House](#)
- [Signature of Authority- Merrick House](#)
- [Cert. of Liability Ins.- Merrick House](#)
- [Workers' Comp Cert.- Merrick House](#)

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

**Contractor:** The Merrick House

**Contract/Agreement No.:** CE1200514-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$100,415.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$81,803.72

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
**05/19/14**  
\_\_\_\_\_  
**Date**

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

**Contractor:** The Young Women's Christian Association of Greater Cleveland, Ohio

**Contract/Agreement No.:** CE1200515-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$165,679.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$163,191.34

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.



\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
05/19/14  
Date

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

**Contractor:** The Cleveland Music School Settlement

**Contract/Agreement No.:** CE1200512-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$68,224.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$9,696.00  
Amendment II Amount: \$48,566.15  
Amendment III Amount: \$16,000.00

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

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

\_\_\_\_\_  
05/19/14

\_\_\_\_\_  
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):	The Cleveland Music School Settlement
Principal Owner's Name (The legal name of the owner/s of the business):	Charles D. Lawrence
Owner/Officer's Title:	President & CEO
Business Address:	11125 Magnolia Dr., Cleveland, OH 44106
Phone Number:	216-421-5806
Name of Person Completing Form:	Anju Abdullah
Signature:	
Title:	Program Officer 2

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: 06/05/14

Printed Name: Anju Abdullah

Inspector General "Registered Contractor" Number: 12-3779

Cuyahoga County  
(Principal Owner Form, 02-05-14)



19a-b

**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office/Office of Early Childhood	<b>Agency/Dept. Head Name:</b>	Rebekah Dorman
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**Type of Request:** Contract/Amendment

<b>Request Prepared by:</b>	Anju Abdullah	<b>Telephone No.</b>	216-443-6572
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**SUMMARY OF REQUESTED ACTION:**

Office of Early Childhood, submitting amendments to contracts with West Side Ecumenical Ministry for Universal Pre-Kindergarten services to extend the time period to 08/01/2012 - 07/31/2015 and for additional funds in the amount not-to-exceed \$303,382.48.

**Title:** Office of Early Childhood/Invest In Children 2014 West Side Ecumenical Ministry Contract Amendments Universal Pre-Kindergarten Part 5 of 13 RQ#23133

**A. Scope of Work Summary**1. Office of Early Childhood requesting approval of amendments with various West Side Ecumenical Ministry providers for the anticipated cost of \$704,110.71 not-to-exceed in the aggregate. The anticipated start-completion dates are extending to 08/01/2012- 07/31/2015.2. The primary goals of the project are provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.**B. Procurement**1. The procurement method for this project was RFP (RQ#23133). The total value of the RFP is \$3,351,695.00.2. The RFP was closed on May 9, 2012.3. There were 35 proposals representing 53 sites pulled from OPD, 32 proposals representing 50 sites were submitted for review, 19 proposal representing 30 sites were approved.**C. Contractor and Project Information**1. The address(es) of the vendors is:  
West Side Ecumenical Ministry  
5209 Detroit Ave.  
Cleveland, OH 44102  
Council District 32. The Owner/Administrator for the contractor/vendor is Sharon Sobol Jordan.3. The address or location of the project is:3a.West Side Ecumenical Ministry-

Archwood Head Start  
2800 Archwood Ave.  
Cleveland, OH 44102  
Council District 33b. West Side Ecumenical Ministry- Youth & Family Learning Center  
5209 Detroit Ave.  
Cleveland, OH 44102

Council District **3D. Project Status and Planning**1. The project is an extension of an existing project. 2. The project's term has begun. The reason there was a delay in this request is to determine fund allocations based on program services needs.**E. Funding**1. The overall Universal Pre-Kindergarten project is funded 100% by the Health and Human services levy dollars. 2. The schedule of payments is monthly by invoice.3. The project is amendments to the contracts. These amendments change the values and terms and are the second amendment of the contracts. The history of the amendments is:**West Side**

**Ecumenical Ministry- Archwood**

Original Contract Amount: \$98,341.00

Amendment I Amount: \$100,904.92

Amendment II Amount: \$146,569.48 **West Side Ecumenical Ministry- Youth & Family Learning Center**

Original Contract Amount: \$97,545.00

Amendment I Amount: \$103,937.31

Amendment II Amount: \$156,813.00

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

The primary purpose of the Universal Pre-Kindergarten (UPK) program is to assure that all 3- to 5-year-olds enrolled in a participating public or private child care center, preschool, or family child care home receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten. Programs will be required to meet specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan. The most important outcome of the program is the individual child's score on the Kindergarten Readiness Assessment – Literacy (KRA-L), a standardized readiness assessment administered in public and charter schools.

The purpose of these contracts is to allow the West Side Ecumenical Ministry (WSEM) to provide UPK services for the 2014-2015 school year at their Archwood Head Start and Youth & Family Learning Center sites. WSEM previously provided UPK services during the 2013-2014 school year. West Side Ecumenical Ministry- Archwood Head Start

2800 Archwood Ave.

Cleveland, OH 44102

Contact person: Sharon Sobol Jordan, 216-325-9290 West Side Ecumenical Ministry- Youth & Family Learning Center

5209 Detroit Ave.

Cleveland, OH 44102

Contact person: Sharon Sobol Jordan, 216-325-9290

**Explanation for late submittal:**

Late submittal due to determining fund allocations for program services.

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

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

These amendments provide funding for an additional year of UPK services.

**Financial Information:**

**Funding source:**

Other

**Explanation:**

HHS levy dollars

**Total Amount Requested:**

\$303,382.48

**ATTACHMENTS:**

Click to download

- [Department Acknowledgment](#)
- [Contract Cover- Archwood](#)
- [signed UPK Contract Amendment #2- Archwood](#)
- [Contract History UPK Amendment #2- Archwood](#)
- [Contract Eval. UPK Amendment #2- Archwood](#)
- [Contract Cover- YFLC](#)
- [Signed WSEM YFLC 2014 contract amendment](#)
- [Contract History UPK Amendment #2- YFLC](#)
- [Contract Eval. UPK Amendment #2- YFLC](#)
- [Signature of Authority- WSEM](#)
- [Cert. of Liability Ins.- WSEM](#)
- [Workers' Comp Cert.- WSEM](#)
- [Auditor of State- WSEM](#)
- [SOS- WSEM](#)
- [signed Principal Owner- WSEM](#)

**History**

Time	Who	Approval
6/18/2014 2:58 PM	Office of Procurement & Diversity Clerk of the Board	Yes



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

**Contractor:** West Side Ecumenical Ministry- Archwood Head Start

**Contract/Agreement No.:** CE1200509-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$98,341.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$100,904.92

- Performance Indicators:**
- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
  - Provide professional development opportunities for staff.
  - Develop and implement an Action Plan to engage families in the program.
  - Link families with the appropriate resources as needed.
  - Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

- Actual performance versus performance indicators (include statistics):**
- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
  - Evidence of participation in on-going professional development was available during on-site monitoring.
  - The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
  - Referrals for service were documented in COPA in a timely manner.
  - Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

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

**Justification of Rating:**  
The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

\_\_\_\_\_  
05/19/14  
**Date**

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

**Contractor:** West Side Ecumenical Ministry- Youth & Family Learning Center

**Contract/Agreement No.:** CE1200511-01      **Time Period:** 08/01/2012 – 07/31/2014

**Service Description:** To assure that all 3- to 5-year-olds enrolled receive care at a level of quality that is high enough to promote their development and encourage their readiness to enter kindergarten including meeting specific standards of quality, professional development, parent and family engagement, coordination with related systems, and accountability as outlined in the UPK Strategic Plan.

**Original Contract/Agreement Amount:** \$97,545.00

**Prior Amendment(s) Amount(s):**  
Amendment I Amount: \$103,937.31

**Performance Indicators:**

- Provide developmentally appropriate activities and experiences that are aligned with Ohio's early Learning Content Standards.
- Provide professional development opportunities for staff.
- Develop and implement an Action Plan to engage families in the program.
- Link families with the appropriate resources as needed.
- Develop and implement a program improvement plan based on the results of on-site monitoring and classroom observations.

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

- The contractor completed developmentally appropriate lesson plans and indicated alignment with Ohio's ELCS.
- Evidence of participation in on-going professional development was available during on-site monitoring.
- The contractor developed an Action plan in collaboration with families and submitted the required reporting documentation on time.
- Referrals for service were documented in COPA in a timely manner.
- Corrective action plans were submitted as required and the program developed and implemented a program improvement plan.

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

- Superior  
 Above Average  
 Average  
 Below Average  
 Poor

**Justification of Rating:**

The contractor adequately fulfilled the scope of work as set forth in the original contract.

  
\_\_\_\_\_  
**User Department**  
s: evaluation

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05/19/14  
\_\_\_\_\_  
**Date**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0154

Sponsored by: <b>County Executive FitzGerald/Department of Development</b>	<b>A Resolution</b> 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 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



# Cuyahoga County Western Reserve Fund

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## 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:

<b>Innovation Development</b>			
<b>Micro Enterprise</b>	<b>Pre-Seed Fund</b>	<b>Next Stage Fund</b>	<b>Innovation Match</b>
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.

<b>Commercial Property Reutilization, Expansion and Acquisition</b>		
<b>Redevelopment and Modernization</b>	<b>Site Expansion</b>	<b>Redevelopment Ready</b>
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.

<b>Business Growth, Commercialization and Attraction</b>			
<b>Small Business Credit Enhancement</b>	<b>Incumbent Worker Training</b>	<b>Business Growth</b>	<b>Large Scale Attraction</b>
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
<b>Summary</b>	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
<b>Funding Type</b>	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	
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Revenues less than \$500,000</li> <li>Credit Score Above 600</li> <li>Current on Taxes</li> <li>Personal Guarantee and Collateral</li> <li>Must Participate in Technical Assistance Program</li> </ul>	<ul style="list-style-type: none"> <li>High Growth Technology Company</li> <li>Jumpstart Registered and Supported</li> <li>Not Engaged in Due Diligence</li> <li>Have Not Received Investments Totaling More than \$1.5 Million</li> </ul>	<ul style="list-style-type: none"> <li>Entering Broad Market</li> <li>High Growth Technology Company</li> <li>Part of Northeast Ohio Entrepreneurial Network</li> <li>25% Minimum Contribution</li> <li>Create or Retain Jobs</li> </ul>	<ul style="list-style-type: none"> <li>Highly Competitive</li> <li>In Target Industry</li> <li>Focused on Research and Development</li> <li>Strong Potential For Marketable Products</li> <li>Seeking State or Federal Funds</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>Cleveland Foundation</li> <li>Huntington Bank</li> <li>City of Cleveland</li> <li>Federal Reserve Bank</li> <li>Jumpstart</li> </ul>	<ul style="list-style-type: none"> <li>Jumpstart</li> <li>BioEnterprise</li> <li>MAGNET</li> <li>Nortech</li> </ul>	<ul style="list-style-type: none"> <li>Jumpstart</li> </ul>	<ul style="list-style-type: none"> <li>Jumpstart</li> <li>BioEnterprise</li> <li>MAGNET</li> <li>Nortech</li> </ul>
<b>Performance Indicators</b>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>Dollars Leveraged</li> <li>Follow-on Funding</li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>Jobs Created</li> <li>Payroll Growth</li> <li>New Revenue Generated</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>Dollars Leveraged</li> <li>Follow-on Funding</li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>Jobs Created</li> <li>Job Placements</li> <li>Payroll Growth</li> <li>Patents Filed</li> <li>New Revenue Generated</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>Dollars Leveraged</li> <li>Follow-on Funding</li> <li>Job Created</li> <li>Payroll Growth</li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>Patents Filed</li> <li>New Revenue Generated</li> <li>Program Income</li> <li>Investment Exits</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>Dollars Leveraged</li> <li>Patents Filed</li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>Follow -on Funding</li> <li>Job Creation</li> <li>Job Placement</li> <li>Payroll Growth</li> </ul>

## 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](http://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.

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

## 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

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

## 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

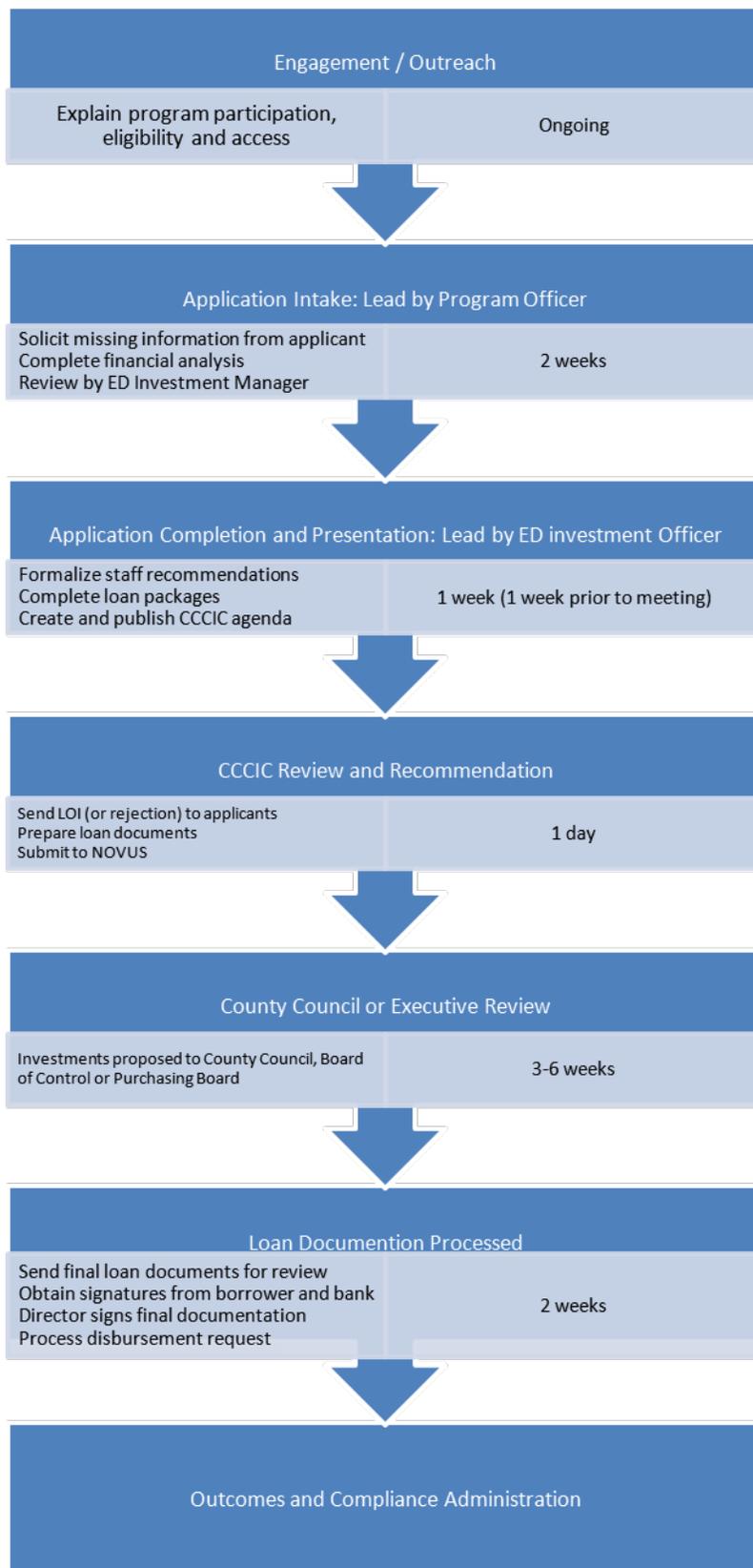
### Application and Review:

- 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

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**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

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**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

<b>Company Qualifications (0 - 11 points)</b>	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?
<b>Score:</b>	Other	
<b>Company/ Opportunity (0 - 12 points)</b>	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)?
<b>Score:</b>	Other	
<b>Project (0 – 12 points)</b>	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)
<b>Score:</b>	Other	
Comments:		

# Project Specific Measures

( \_\_\_ of 35 points)

## Next Stage Fund

<b>Company Qualifications (0 - 9 points)</b>	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?
<b>Score:</b>	Other	
<b>Company/ Opportunity (0 - 14 points)</b>	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?
<b>Score:</b>	Other	
<b>Project (0 - 12 points)</b>	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)
<b>Score:</b>	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		
<b>TRAINING ASSESSMENT</b>	<b>(0 – 11 points)</b>	
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?		
<b>TRAINING CURRICULUM</b>	<b>(0 – 12 points)</b>	
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		
<b>EMPLOYER EXPECTATIONS</b>	<b>(0 – 12 points)</b>	
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:

<b>Community Benefits:</b>		<b>( ___ of 30 points)</b>	
<b>Job Impact</b>		<b>(0 – 15 points)</b>	
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			
<b>Funding</b>		<b>(0 – 7 points)</b>	
% 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			
<b>Neighborhood Impact</b>		<b>(0 – 8 points)</b>	
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:			

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

<b>Financial Feasibility:</b>		<b>( ____ of 10 points)</b>
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

<b>Legal Name of Applicant</b> _____		
<b>Business Address</b> _____	<b>City</b> _____	<b>Zip</b> _____
<b>Business Phone</b> _____	<b>Business Tax ID Number</b> _____	
<b>E-mail Address</b> _____	<b>Business Fax Number</b> _____	
<b>Type of Organization</b> <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 _____		
<b>Principal Product/Service</b> _____		
<b>Year Business Established</b> _____	<b>Length of Time Current Ownership in Place</b> _____	<b>Years</b> _____ <b>Months</b> _____
<b>Owner/Authorized Signers Name</b> _____		<b>Title</b> _____
<b>Home Address</b> _____	<b>City</b> _____	<b>Zip</b> _____
<b>Telephone</b> _____	<b>E-mail Address</b> _____	
<b>Principals/Owners ( Owing 20% or More of the Business) – Provide Title(s) and Percentage of Ownership:</b>		
<b>Name</b> _____	<b>Title</b> _____	<b>% Ownership</b> _____
<b>Name</b> _____	<b>Title</b> _____	<b>% Ownership</b> _____

**\*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 _____
<b>Zoning / Land Use</b>	
<b>A. Current:</b> Industrial _____ Commercial _____ Retail _____ Warehouse _____ Mixed-use _____ Other (Specify) _____	
<b>B. After Renovation:</b> Industrial _____ Commercial _____ Retail _____ Warehouse _____ Mixed-use _____ Other (Specify) _____	
<b>Economic Condition</b>	
Square footage vacant _____	Square footage occupied _____
<b>Length of Vacancy</b>	
_____	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 _____
<b>TOTAL PROJECT COSTS</b>	<b>\$ _____</b>	<b>TOTAL PROJECT SOURCES</b>	<b>\$ _____</b>

### 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
			_____ RLF
_____ LSA	_____ SBCEH	_____ Bus	_____ HUD 108
		Growth	

**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:**

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<b>BORROWER:</b>	Borrower Example LLC
<b>CREDIT FACILITY:</b>	WRF Business Growth Loan
<b>CORPORATE GUARANTORS:</b>	Guarantors Example LLC
<b>PERSONAL GUARANTOR(S):</b>	The County will secure a personal guaranty from all owners owning 20% or more of the business.
<b>AMOUNT:</b>	Up to two million dollars (\$2,000,000) or no more than forty percent (40%) of the total Project costs.
<b>INTEREST RATE:</b>	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.
<b>USE OF PROCEEDS:</b>	Loan proceeds to be used for building acquisition and improvements located at _____, Ohio 441____.
<b>REPAYMENT:</b>	Fifteen (15) years or one hundred and eighty (180) months amortized for fifteen (15) years.
<b>PREPAYMENT:</b>	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.

<b>CONDITIONS:</b>	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.
<b>EQUITY:</b>	A minimum of ten percent (10%) of the total Project costs to be injected in cash by the Borrower.
<b>COLLATERAL:</b>	The County will secure a second position on the building and land and assignment of rents and leases.
<b>INSURANCE:</b>	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.
<b>JOB COMMITMENTS:</b>	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.
<b>WORKFORCE AGREEMENT:</b>	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.
<b>EXPENSES AND FEES:</b>	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.
<b>REPORTING:</b>	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.
<b>OTHER REGULATIONS:</b>	Borrower to comply with all federal, state and local regulations to the extent that they are applicable to the Project.
<b>COMPLETION GUARANTY:</b>	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
	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
Redevelopment Ready	USEPA RLF	Former Chardon Road Gas Station	\$ 200,000.00	\$ 500,000.00	-	-	-	0.5	1	
<b>Closed Total</b>				<b>\$ 16,158,120.00</b>	<b>\$ 110,029,828.40</b>	<b>870</b>	<b>2,472</b>	<b>3,242</b>	<b>5.87</b>	<b>27</b>
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	
<b>Pipeline Total</b>				<b>\$ 6,267,500.00</b>	<b>\$ 97,092,500.00</b>	<b>200</b>	<b>509</b>	<b>709</b>	<b>89.78</b>	<b>14</b>
<b>Grand Total</b>				<b>\$ 22,425,620.00</b>	<b>\$ 207,122,328.40</b>	<b>1,070</b>	<b>2,981</b>	<b>3,951</b>	<b>95.65</b>	<b>41</b>

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
<b>Closed Total</b>				<b>\$ 293,168.00</b>	<b>71.8</b>	<b>15</b>

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
<b>2013 Downtown Development Fund Closed Projects Total</b>				<b>\$ 6,684,650.00</b>	<b>\$ 204,000,000.00</b>

# 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

## Contents

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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
<b>Transportation</b>		<b>Natural</b>		<b>Cultural</b>	
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 # of residents working outside of  
 residents:  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

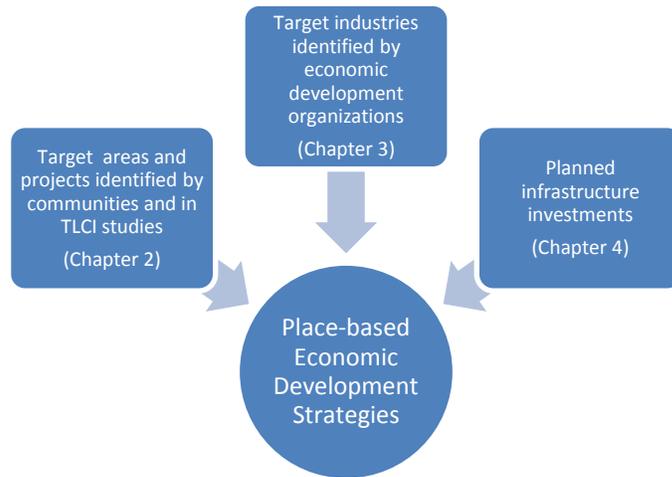
Companies thrive in locations with great transportation and communication infrastructure, in proximity to universities and resources, and in neighborhoods with a high quality of life<sup>1</sup>. Communities in Cuyahoga County have great potential to provide exactly the environment companies across the 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.



<sup>1</sup> 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.

<b>Table 1: Reviewed Master Plans, TLCI Studies Other Documents</b>					
<b>Reviewed Plans</b>			<b>Reviewed TLCI studies</b>		
<b>Nr.</b>	<b>Year</b>	<b>Community</b>	<b>Nr.</b>	<b>Year</b>	<b>Community</b>
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)	<b>Plans currently being written (in progress – will be reviewed)</b>		
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)	<b>Category 1: Communities with diverse (retail, industry, office) economic development strategy (see table 3)</b>										
	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	<b>Category 2: Communities with economic development strategy focused around regional retail (see table 4)</b>										
	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	<b>Category 3: Communities with economic development strategy focused around industrial development (see table 5)</b>										
	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	<b>Category 4: Communities with residential and local retail focus (see table 6)</b>										
	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
<b>Footnotes – Others:</b> 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"> <li>1. SOM Center Road Corridor</li> <li>2. Beta-Drive Office and Industrial Area</li> <li>3. Village Center</li> </ol>	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"> <li>1. SOM Center Road Corridor and Trail</li> <li>2. Connectivity to Parks</li> <li>3. Ridge-bury Ave Trail</li> <li>4. RTA small vehicle circulation</li> </ol>	Rockwell Automation, Progressive Insurance
C-37	North Olmsted	Retail and employment center	Highway, (metro) park	<ol style="list-style-type: none"> <li>1. West End Office Development</li> <li>2. Crocker-Stearns Corridor</li> <li>3. East End Neighborhood Commercial</li> </ol>	Update zoning; develop design guidelines; create gateways	<ol style="list-style-type: none"> <li>1. Great Northern Blvd,</li> <li>2. Brookpark Road,</li> <li>3. Columbia Road,</li> <li>4. Mastick Road,</li> <li>5. Lorain Road,</li> <li>6. Clague Road</li> </ol>	
C-53	Strongsville	Nationally competitive job center	Highway park	<ol style="list-style-type: none"> <li>1. Strongsville Business and Technology Park</li> <li>2. Dow Circle Research and Development Park</li> <li>3. Progressive Drive and Business Park</li> <li>4. Park 82</li> </ol>	Strong advertisement: Corporate Relocation Guide - Strongsville is advertising proximity to Toledo, Cleveland, Akron and Columbus		Spartan 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"> <li>1. Richmond, Emery and Miles Road</li> <li>2. Miles Road., West of Warrensville Center Road</li> <li>3. Randall Park Mall</li> </ol>	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"> <li>1. 14 Industrial/ commercial zoned areas</li> <li>2. Industry along I-90</li> <li>3. Center Ridge Road</li> </ol>	Shifting towards <ol style="list-style-type: none"> <li>(1) high-tech businesses,</li> <li>(2) green jobs, (3) aerospace,</li> <li>(4) professional, scientific, and technical, and</li> <li>(5) biomedical industry</li> </ol>		

<b>Table 4: Communities with RETAIL FOCUSED STRATEGY</b>							
<b>Nr.</b>	<b>Community</b>	<b>Desired Character</b>	<b>Location Factor/ place-based amenities</b>	<b>Priority Geographic Areas</b>	<b>Key Strategies</b>	<b>Priority Road Projects</b>	<b>Major Employers</b>
C-03	Bedford	Residential neighborhood	(Metro) park	1. Automobile Special Improvement District 2. Historic Downtown 3. Brownfield Re-vitalization 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)

<b>Table 6: Communities with RESIDENTIAL FOCUS and local retail</b>						
<b>Nr.</b>	<b>Community</b>	<b>Desired Character</b>	<b>Location Factor/ place-based amenities</b>	<b>Priority Geographic Areas</b>	<b>Key Strategies</b>	<b>Priority Road Projects</b>
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***

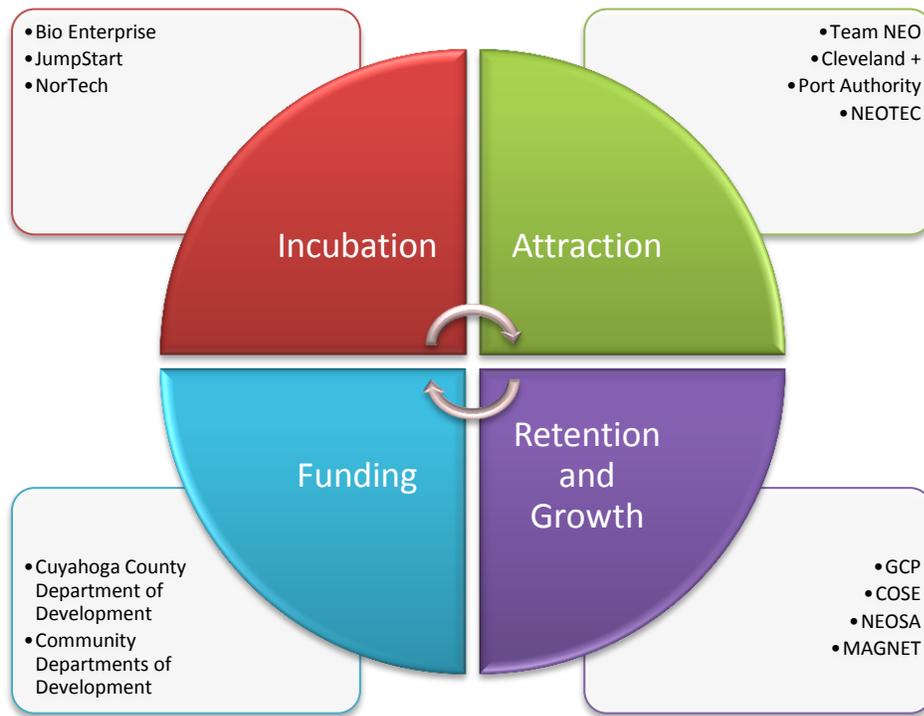
The TLCI studies especially highlight the need to improve trail connections to Metroparks as well as highlight opportunities to develop neighborhood parks. Considering the quality of life aspect of economic development, the following types of parks and community green spaces are desired by communities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

<b>Table 8: Industry clusters identified by economic development organizations</b>				
<b>#</b>	<b>Following Sections</b>	<b>Cluster identified by</b>	<b>Sub-Industry Clusters</b>	<b>NAICS Codes<sup>2</sup></b>
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

<sup>2</sup> [http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart\\_code=51&search=2012%20NAICS%20Search](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: <b>County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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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 &amp; 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 &amp; 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



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Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 10, 2014

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

Committee Report/Second Reading: July 8, 2014

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Case Manager	<b>Class Number:</b>	1011451
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	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**

## **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

<b>Class Title:</b>	Case Manager Supervisor	<b>Class Number:</b>	1011452
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	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.

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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Forensic Photographer	<b>Class Number:</b>	1017132
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	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.

### **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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Investigator	<b>Class Number:</b>	1071213
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	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.

## **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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Toxicologist	<b>Class Number:</b>	1071311
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21
<b>Dept:</b>	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.

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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Director of Parentage, Quality Assurance Manager & Training Coordinator	<b>Class Number:</b>	1071321
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21
<b>Dept:</b>	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.

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

<b>Class Title:</b>	Drug Chemistry Laboratory Supervisor	<b>Class Number:</b>	1071253
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	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.

## **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.

- 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.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Evidence Technician	<b>Class Number:</b>	1071111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	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

## **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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic DNA Lab Supervisor, DNA Tech Manager & Training Coordinator	<b>Class Number:</b>	1071331
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	21
<b>Dept:</b>	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)**

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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 1	<b>Class Number:</b>	1071411
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	26
<b>Dept:</b>	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.

## **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.

## **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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 2	<b>Class Number:</b>	1071412
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	27
<b>Dept:</b>	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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Pathologist 3	<b>Class Number:</b>	1071413
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	28
<b>Dept:</b>	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.

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**

- 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

<b>Class Title:</b>	Forensic Photographer	<b>Class Number:</b>	1071131
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	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).

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**

- 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

<b>Class Title:</b>	Forensic Scientist 1 - DNA	<b>Class Number:</b>	1071221
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	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

<b>Class Title:</b>	Forensic Scientist 1 - Fingerprint	<b>Class Number:</b>	1071231
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	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.

## **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.

## **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

<b>Class Title:</b>	Forensic Scientist 1 -Toxicology	<b>Class Number:</b>	1071241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	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.

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.

- 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

<b>Class Title:</b>	Forensic Scientist 2 - DNA	<b>Class Number:</b>	1071222
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	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.

## **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

<b>Class Title:</b>	Forensic Scientist 2 – Drug Chemistry	<b>Class Number:</b>	1071251
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	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.

## **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.

**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

<b>Class Title:</b>	Forensic Scientist 2 - Toxicology	<b>Class Number:</b>	1071242
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	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.

- 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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 2 – Trace Evidence	<b>Class Number:</b>	1071262
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	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.

## **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

<b>Class Title:</b>	Forensic Scientist 3 - DNA	<b>Class Number:</b>	1071223
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	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.

## **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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Forensic Scientist 3 - Toxicology	<b>Class Number:</b>	1071243
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	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

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.

- 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

<b>Class Title:</b>	Histology Technician	<b>Class Number:</b>	1071141
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	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

<b>Class Title:</b>	Laboratory Technician- Toxicology	<b>Class Number:</b>	1071112
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	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.

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.

- 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

<b>Class Title:</b>	Manager, Morgue Operations	<b>Class Number:</b>	1071214
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	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.

## **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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Medical Examiner Investigator 1	<b>Class Number:</b>	1071211
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	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.

## **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.

- 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

<b>Class Title:</b>	Medical Examiner Investigator 2	<b>Class Number:</b>	1071212
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	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.

## **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.

- 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

<b>Class Title:</b>	Medical Secretary	<b>Class Number:</b>	1011441
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	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

### **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

<b>Class Title:</b>	Medical Secretary Supervisor	<b>Class Number:</b>	1011442
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	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).

## **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

<b>Class Title:</b>	Morgue Technician	<b>Class Number:</b>	1071121
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	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.

## **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.

- 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

<b>Class Title:</b>	Morgue Technician Supervisor	<b>Class Number:</b>	1071122
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	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.

## **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.

- 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

<b>Class Title:</b>	Parentage Laboratory Supervisor	<b>Class Number:</b>	1071274
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	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.

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**

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Pathology Assistant	<b>Class Number:</b>	1071152
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	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.

## **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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Pathology Assistants Supervisor	<b>Class Number:</b>	1071161
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	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.

## **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.

- 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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Toxicology Laboratory Supervisor	<b>Class Number:</b>	1017244
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	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.

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.

- 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.

## **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.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Trace Evidence Lab Supervisor	<b>Class Number:</b>	1071264
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	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.

- 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**

- 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.

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- 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.

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0156

<p>Sponsored by: <b>County Executive FitzGerald/Department of Human Resources</b></p> <p>Co-sponsored by: <b>Councilmembers Germana, Simon, Conwell, Gallagher and Hairston</b></p>	<p><b>A Resolution</b> 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.</p>
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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



Additional Sponsorship Requested: July 1, 2014

Committee Report/Second Reading: July 8, 2014

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0170

Sponsored by: <b>County Executive FitzGerald/Department of Information Technology</b>	<b>A Resolution</b> making an award on RQ27440 to OneCommunity in the amount not-to-exceed \$240,000.00 for internet service provider and fiber maintenance 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.
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WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ27440 to OneCommunity in the amount not-to-exceed \$240,000.00 for internet service provider and fiber maintenance services for the period 6/1/2014 - 12/31/2018; and

WHEREAS, the goal of this project is to provide internet service provider and fiber maintenance services for Cuyahoga County; and

WHEREAS, the funding for this project is from the General Fund under WAN & Telecom; 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 RQ27440 to OneCommunity in the amount not-to-exceed \$240,000.00 for internet service provider and fiber maintenance services for the period 6/1/2014 - 12/31/2018.

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

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0169

Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ30266 to Terrace Construction Company, Inc. in the amount not-to-exceed \$3,090,234.50 for the 2014/2015 Sewer and Lateral Repair Program in various communities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ30266 to Terrace Construction Company, Inc. in the amount not-to-exceed \$3,090,234.50 for the 2014/2015 Sewer and Lateral Repair Program in various communities; and

WHEREAS, this project is for the Sewer and Lateral Repair Program for various County sewer districts for a two-year period; and

WHEREAS, the funding from this project is from Sewer District Cash Balances; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes making an award on RQ30266 to Terrace Construction Company, Inc. in the amount not-to-exceed \$3,090,234.50 for the 2014/2015 Sewer and Lateral Repair Program in various communities.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council,



# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0171

Sponsored by: <b>County Executive FitzGerald/Department of Workforce Development</b>	<b>A Resolution</b> making awards on RQ30142 to various providers for Workforce Investment Act Youth Training 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.
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WHEREAS, the County Executive/Department of Workforce Development has recommended making awards on RQ30142 to various providers for Workforce Investment Act Youth Training for the period 7/1/2014 - 6/30/2015; and

WHEREAS, the awards for various providers for Workforce Investment Act Youth Training Program are as follows:

1) In-School Youth Training:

- a) Baldwin Wallace College in the amount not-to-exceed \$110,000.00.
- b) Cuyahoga Community College District in the amount not-to-exceed \$350,000.00.
- c) Esperanza in the amount not-to-exceed \$178,000.00.
- d) OhioGuidestone in the amount not-to-exceed \$177,659.00.
- e) Linking Employment Abilities and Potential in the amount not-to-exceed \$105,700.00.
- f) Mayfield City School District in the amount not-to-exceed \$216,813.00.
- g) Open Doors Academy in the amount not-to-exceed \$250,000.00.
- h) Youth Opportunities Unlimited in the amount not-to-exceed \$374,230.00.

2) Out-of-School Youth Training:

- a) Cuyahoga Community College District in the amount not-to-exceed \$215,000.00.
- b) OhioGuidestone in the amount not-to-exceed \$465,000.00

- 3) Youth Resource Center Operator:
  - a) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00.
  - b) Youth Opportunities Unlimited in the amount not-to-exceed \$112,500.00.
- 4) Connecting the Dots Foster Care Provider:
  - a) OhioGuidestone in the amount not-to-exceed \$500,000.00.

WHEREAS, the primary goal of this project is to serve Workforce Investment Act eligible youth between the ages of 14-21 who face barriers to employment. The Youth Training program provides job placement, training, labor market information and other related services; and

WHEREAS, this project is funded 100% from the Federal Workforce Investment Act funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes awards to various providers for the Workforce Investment Act In-School and Out-of-School Youth Training Program for the period 7/1/2014 – 6/30/2015 as follows:

- 1) In-School Youth Training:
  - a) Baldwin Wallace College in the amount not-to-exceed \$110,000.00.
  - b) Cuyahoga Community College District in the amount not-to-exceed \$350,000.00.
  - c) Esperanza in the amount not-to-exceed \$178,000.00.
  - d) OhioGuidestone in the amount not-to-exceed \$177,659.00.
  - e) Linking Employment Abilities and Potential in the amount not-to-exceed \$105,700.00.
  - f) Mayfield City School District in the amount not-to-exceed \$216,813.00.
  - g) Open Doors Academy in the amount not-to-exceed \$250,000.00.
  - h) Youth Opportunities Unlimited in the amount not-to-exceed \$374,230.00.

2) Out-of-School Youth Training:

- a) Cuyahoga Community College District in the amount not-to-exceed \$215,000.00.
- b) OhioGuidestone in the amount not-to-exceed \$465,000.00.

3) Youth Resource Center Operator:

- a) Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00.
- b) Youth Opportunities Unlimited in the amount not-to-exceed \$112,500.00.

4) Connecting the Dots Foster Care Provider:

- a) OhioGuidestone in the amount not-to-exceed \$500,000.00.

**SECTION 2.** That the County Executive is authorized to execute the agreements and contracts and all other documents consistent with said awards and 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 Vice-President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 24, 2014

Committee(s) Assigned: Education, Environment & Sustainability

Journal CC015

July 8, 2014

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2014-0018

Sponsored by: <b>County Executive FitzGerald/Department of Health and Human Services and Councilmember Miller</b>	<b>An Ordinance</b> enacting Chapter 715 of the Cuyahoga County Code to establish a Social Impact Financing Fund for the purpose of funding contracts to improve outcomes and lower costs for contracted government services in Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VIII, Section 8.01 of the Cuyahoga County Charter mandates that “There shall be a Department of Health and Human Services, which shall administer all programs and activities for which the County has or has assumed responsibility for the protection and enhancement of the health, education and well-being of County residents and that are not assigned by general law to other boards, agencies or officials, and shall coordinate its activities and cooperate with such other boards, agencies and officers in order to avoid duplication of services and activities”; and,

WHEREAS, the County Executive/Department of Health and Human Services has proposed the establishment of a Social Impact Financing Fund for the purpose of funding contracts to improve outcomes and lower costs for contracted government services in Cuyahoga County, hereinafter referred to as “pay for success contracts”; and,

WHEREAS, the Social Impact Financing Fund shall fund health and human services to meet the principal goal of improving the welfare of county residents, including outcomes consistent with the implementation of evidence based interventions to address significant social problems and the coordination of social service systems to reduce their duplication of services and improve program effectiveness; and,

WHEREAS, the County Executive/Department of Health and Human Services has proposed that the Social Impact Financing Fund should fund specific programs to substantially improve the lives of vulnerable residents of the county, including but not limited to children and families, senior citizens, victims of violence and trauma, the homeless, and those living with mental health and substance abuse problems; and,

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

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

**SECTION 1.** Chapter 715 of the Cuyahoga County Code is hereby enacted to read as follows:

**Chapter 715: Social Impact Financing Fund**

**Section 715.01 Fund Established**

There is hereby established the Cuyahoga County Social Impact Financing Fund for the purpose of leveraging private investment in Cuyahoga County's social service system. The Fund is to be subsidized through the County's Health and Human Services Levy proceeds.

**Section 715.02 Fund Uses**

The Social Impact Financing Fund may only be used to match non-county funds invested in Cuyahoga County's social service system as follows:

- (A) Private investment funds will be used to fund social services that are expected to prevent clients' ongoing need for services, lead to County budget savings, and improved outcomes; and
- (B) Success payments will be made from the Social Impact Financing Fund to service providers or convening entities to repay the private investment. The pay-for-success contracts will provide the terms for the success payments.

**Section 715.03 Contracts funded through Social Impact Financing Fund**

The Executive, through the appropriate county departments, may negotiate and enter into pay for success contracts as follows:

- (A) Each such contract shall generally comply with the following guidelines:
  - (1) Since pay-for-success contracts are a performance-based contracting strategy, they must include the requirement that a substantial portion of the government's payment is conditioned on the achievement of specific outcomes based on defined performance targets:
    - (a) Cuyahoga County will make success payments to service providers from the Social Impact Financing Fund following the service providers' successful provision of services and achievement of the proposed outcomes. The provision of services may be through direct work with the target population or subcontracts;

- (b) Service delivery will utilize evidence based and/or informed interventions that have been evaluated to achieve positive outcomes; and
  - (c) The County will establish precise performance targets that the service providers must meet to receive any County success payment for services. County data will be used to validate the achievement of performance targets.
- (2) The contracts must include an objective process by which an independent evaluator will determine whether the performance targets have been achieved:
- (a) The independent evaluator will be a college, university, or other objective entity that has the appropriate research and evaluation background, skills and capacity to analyze the identified county data;
  - (b) The independent evaluator will not have a stake in the achievement of the performance targets or outcomes; and
  - (c) The independent evaluator must not have conflicts of interest with the service providers or County.
  - (d) The contracts must include a calculation of the amount and timing of payments that would be earned by the service provider during each year of the agreement if performance targets are achieved as determined by the independent evaluator:
  - (e) The value of the payments will be based upon the cashable savings to the County and/or targeted outcomes achieved from the service delivery;
  - (f) For multi-year projects, the independent evaluator will evaluate change within the target population on an ongoing basis; and
  - (g) The evaluator will present ongoing findings to the County and services providers. The County and service providers will identify corrective actions to address under-performance of the project or an expedited wind-down of the services.
- (B) All contracts entered pursuant to this Chapter shall be subject to the approval of the appropriate contracting approval authority under Chapter

501 of the County Code. The request for approval from the appropriate contracting approval authority shall include the following:

- (1) The rate of the County's match of non-county funds; and
  - (2) A determination by the Director of Health and Human Services and the Fiscal Officer that, in their reasonable judgment, the contract will result in significant performance improvements and budgetary savings across all impacted agencies if the performance targets are achieved.
- (C) All contracts entered pursuant to this Chapter shall be subject to the approval of the Director of Law or his or her designee before being executed by the County Executive.
- (D) Contracts entered pursuant to this Chapter whose duration extends beyond the County's budget cycle shall be subject to the County's annual appropriation process. For any contracts entered pursuant to this Chapter, the Fiscal Officer shall annually encumber the portion of the contract funds through the next year of the contract. The County's payment obligations shall be determined in the contracts themselves, as approved by the Director of Law and the appropriate contracting approval authority under Chapter 501, and nothing in this Chapter may be interpreted to automatically obligate the County to pay under the contract in the event that the performance targets are not achieved.

**Section 715.04 Administration of Social Impact Financing Fund and Reporting to County Council**

- (A) The Fiscal Officer shall administer the Social Impact Financing Fund and ensure that all funds appropriated as described in this Chapter are deposited into the Fund and shall make payments from the Fund in accordance with the terms and conditions of the contracts.
- (B) The Social Impact Financing Fund shall not exceed \$5,000,000.
- (C) The Fiscal Officer shall provide an annual status report on all contracts entered pursuant to this Chapter to County Council no later than May 1<sup>st</sup> of each year.

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

passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 24, 2014

Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: July 8, 2014

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2014-0149

Sponsored by: <b>Council President Connally</b>	<b>A Resolution</b> 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 June 24, 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.

