



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 27, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH 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) January 13, 2015 Committee of the Whole Meeting (See Page 15)
 - b) January 13, 2015 Regular Meeting (See Page 17)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2015-0016: A Resolution amending Rules 12G and 12H of the Rules of Cuyahoga County Council, and declaring the necessity that this Resolution become immediately effective. (See Page 29)

Sponsor: Council President Brady

- 2) R2015-0017: A Resolution setting the regular days, meeting times and locations for Council standing committees for a two-year term, and declaring the necessity that this Resolution become immediately effective. (See Page 32)

Sponsor: Council President Brady

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

- 1) R2015-0003: 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 35)

Sponsors: Councilmember Conwell on behalf of Personnel Review Commission

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

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

- 1) O2015-0003: An Ordinance amending Title 7 of the Cuyahoga County Code to include community development as an allowable use for the Casino Revenue Fund and to establish the County Community Development Supplemental Grant Fund Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 40)

Sponsor: Councilmember Greenspan

d) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) O2015-0001: An Ordinance amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective. (See Page 47)

Sponsors: Councilmembers Greenspan and Conwell

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2015-0018: A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 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 51)

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

- 2) R2015-0019: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, AFL-CIO, Ohio Council 8 and Local 2927, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2015 - 12/31/2017; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 76)

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

- 3) R2015-0020: A Resolution approving a proposed settlement in the matter of *Patricia A. Allen, Administrator of the Estate of Albert W. Fabian, Jr. v. Cuyahoga County, et al.*, United States District Court, Northern District of Ohio, Case No. 12-CV-1659; authorizing the Director of Law and/or his designee to execute the settlement and any related documentation; authorizing the appropriation of funds for payment of

settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. (See Page 79)

Sponsors: County Executive Budish on behalf of Office of the Prosecuting Attorney

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

- 1) R2015-0021: A Resolution confirming the County Executive's appointment of Nailah K. Byrd, upon her taking the oath of office, as Clerk of Courts of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective. (See Page 82)

Sponsor: County Executive Budish

- 2) R2015-0022: A Resolution confirming the County Executive's appointment of Edward H. Kraus, upon his taking the oath of office, as Cuyahoga County Director of Regional Collaboration; and declaring the necessity that this Resolution become immediately effective. (See Page 90)

Sponsor: County Executive Budish

- 3) R2015-0023: A Resolution making an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center, for the period 4/1/2015 - 3/31/2018; 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 95)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2015-0024: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; authorizing the County Executive to execute the amendment and all other

documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$72,262.04 to fund said amendment; and declaring the necessity that this Resolution become immediately effective. (See Page 102)

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

- 5) R2015-0025: A Resolution making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$899,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective: (See Page 109)

- i) Akins Road Culvert 01.12 over a creek to the east branch of the Rocky River in the City of North Royalton.
- ii) Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights.

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

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2014-0299: 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 115)

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

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

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

- 1) R2014-0253: A Resolution authorizing the issuance and sale of Cuyahoga County Sales Tax Revenue Bonds, Series 2014 (Lakefront Pedestrian Bridge), in an aggregate principal amount not-to-exceed \$10,000,000.00 for the purpose of acquiring an interest in, and paying or reimbursing a portion of the cost of constructing and maintaining, a pedestrian/bicycle bridge to be located between the northeast corner of Mall C and the downtown lakefront in the vicinity of the Great Lakes Science Center and Rock and Roll Hall of Fame and Museum and spanning railroad tracks owned by Norfolk Southern, CSX and Amtrak, GCRTA Waterfront Line tracks, City-owned property (Amtrak parking lot), Memorial Shoreway (SR2) including the mainline and access ramps, and Erieside Avenue, and for the purpose of paying capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of a preliminary official statement; authorizing the preparation, execution and use of an official statement; approving and authorizing the execution of a trust indenture and a continuing disclosure agreement; authorizing other actions related to the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective. (See Page 182)

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

Committee Assignment and Chair: Finance & Budgeting – Greenspan

- 2) R2014-0300: A Resolution making awards on RQ30873 to various municipalities and providers, in the total amount of \$2,758,136.00, for various services for the Community Social Services Program for the period 1/1/2015 - 12/31/2016; authorizing the County Executive to execute the agreements, contracts and all other documents required in connection with said awards and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 193)

- i) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$145,560.00 for Adult Development and Transportation Services;
- ii) Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$19,950.00 for Transportation Services;
- iii) City of Euclid in the amount not-to-exceed \$55,226.00 for Transportation Services;
- iv) City of Lakewood in the amount not-to-exceed \$75,136.00 for Congregate Meals and Transportation Services;
- v) City of Maple Heights in the amount not-to-exceed \$92,436.00 for Congregate Meals and Transportation Services;
- vi) City of Parma Heights in the amount not-to-exceed \$207,866.00 for Congregate Meals and Transportation Services;
- vii) Community Partnership on Aging in the amount not-to-exceed \$46,380.00 for Congregate Meals and Transportation Services;
- viii) The East End Neighborhood House Association in the amount not-to-exceed \$123,932.00 for Adult Development and Transportation Services;
- ix) Eliza Bryant Village in the amount not-to-exceed \$115,784.00 for Adult Day Care and Transportation Services;
- x) Goodrich-Gannett Neighborhood Center in the amount not-to-exceed \$129,534.00 for Adult Development, Congregate Meals and Transportation Services;
- xi) The Harvard Community Services Center in the amount not-to-exceed \$146,510.00 for Adult Development, Congregate Meals and Transportation Services;
- xii) Murtis Taylor Human Services System in the amount not-to-exceed \$122,880.00 for Adult Development, Congregate Meals and Transportation Services;
- xiii) Rose Centers for Aging Well, LLC fka The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$335,842.00 for Adult Development, Congregate Meals and Transportation Services;

- xiv) Senior Citizen Resources, Inc. in the amount not-to-exceed \$146,540.00 for Adult Development, Congregate Meals and Transportation Services;
- xv) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$213,110.00 for Adult Development, Congregate Meals and Transportation Services;
- xvi) The Phillis Wheatley Association of Cleveland, Ohio in the amount not-to-exceed \$40,014.00 for Congregate Meals;
- xvii) The Salvation Army in the amount not-to-exceed \$137,092.00 for Adult Development, Congregate Meals and Transportation Services;
- xviii) University Settlement, Incorporated in the amount not-to-exceed \$176,996.00 for Adult Development, Congregate Meals and Transportation Services;
- xix) West Side Community House in the amount not-to-exceed \$427,348.00 for Adult Development, Congregate Meals and Transportation Services; and

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

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

- 3) R2014-0301: A Resolution making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Strongsville on behalf of Southwest Emergency Dispatch Center in the amount not-to-exceed \$234,099.00 for Public Safety Answering Point consolidation support for the period 12/1/2014 - 12/31/2015; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 198)

Sponsors: Former County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee

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

- 4) R2015-0006: A Resolution authorizing an extension of time to file 2015 dog license applications/renewals from 1/31/2015 to 2/14/2015; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 201)

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Greenspan

- 5) R2015-0007: A Resolution approving the appropriation of funds for Year 2015 based on the Statement of Appropriation Status dated 12/31/2014, and declaring the necessity that this Resolution become immediately effective: (See Page 203)

- i) free balances for grants and capital projects;
- ii) encumbrances for grants and capital projects; and
- iii) encumbrances for all other funds.

Sponsor: County Executive Budish/Fiscal Officer/Controller

Committee Assignment and Chair: Finance & Budgeting – Greenspan

- 6) R2015-0008: A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 206)

- i) Southeastern Emergency Communications Center
- ii) City of South Euclid
- iii) Cuyahoga County Land Reutilization Corporation
- iv) Regional Income Tax Agency
- v) Village of Glenwillow
- vi) Village of Highland Hills
- vii) Village of North Randall

Sponsor: County Executive Budish/Department of Human Resources

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

- 7) R2015-0009: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$568,197.00 for residential and intensive outpatient treatment services in connection with the FY2014 Drug Court Expansion Project for the period 1/1/2015 - 9/29/2017; 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 209)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department and Councilmembers Germana, Gallagher and Hairston

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

- 8) R2015-0010: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017; 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 212)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

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

- 9) R2015-0011: A Resolution authorizing an agreement with Cuyahoga County Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 - 1/31/2017; 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 215)

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

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

10) R2015-0012: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$2,230,000.00, for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 218)

- i) Applewood Centers, Inc. in the approximate amount of \$500,000.00.
- ii) Beech Brook in the approximate amount of \$500,000.00.
- iii) Bellefaire Jewish Children’s Bureau in the approximate amount of \$500,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$230,000.00.
- v) New Directions, Inc. in the approximate amount of \$500,000.00.

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

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

11) R2015-0013: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$1,400,000.00, for traditional residential treatment services for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 221)

- i) Applewood Centers, Inc. in the approximate amount of \$50,000.00.
- ii) Beech Brook in the approximate amount of \$50,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$400,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$15,000.00.
- v) Community Specialists Corporation dba The Academy in the approximate amount of \$50,000.00.
- vi) Cornell Abraxas Group, Inc. in the approximate amount of \$50,000.00.
- vii) George Junior Republic in Pennsylvania in the approximate amount of \$25,000.00.
- viii) The Glen Mills Schools in the approximate amount of \$409,000.00.
- ix) The House of Emmanuel, Inc. in the approximate amount of \$1,000.00.
- x) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$50,000.00.
- xi) Muskegon River Youth Home in the approximate amount of \$50,000.00.
- xii) New Directions, Inc. in the approximate amount of \$50,000.00.
- xiii) OhioGuidestone in the approximate amount of \$50,000.00.
- xiv) Rite of Passages, Inc. in the approximate amount of \$50,000.00.
- xv) The Summit School, Inc. dba Summit Academy in the approximate amount of \$50,000.00.
- xvi) The Village Network in the approximate amount of \$50,000.00.

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

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

- 12) R2015-0014: A Resolution authorizing a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care Homeless Assistance Grant Programs and HEARTH Act for the period 10/1/2014 -

9/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 225)

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

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

- 13) R2015-0015: A Resolution making an award on RQ31528 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 228)

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

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

e) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2014-0032: An Ordinance enacting the County's Administrative Procedures Act, including establishment of the Administrative Rules Board and procedures for the publication of the Cuyahoga County Administrative Code; and declaring the necessity that this Ordinance become immediately effective. (See Page 230)

Sponsors: Former County Executive FitzGerald/Department of Law and Councilmembers Miller and Conwell

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE/CONFIRMATION

HEARING:

TUESDAY, FEBRUARY 10, 2015
2:30 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, FEBRUARY 10, 2015
5:00 PM / COUNCIL CHAMBERS

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 13, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:33 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION

- a) Collective bargaining matters, including:
 - i) an agreement between Graphic Communications Conference, Local 546M, affiliated with International Brotherhood of Teamsters, representing approximately 8 employees in various classifications at the County Print Shop for the period 2/1/2015 - 1/31/2018.

A motion was made by Mr. Schron, seconded by Mr. Gallagher, and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:35 p.m. The following Councilmembers were present: Miller, Germana, Gallagher, Schron, Conwell, Jones, Brown, Simon, Greenspan and Brady. Councilmember Hairston was in attendance shortly

after Council entered Executive Session. The following additional attendees were present: Director of Public Works Bonnie Teeuwen, Chief Deputy Law Director Nora Hurley, Special Counsel Michael King, Legislative Budget Advisor Trevor McAleer, County Executive Armond Budish and Director of Law Majeed Makhoul. At 4:58 p.m., Executive Session was adjourned without objection, and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Gallagher with a second by Mr. Greenspan, the meeting was adjourned at 4:58 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 13, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

4. SILENT MEDITATION

Council President Brady requested a moment of silent meditation to reflect on the meaning and consequences of the recent events in Paris, France.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given related to the agenda.

6. APPROVAL OF MINUTES

- a) December 9, 2014 Committee of the Whole Meeting
- b) December 9, 2014 Regular Meeting

- c) December 18, 2014 Special Meeting
- d) January 2, 2015 Organizational Meeting

A motion was made by Mr. Schron, seconded by Mr. Hairston and approved by unanimous vote to approve the minutes of the December 9, 2014 Committee of the Whole, December 9, 2014 Regular, December 18, 2014 Special and January 2, 2015 Organizational meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Brady reported the following:

- a) **Thanked the voters of District 3 for his re-election to Council and his colleagues for electing him as President;**
- b) **Is proud of Council's achievements over the last four years, including building a strong, bipartisan and independent institution. He stated that Councilmembers have been granted authority by the voters of Cuyahoga County to serve the community and he pledged to work with his colleagues and the County Executive to meet public obligations; and**
- c) **Congratulated The Ohio State University football team and native Clevelander Cardale Jones for winning the National Championship.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported the following:

- a) **Congratulated Councilmembers Brady and Jones on their election as President and Vice-President of Council;**
- b) **Is looking forward to working with Council and meeting with Councilmembers, will keep Council apprised of issues and thanked Council for assisting him with an easy transition process; and**
- c) **Thanked Councilmember Hairston and Huntington Bank for assisting the City of East Cleveland in purchasing snow plow trucks.**

9. LEGISLATION INTRODUCED BY COUNCIL

- a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2015-0002.

- 1) R2015-0002: A Resolution approving the appointment of Deborah Southerington to serve on the Cuyahoga County Personnel Review Commission for an unexpired term ending 3/7/2019, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

On a motion by Ms. Conwell with a second by Mr. Germana, Resolution No. R2015-0002 was considered and adopted by unanimous vote.

- b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2015-0003: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Conwell on behalf of Personnel Review Commission

Council President Brady referred Resolution No. R2015-0003 to the Human Resources, Appointments & Equity Committee.

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

- 1) O2015-0001: An Ordinance amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Greenspan and Conwell

Council President Brady referred Resolution No. O2015-0001 to the Human Resources, Appointments & Equity Committee.

- 2) O2015-0002: An Ordinance amending Section 206.06 of the Cuyahoga County Code to update the operating rules of the Charter Review Commission.

Sponsors: Councilmembers Miller **and Conwell**

Council President Brady referred Resolution No. O2015-0002 to the Council Operations & Intergovernmental Relations Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2015-0004 and R2015-0005.

- 1) R2015-0004: A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 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 Budish/Fiscal Officer/Office of Budget & Management

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2015-0004 was considered and adopted by unanimous vote.

- 2) R2015-0005: A Resolution approving a Collective Bargaining Agreement between Graphic Communications Conference, Local 546M, affiliated with International Brotherhood of Teamsters, representing approximately 8 employees in various classifications at the County Print Shop for the period 2/1/2015 - 1/31/2018; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2015-0005 was considered and adopted by unanimous vote.

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

- 1) R2015-0006: A Resolution authorizing an extension of time to file 2015 dog license applications/renewals from 1/31/2015 to 2/14/2015; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Council President Brady referred Resolution No. R2015-0006 to the Finance & Budgeting Committee.

- 2) R2015-0007: A Resolution approving the appropriation of funds for Year 2015 based on the Statement of Appropriation Status dated 12/31/2014, and declaring the necessity that this Resolution become immediately effective:
 - i) free balances for grants and capital projects;
 - ii) encumbrances for grants and capital projects; and
 - iii) encumbrances for all other funds.

Sponsor: County Executive Budish/Fiscal Officer/Controller

Council President Brady referred Resolution No. R2015-0007 to the Finance & Budgeting Committee.

- 3) R2015-0008: A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Southeastern Emergency Communications Center
- ii) City of South Euclid
- iii) Cuyahoga County Land Reutilization Corporation
- iv) Regional Income Tax Agency
- v) Village of Glenwillow
- vi) Village of Highland Hills

vii) Village of North Randall

Sponsor: County Executive Budish/Department of Human Resources

Council President Brady referred Resolution No. R2015-0008 to the Human Resources, Appointments & Contracting Committee.

- 4) R2015-0009: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$568,197.00 for residential and intensive outpatient treatment services in connection with the FY2014 Drug Court Expansion Project for the period 1/1/2015 - 9/29/2017; 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 Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

Council President Brady referred Resolution No. R2015-0009 to the Public Safety & Justice Affairs Committee.

- 5) R2015-0010: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017; 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 Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

Council President Brady referred Resolution No. R2015-0010 to the Public Safety & Justice Affairs Committee.

- 6) R2015-0011: A Resolution authorizing an agreement with Cuyahoga County Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed

\$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 - 1/31/2017; 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 Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division

Council President Brady referred Resolution No. R2015-0011 to the Public Safety & Justice Affairs Committee.

7) R2015-0012: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$2,230,000.00, for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Applewood Centers, Inc. in the approximate amount of \$500,000.00.
- ii) Beech Brook in the approximate amount of \$500,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$500,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$230,000.00.
- v) New Directions, Inc. in the approximate amount of \$500,000.00.

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

Council President Brady referred Resolution No. R2015-0012 to the Public Safety & Justice Affairs Committee.

8) R2015-0013: A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$1,400,000.00, for traditional residential treatment services for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other

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

- i) Applewood Centers, Inc. in the approximate amount of \$50,000.00.
- ii) Beech Brook in the approximate amount of \$50,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$400,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$15,000.00.
- v) Community Specialists Corporation dba The Academy in the approximate amount of \$50,000.00.
- vi) Cornell Abraxas Group, Inc. in the approximate amount of \$50,000.00.
- vii) George Junior Republic in Pennsylvania in the approximate amount of \$25,000.00.
- viii) The Glen Mills Schools in the approximate amount of \$409,000.00.
- ix) The House of Emmanuel, Inc. in the approximate amount of \$1,000.00.
- x) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$50,000.00.
- xi) Muskegon River Youth Home in the approximate amount of \$50,000.00.
- xii) New Directions, Inc. in the approximate amount of \$50,000.00.
- xiii) OhioGuidestone in the approximate amount of \$50,000.00.
- xiv) Rite of Passages, Inc. in the approximate amount of \$50,000.00.
- xv) The Summit School, Inc. dba Summit Academy in the approximate amount of \$50,000.00.
- xvi) The Village Network in the approximate amount of \$50,000.00.

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

Council President Brady referred Resolution No. R2015-0013 to the Public Safety & Justice Affairs Committee.

- 9) R2015-0014: A Resolution authorizing a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care Homeless Assistance Grant Programs and HEARTH Act for the period 10/1/2014 - 9/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Brady referred Resolution No. R2015-0014 to the Health, Human Services & Aging Committee.

- 10) R2015-0015: A Resolution making an award on RQ31528 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2015-0015 to the Health, Human Services & Aging Committee.

- c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION 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 No. R2014-0298.

- 1) R2014-0298: A Resolution making an award on RQ30446 to GB at 1910 Carnegie, LLC in the amount of \$600,000.00 for the sale of County-owned property commonly known as the Whitlatch Building, located at 1910 Carnegie Avenue, Cleveland; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; and declaring

the necessity that this Resolution become immediately effective.

Sponsor: Former County Executive FitzGerald/Department of Public Works

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2014-0298 was considered and adopted by unanimous vote.

d) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

1) R2014-0289: A Resolution authorizing amendments to contracts with various providers for Staff Secure Shelter Care Services for the period 3/1/2014 - 2/29/2016 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) No. CE1400010-01 with Carrington Youth Academy, LLC in the amount not-to-exceed \$1,960,579.55.
- ii) No. CE1400011-01 with The Cleveland Christian Home in the amount not-to-exceed \$543,521.50.

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

On a motion by Mr. Miller with a second by Mr. Gallagher, Resolution No. R2014-0289 was considered and adopted by unanimous vote.

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

1) O2014-0032: An Ordinance enacting the County's Administrative Procedures Act, including establishment of the Administrative Rules Board and procedures for the publication of the Cuyahoga County Administrative Code; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Former County Executive FitzGerald/Department of Law and Councilmembers Miller **and Conwell**

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

Clerk Schmotzer read Ordinance No. O2014-0032 into the record.

This item will move to the January 27, 2015 Council meeting agenda for consideration for third reading adoption.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Greenspan reported that the Finance & Budgeting Committee will meet on Thursday, January 22, 2015 at 1:00 p.m.

Mr. Miller reported that the Council Operations & Intergovernmental Relations Committee will meet on Tuesday, January 20, 2015 at 3:00 p.m.

Mr. Germana reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, January 21, 2015 at 11:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, January 20, 2015 at 1:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Thursday, January 22, 2015 at 3:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, January 20, 2015 at 10:00 a.m.

Mr. Jones reported that the Health, Human Services & Aging Committee will meet on Wednesday, January 21, 2015 at 1:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Greenspan announced that there will be a Town Hall meeting on Thursday, January 22, 2015 at the Bay Village Police Station.

Mr. Hairston thanked County Executive Budish for assisting the City of East Cleveland with securing funding for the purchase of two snow plow trucks.

13. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

14. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Jones with a second by Mr. Hairston, the meeting was adjourned at 5:30 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0016

Sponsored by: Council President Brady	A Resolution amending Rules 12G and 12H of the Rules of Cuyahoga County Council, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article III, Section 3.10(2) of the Cuyahoga County Charter provides that County Council shall adopt its own rules; and

WHEREAS, County Council originally adopted its rules pursuant to Motion No. M2011-0007 on April 26, 2011; and

WHEREAS, such rules have been subsequently amended by Motion Nos. M2011-0017, M2012-0004, M2012-0030, M2013-0021 and Resolution No. R2014-0229; and

WHEREAS, Rule 12G of the Rules of Council establishes the Standing Committees of Cuyahoga County Council; and

WHEREAS, Council intends to establish a Community Development Standing Committee to oversee the County's various community initiatives, including the County Property Demolition Program; and

WHEREAS, Rule 12H of the Rules of Council provides for the length of committee appointments and manner in which such appointments may be amended; and

WHEREAS, Council intends to provide greater operational flexibility to allow changes of committee assignments with the consent of the Council President and all members who would be affected by such change; and

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

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

SECTION 1. The Rules of Cuyahoga County Council are hereby amended in part to read as follows (additions are underlined and bolded, deletions are struck-through):

Rule 12G: Standing Committees

The following standing committees are established for the Council:

- (1) Health, Human Services & Aging
- (2) Public Safety & Justice Affairs
- (3) Economic Development & Planning
- (4) Finance & Budgeting
- (5) Public Works, Procurement & Contracting
- (6) Human Resources, Appointments & Equity
- (7) Education, Environment & Sustainability
- (8) Council Operations & Intergovernmental Relations
- (9) Community Development**

Rule 12H: Committee Assignments to be for Two Years

Committee assignments shall be for a term of two years, ~~Changes in committee assignments may be made at other times by the Council President with the consent of all members whose committee assignments would be affected by such change, or by a resolution of Council.~~ **Changes in committee assignments may be made at other times by the Council President with the consent of all members whose committee assignments would be affected by such change, or by a resolution of Council.** ~~but changes in assignments may be made at other times by Council by resolution~~

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 Ordinance receives the affirmative vote of eight members of Council, this Resolution shall take effect and be in force immediately upon its passage. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0017

Sponsored by: Council President Brady	A Resolution setting the regular days, meeting times and locations for Council standing committees for a two-year term, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Rule 12I of the Cuyahoga County Council Rules requires that not later than the second Regular Council Meeting following each Organizational Meeting, the President shall appoint the Chairperson, Vice-Chairperson and Members for each standing committee; and,

WHEREAS, Rule 12H of said Rules states that committee assignments shall be for a term of two years; and,

WHEREAS, Rule 12J of said Rules states that not later than the third Regular Council Meeting each year, the Council shall pass a resolution setting the regular days, meeting times, and locations for the standing committee meetings; and,

WHEREAS, Rule 5B of said Rules states that all meetings of Council shall take place at the County Council Chambers on the fourth floor of the Cuyahoga County Administrative Headquarters at 2079 East 9th Street, Cleveland, unless otherwise specified; and

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

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

SECTION 1. The Council of Cuyahoga County hereby sets the regular days, meeting times and locations for standing committees for a two-year term as follows:

<u>STANDING COMMITTEES</u>	<u>REGULAR DAYS & MEETING TIMES</u>	<u>LOCATIONS</u>
COMMUNITY DEVELOPMENT	MONDAY @ 9:00 AM	CHAMBERS
FINANCE & BUDGETING	MONDAY @ 1:00 PM	CHAMBERS
ECONOMIC DEVELOPMENT & PLANNING	MONDAY @ 3:00 PM	CHAMBERS
HUMAN RESOURCES, APPOINTMENTS & EQUITY	TUESDAY @ 10:00 AM	CHAMBERS
PUBLIC SAFETY & JUSTICE AFFAIRS	TUESDAY @ 1:00 PM	CHAMBERS
COUNCIL OPERATIONS & INTERGOVERNMENTAL RELATIONS	TUESDAY @ 3:00 PM	CHAMBERS
PUBLIC WORKS, PROCUREMENT & CONTRACTING	WEDNESDAY @ 11:00 AM	CHAMBERS
HEALTH, HUMAN SERVICES & AGING	WEDNESDAY @ 1:00 PM	CHAMBERS
EDUCATION, ENVIRONMENT & SUSTAINABILITY	WEDNESDAY @ 3:00 PM	CHAMBERS

SECTION 2. That during weeks of federal holidays falling on Mondays, the Council of Cuyahoga County hereby sets Thursdays as the regular day for standing committees ordinarily scheduled to meet on Mondays as listed in Section 1 above.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0003

Sponsored by: Councilmember Conwell on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, Section 2.01 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 Personnel Review Commission submitted a proposed new classification 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 change to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on December 5, 2014, the Personnel Review Commission met and recommended the new classification (attached hereto as Exhibit A), and recommends 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:

Proposed New Classification: (See Attached Classification Specification)

Exhibit A: Class Title: *Classification and Compensation Specialist*
 Number: 1082111
 Pay Grade: 12

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: January 13, 2015
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: January 27, 2015

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Classification and Compensation Specialist	Class Number:	1082111
FLSA:	Exempt	Pay Grade:	12
Departments:	Personnel Review Commission, only		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems.

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% +/- 5%

- Performs job analysis to collect data in support of classification and compensation activities (e.g., reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); synthesizes data from multiple positions to confirm and/or revise classification specifications; documents all job analysis procedures).

30% +/- 5%

- Serves as a liaison between the PRC and department directors/hiring managers (e.g., meets with directors/hiring managers to review department reorganization plans; assesses compliance with legal guidelines and professional standards; assists in recommending and developing new classifications; provides status updates).

10% +/- 5%

- Reviews and revises job analysis and job evaluation practices and procedures (e.g., ensures practices and procedures meet legal guidelines and professional standards; identifies problems; develops and implements solutions).

10% +/- 5%

- Performs job evaluation to assist in establishing the County's compensation plan for non-bargaining employees (e.g., identifies compensable factors for successful performance; conducts analyses [point-factor, multiple regression, etc.] on compensable factors; identifies qualification and performance markers for steps within pay grades; conducts surveys and other research to evaluate trends and ensure the internal and external equitability of the compensation plan; proposes changes to the compensation plan as necessary).

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.

Additional Requirements

No special professional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines, including personal computer, video camera, audio recorder, telephone, calculator, photocopier, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

Language Ability & Interpersonal Communication

- Ability to comprehend and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to write position descriptions, classification specifications, and compensation policies that are clear, understandable, internally consistent, and relevant.
- Ability to prepare position descriptions, classification specifications, job evaluation reports, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to communicate effectively with subject matter experts, department directors, and hiring managers during job analysis and job evaluation.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites and is expected to be able to do so in a timely manner.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0003

Sponsored by: Councilmember Greenspan	An Ordinance amending Title 7 of the Cuyahoga County Code to include community development as an allowable use for the Casino Revenue Fund and to establish the County Community Development Supplemental Grant Fund Program, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VII, Section 7.01 of the Cuyahoga County Charter mandates that “the County shall develop and implement policies, programs and activities for the expansion and enhancement of economic activity in the County so as to create and preserve jobs and employment opportunities for and available to residents of the County;” and

WHEREAS, Cuyahoga County, as an Urban County designated by the Department of Housing and Urban Development (“HUD”), receives and administers an annual entitlement from the Community Development Block Grant program through the Cuyahoga County Department of Development; and

WHEREAS, the Department of Development carries out various housing and community development activities with Community Development Block Grant (“CDBG”) funds including but not limited to funding eligible activities carried out by other units of local government through the County’s Municipal Grant Program; and

WHEREAS, Cuyahoga County, as an Urban County, has entered or will enter into cooperation agreements with all participating units of local government within the County pursuant to 24 CFR §570.307 (b)(1); and

WHEREAS, the Department of Development allocates a portion of the CDBG funds annually to eligible activities carried out by members of the Cuyahoga Urban County including but not limited to a Municipal Grant Program pursuant to the cooperation agreements entered into with units of local government; and

WHEREAS, as part of the process of identifying activities eligible to receive CDBG funding, Investment Target Areas are identified by Cuyahoga County with the advice from its municipal partners every ten years in manner directed, authorized, and approved by HUD; and

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

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

SECTION 1. Section 709.04 of the Cuyahoga County Code is hereby amended to read as follows:

Section 709.04 Revenues Remaining and Received on or after July 1, 2016

Revenues remaining in the Casino Revenue Fund or received on or after July 1, 2016 may be used for either or both of the following purposes:

- A. to promote economic **and community** development in any area of Cuyahoga County.
- B. to provide additional funding for educational initiatives, including the Cuyahoga County Educational Assistance Fund.

SECTION 2. Section 709.05 of the Cuyahoga County Code is hereby amended to read as follows:

Section 709.05 Requests for Early Spending

- A. Notwithstanding Section 709.02 of the County Code, prior to June 30, 2014, the County Executive may propose spending monies from the Casino Reserve Fund on specific “downtown district” development projects. Council shall determine whether any specific project justifies an earlier than anticipated expenditure of funds.
- B. Notwithstanding Section 709.03 of the County Code, after June 30, 2015 and before July 1, 2016, the County Executive or the County Council may propose spending monies on specific projects promoting economic **and community** development in any area of Cuyahoga County. Council shall determine whether any specific project justifies an earlier than anticipated expenditure of funds.

SECTION 3. Chapter 714 of the Cuyahoga County Code is hereby repealed and replaced in its entirety by the following:

CHAPTER 714: Municipal Grant Programs

Section 714.01 County Community Development Block Grant Program

A. Program Established

There is hereby created the Cuyahoga County Community Development Block Grant program consistent with all requirements set forth by the Department of Housing and Urban Development (“HUD”) under applicable federal law and regulations, including but not limited to the regulations codified in Title 24 Code of Federal Regulations (CFR) §570.

B. Program Administration

The Cuyahoga County Community Development Block Grant (“CDBG”) program shall be administered by the Cuyahoga County Executive through the Cuyahoga County Department of Development.

C. Funding Source

The CDBG program shall be funded through entitlement funds allocated to Cuyahoga County each fiscal year by HUD, as determined by the Director of Development, consistent with the cooperation agreements between Cuyahoga County and each Urban County member community.

D. Eligibility Requirements

To be eligible to receive CDBG funding for an eligible activity through the Municipal Grant Program, a local community shall meet the following criteria and all other requirements of applicable federal law and regulations including in Title 24 CFR §570:

1. The community must be a signatory to the Cuyahoga County Urban County Cooperation Agreement pursuant to 24 CFR §570.503(a); and
2. The community must be able to document appropriate activities to affirmatively further fair housing choice; and
3. The community must document its compliance with citizen participation requirements as set forth in Cuyahoga County’s Community Development Block Grant Citizen Participation Plan pursuant to 24 CFR §570.302; and
4. The proposed activity must meet one of the three national objectives that benefit low-and moderate-income persons, aid in the prevention of elimination of slums and blight, or meet other community development needs of an urgent nature that present a serious and immediate threat to the health or welfare of the community. These initiatives include but are not limited to the following HUD eligible activities:
 - a. community master plans,

- b. housing and commercial demolition,
 - c. infrastructure,
 - d. public safety,
 - e. streetscapes,
 - f. parks and playgrounds, or
 - g. community and senior centers.
5. The community must be in compliance with any existing contract for CDBG funds as determined by the Department of Development.
 6. For eligible activities which serve a defined area within a local community, the defined area must meet HUD's requirements which may include a location in an Improvement Target Area defined by Cuyahoga County, location in an area which meets Improvement Target Area guidelines as documented by the local community, or a location in and service to an area with a certain percentage of households having incomes at or below a certain level according to HUD-approved survey data; and
 7. The Department of Development shall issue written requirements for each year's application format, contents, and required attachments; and
 8. The Department of Development shall establish and notify local communities of each year's application deadline and other requirements regarding the application deadline.

E. Evaluation Criteria

The Department of Development shall administer an evaluation process in which all timely submitted and properly completed applications for CDBG funding eligible activities shall be scored using an objective numerical rating system. The Department of Development may invite knowledgeable officials of other County departments and non-Urban County local communities to serve on a rating and ranking committee for this evaluation.

Section 714.02 County Community Development Supplemental Grant Program

A. Program Established

There is hereby created the Cuyahoga County Community Supplemental Block Grant program to be administered in conjunction with and using the same grant process as the County Community Development Block Grant Program.

B. Program Administration

The Cuyahoga County Community Development Supplemental Grant (“CDSG”) program shall be administered by the Cuyahoga County Executive through the Cuyahoga County Department of Development.

C. Funding Source

The CDSG program shall be funded through the County Casino Revenue Fund as established in Chapter 709 of the County Code. Fifteen percent (15%) of the funds transferred into the Casino Revenue Fund annually shall be used to fund projects approved through the Cuyahoga County Community Development Supplemental Grant program.

D. Eligibility Requirements

To be eligible to receive CDSG funds through the Municipal Grant Program, applicants shall meet the following criteria:

1. All applicants must be municipal corporations or townships within Cuyahoga County; and
2. The community must be able to document appropriate activities to affirmatively further fair housing choice; and
3. The community must document its compliance with citizen participation requirements as set forth either in Cuyahoga County’s Community Development Block Grant Citizen Participation Plan or in a citizen participation plan prepared by an entitlement community pursuant to 24 CFR §570.302; and
4. All application projects must meet a community development need related to the health or welfare of the community. These initiatives include but are not limited to the following eligible activities:
 - a. community master plans,
 - b. housing and commercial demolition,
 - c. infrastructure,
 - d. public safety,
 - e. streetscapes,
 - f. parks and playgrounds, or
 - g. community and senior centers

5. The community must be in compliance with all existing contracts for CDBG and CDSG funds previously allocated pursuant to this Chapter by the date of the current application deadline as determined by the Department of Development; and
6. Applications must specify the location of all projects; and
7. All documents required by the Department of Development must be contained within the application or attached; and
8. All applications must be received by the deadline as set by the Department of Development.

E. Evaluation Criteria

1. The Department of Development shall issue written requirements for each year's application format, contents, and required attachments; and all documents required by the Department of Development must be contained within the application or attached.
2. The Department of Development shall establish and notify local communities of each year's application deadline and other requirements regarding the application deadline. All applications must be received by the deadline as set by the Department of Development.
3. The Department of Development shall evaluate applications based upon factors including, but not limited to, the following:
 - a. That the application meets the eligibility requirements specified in paragraph (D) of this section.
 - b. That the project specified in the application complements or otherwise enhances other projects supported through other funding sources including, but not limited to, CDBG projects, demolition projects funded through the County Demolition Program, or other public or private grant awards.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0001

Sponsored by: Councilmember Greenspan	An Ordinance amending Chapter 114 of the Cuyahoga County Code to ensure transparency and equity across county appointees, and declaring the necessity that this Ordinance become immediately effective.
Co-sponsored by: Councilmember Conwell	

WHEREAS, Article II, Section 2.03 (2) of the Charter of Cuyahoga County, empowers the County Executive to “appoint, subject to the confirmation by the Council, and remove County directors and officers and members of boards, agencies, commissions and authorities;” and,

WHEREAS, Article II, Section 2.03 (2) of the Charter states that “if the Council shall fail to act on the question of such an appointment by the County Executive within sixty days of the date that the County Executive submits such appointment to the Council for its consideration, that appointment shall be deemed confirmed without further action by the Council;” and

WHEREAS, Article II, Section 2.03 (2) of the Charter further states that “the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days;” and,

WHEREAS, Article II, Section 2.03 (2) of the Charter states “the County Executive and the Council shall use good faith efforts to reflect the diversity of the people of the County in appointing such officers and members;” and,

WHEREAS, Article XII, Section 12.07 of the Charter states “[a]ll officers and members of boards, agencies, commissions and authorities appointed by the County Executive, the Council or other County elected officials... shall be appointed, employed, promoted, and compensated without regard to their race, color, religion, sex, national origin, sexual orientation, disability, age, or ancestry;” and,

WHEREAS, Ordinance No. O2014-0030, as codified in Chapter 114 of the County Code, establishes standardized criteria to fully evaluate candidates submitted to Council for appointment, and to ensure the foregoing Charter principles are consistently upheld; and,

WHEREAS, Council seeks to ensure equity is maintained across county appointees in accordance with the laws and charter of Cuyahoga County; and

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

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

SECTION 1. Chapter 114 of the Cuyahoga County Code is hereby amended as follows (additions are marked in bold and underline, deletions are struck-through):

CHAPTER 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

- A. The submission of any candidate to the Council for confirmation shall be accompanied by the following:
1. A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;
 2. A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;
 3. A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and
 4. A letter from the appointing authority providing the following information:
 - a. The title of the board, agency, commission, or authority to which the candidate is being appointed;
 - b. Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;
 - c. The specific term of office during which the candidate would serve;
 - d. An indication of whether the candidate is being considered for a new appointment or for reappointment;
 - e. For a new appointment: the name of the individual who the candidate would replace;
 - f. For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;
 - g. A cumulative list of individuals who applied for the position;

- h. The candidate's direct contact information, including the candidate's phone number, email address, home address, and business address;
- i. An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;
- j. An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.
- k. If the candidate is being appointed to a compensated position, the starting annual compensation of the position.**

B. In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

A. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

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 eight members of Council, this Ordinance 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 concerning and relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 13, 2015

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

Additional Sponsorship Requested: January 9, 2015

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0018

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget & Management	A Resolution amending the 2014/2015 Biennial Operating Budget for 2015 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 9, 2014, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program Update for 2015 (Resolution No. R2014-0299) establishing the 2015 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2015 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 2015 be amended to provide for the following additional appropriation increases and decreases:

H.	20D449 – Property Demolition Fund		BA1503182
	DV520809 – Property Demolition Fund		
	Other Expenses	\$	3,000,000.00

Funding Source: Funding is from the General Fund covering the period January 1, 2015 through December 31, 2015 as temporary use of reserves.

I.	21A702 – Operation Stonegarden (OPSG)		BA1503201
	SH754887 – Operation Stonegarden (OPSG) FY13		
	Personal Services	\$	88,697.25
	Other Expenses	\$	23,577.75

Funding Source: Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period September 1, 2013 through July 30, 2015. The grant award was approved by Contracts and Purchasing Board October 14, 2014, CPB2014-808. No cash match is required.

J.	21A003 – High Visibility Enforcement OT		BA1503202
	SH350827- High Visibility Enforcement IDEP 2015		
	Personal Services	\$	39,259.75
	Other Expenses	\$	1,563.00

Funding Source: Funding is from the United States Department of Transportation Federal Fiscal Year 2015. The grant was accepted by the Contracts and Purchasing Board on October 14, 2014, Approval Number CPB2014-809. The grant period is October 1, 2014 through September 30, 2015. No cash match is required.

K.	21A003 – High Visibility Enforcement OT		BA1503203
	SH350835- High Visibility Enforcement-STEP 2015		
	Personal Services	\$	29,374.88
	Other Expenses	\$	1,170.00

Funding Source: Funding is from the United States Department of Transportation Federal Fiscal Year 2015. The grant was accepted by the Contracts and Purchasing Board on October 14, 2014, Approval Number CPB2014-809. The grant period is October 1, 2014 through September 30, 2015. No cash match is required.

L.	21A248 – Domestic Violence High Risk		BA1503204
	JA754895 – Domestic Violence High Risk Team		
	Other Expenses	\$	650,000.00

Funding Source: Funding is directly from the United States Department of Justice, Office on Violence against Women covering the period October 1, 2014 through September 30, 2016. The grant award was approved by Contracts and Purchasing Board September 29, 2014, CPB2014-753. No cash match is required.

M.	21A518 – Juvenile Court Victim Advocate		BA1503205
	JA754879 – Juvenile Court Advocacy Program FY15		
	Personal Services	\$	15,030.00

Funding Source: Funding is from the Ohio Attorney General, Office of State Victim Assistance Act covering the period October 1, 2014 through September 30, 2015. The grant was accepted by the Deputy Chief on July 10, 2014, approval DC2014-129. No cash match is required.

N.	01A001 – General Fund		BA1503206
	JA302232 – Fusion Center		
	Personal Services	\$	(74,144.18)

Funding Source: Funding for the Fusion Center is from the General Fund covering the period January 1, 2015 through December 31, 2015.

O.	20A390 – Emergency Management		BA1503207
	JA100123 – Emergency Management		
	Personal Services	\$	74,144.18

Funding Source: Funding for Emergency Management is from grants and a General Fund subsidy covering the period January 1, 2015 through December 31, 2015. The General Fund subsidy will increase beyond the 2015 budget as a result of this change however a decrease in General Fund support to the Fusion Center will decrease in the same amount.

P.	21A534 –Community Correction Act Grant Program		BA1503208
	SH350157- FY15 Local Incarceration Program		
	Personal Services	\$	200,001.00

Funding Source: Funding is from the Ohio Department of Rehabilitation and Corrections, Division of Parole and Community Services, Bureau of Community Sanction covering the period July 1, 2014 through June 30, 2015. No cash match is required.

Q.	20A814 –Wireless 9-1-1 Government Assistance		BA1503211
	JA106773- Wireless 9-1-1 Government Assistance		
	Other Expenses	\$	167,457.00

Funding Source: Funding is from cell phone charges within the county covering the period January 1, 2015 through December 31, 2015. Sufficient funds exist in the account for the request.

R.	20A825 –9-1-1 Consolidated Shared Service		BA1503212
	JA106781- Cuyahoga County 911 Consolidated Shared Service		
	Other Expenses	\$	167,457.00

Funding Source: Funding for the Cuyahoga County 9-1-1 Consolidated Shared Services has been financed from both an operating transfer from the special revenue Wireless 9-1-1 Government Assistance fund (27% of total funding) and a General Fund subsidy (73% of total funding) covering the period January 1, 2015 through December 31, 2015.

S.	22S145 –Energy Efficiency Community Block Grant		BA1503213
	DV713875- Energy Efficiency Municipal Grant Program		
	Other Expenses	\$	(660.67)

Funding Source: Funding is from United States Department of Energy covering the period September 28, 2009 through September 27, 2013.

T. 22S056 –2011 State Energy Efficiency Application Rebate Program **BA1503214**
 DV703470- 2011 State Energy Efficiency Application Rebate Program
 Other Expenses \$ (0.40)

Funding Source: Funding is from United States Department of Energy covering the period August 24, 2009 through August 8, 2011.

U. 01A001 –General Fund **BA1503228**
 MI512103- Northeast Ohio Area-Wide Coordinating Agency
 Other Expenses \$ 5,536.00

Funding Source: Funding is from the General Fund covering the period January 1, 2015 through December 31, 2015. This is permanent use of General Fund reserves.

V. 20D448 –Casino Tax Revenue Fund **BA1503229**
 DV520791- Casino Tax Revenue Fund
 Other Expenses \$ 315,350.00

Funding Source: Funding is from casino tax revenues.

W. 01A001 – General Fund **BA1500002**
 AE210005 – Soldiers’ and Sailors’ Monument
 Other Expenses \$ 10,000.00

Funding Source: Funding is from the General Fund.

X. 01A001 – General Fund **BA1500003**
 DB016048 – Debarment Review Board
 Personal Services \$ 10,000.00

Funding Source: Funding is from the General Fund.

Y. 20A302 – Dog and Kennel **BA1500006**
 CT050047 – Dog Warden
 Other Expenses \$ 178,000.00

Funding Source: Funding comes primarily from dog license registration fees and adoption fees.

Z. 20N306 – Soil and Water Conservation District **BA1500007**
 SW500058 – Soil and Water Conservation District
 Capital Outlays \$ 60,000.00

Funding Source: Funding comes from charges to municipalities for pollution prevention technical services and watershed coordinator services, the State Department of Natural Resources, and a \$75,000 General Fund subsidy.

AA. 22A240 – Emergency Solutions Grant **BA1503217**
 HS754994– Emergency Solutions Cleveland FY14
 Other Expenses \$ 563,617.00

Funding Source: Funding is from the City of Cleveland's (ESG) Emergency Solutions Grant covering the period of January 1, 2015 through December 31, 2015.

AB.	21A758 – The George Gund Found/Invest In Children EC721084– 15/16 George Gund Fnd – For the UPK Prg Other Expenses	\$ 500,000.00	BA1503218
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Funding Source: Funding is from the George Gund Foundation covering the period of January 1, 2015 through December 31, 2016.

AC.	21A100 – The Stocker Foundation 15/16 EC721001– The Stocker Foundation/Invest in Children Other Expenses	\$ 75,000.00	BA1503219
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Funding Source: Funding is a recent award from the Stocker Foundation covering the period of January 1, 2015 through December 31, 2015.

AD.	24A641 – PA-Homeless Services HS158097 – PA-Homeless Services Other Expenses	\$ 1,200,000.00	BA1503220
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Funding Source: The primary funding source is the Health and Human Services Levy fund.

AE1.	68A200 – Hospitalization – Regular Insurance Fund CC499012 – Hospitalization – Regular Insurance Fund Other Expenses	\$ (4,084,001.00)	BA1500008
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AE2.	68A100 – Hospitalization – Self-Insurance Fund CC499004 – Hospitalization – Self-Insurance Fund Other Expenses	\$ 4,084,001.00	BA1500011
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AE3.	68A100 – Hospitalization – Self-Insurance Fund CC499004 – Hospitalization – Self-Insurance Fund Other Expenses	\$ 915,999.00	
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Funding Source: Funding for the Hospitalization fund comes from employer and employee contributions for health insurance.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM:	
21A034 – Smart Ohio Pilot	BA1503226
CO756049 – Smart Ohio Pilot Funding	
Other Expenses	\$ 65,650.00

TO: 21A034 – Smart Ohio Pilot
 CO756049 – Smart Ohio Pilot Funding
 Personal Services \$ 65,650.00

Funding Source: Ohio Department of Rehabilitation and Correction and covers the period of March 1, 2014 through June 30, 2016.

B. FROM: 01A001 – General Fund **BA1500035**
 FS109678 – Office of Procurement and Diversity
 Other Expenses \$ 22,950.00

TO: 01A001 – General Fund
 DV014100 – Economic Development
 Other Expenses \$ 22,950.00

Funding Source: The source of funding is General Fund.

C. FROM: 01A001 – General Fund **BA1500036**
 IT601146 – Wide Area Network
 Other Expenses \$ 5,818.20

01A001 – General Fund
 IT601161 – Communications Services
 Other Expenses \$ 47,303.22

TO: 01A001 – General Fund
 IT601096 – Engineering Services
 Other Expenses \$ 53,121.42

Funding Source: The source of funding is General Fund.

D. FROM: 01A001 – General Fund **BA1500037**
 IT601021 – Information Technology Administration
 Other Expenses \$ 32,526.64

01A001 – General Fund
 IT601096 – Engineering Services
 Other Expenses \$ 744.73

01A001 – General Fund
 IT601179 – User Supply
 Other Expenses \$ 19,993.07

01A001 – General Fund
 IT601112 – Operations Support
 Other Expenses \$ 7,979.64

TO: 01A001 – General Fund
 IT601088 – Security and Disaster Recovery
 Other Expenses \$ 61,244.08

Funding Source: The source of funding is General Fund.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	21A218–State SHSP-Law Enforcement (SHSPLE) JA768358– FFY13 State Homeland-Law Enforcement 13/15 Transfer Out	JT1500000 \$ 33,902.55
TO:	21A342 –NEORFC-FY09 (SHSPLE) JA767996 – NEORFC-(SHSPLE) Revenue Transfer	 \$ 33,902.55

Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2013 through April 30, 2014.

B. FROM:	21A500–Urban Area Security Initiative (URSI) JA740878– Urban Area Security Initiative (URSI) Transfer Out	JT1500001 \$ 379,999.98
TO:	21A806 –Incident Management System JA767426 – Incident Management System Revenue Transfer	 \$ 379,999.98

Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2008 through December 31, 2010.

C. FROM:	20A814–Wireless 9-1-1 Government Assistance JA106773– Wireless 9-1-1 Government Assistance Transfer Out	JT1500002 \$ 167,457.00
TO:	20A825 –9-1-1 Consolidated Shared Service JA106781 – Cuyahoga County 9-1-1 Consolidated Shared Services Revenue Transfer	 \$ 167,457.00

Funding Source: Funding from the Wireless 9-1-1 Government Assistance fund is from cell phone charges within the county covering the period January 1, 2015 through December 31, 2015. Additional appropriations were provided for this operating transfer on document BA1503211, fiscal item Q on page 4).

SECTION 4. That items approved in Resolution No. R2015-0004 passed on January 13, 2015 be corrected as follows to reconcile appropriations for 2015 in the County’s financial system:

Original Item

H. 21A218 –State Homeland Security Grant-Law Enforcement (SHSPLE) **BA1503166**
JA7680844 – FFY11 State Homeland-Law Enforcement 11/14
Other Expenses \$ (14.65)

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period January 1, 2011 through December 31, 2014.

Corrected Item

H. 21A218 –State Homeland Security Grant-Law Enforcement (SHSPLE) **BA1503166**
JA768044 – FFY11 State Homeland-Law Enforcement 11/14
Other Expenses \$ (14.65)

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period January 1, 2011 through December 31, 2014.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 6. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC017
January 27, 2015



ARMOND BUDISH
Cuyahoga County Executive

January 21, 2015

Clerk of County Council

Dear Ms. Schmotzer:

A brief summary of the fiscal items that will be submitted for consideration for adoption on first reading at the regular County Council meeting scheduled for January 27, 2015, are presented below.

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

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

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

General Fund/Health & Human Services	Amount
Brownfield Redevelopment Pledge Subsidy – Additional appropriation to cover the 2015 debt service requirement. Funding is from the General Fund (see related item B). (Item A.)	\$194,138.00
Brownfield Debt Service – Increasing the appropriation level to cover the 2015 debt service requirement. Funding is from the General Fund subsidy (see related item A). (Item B.)	\$194,138.00
Community Redevelopment Fund Subsidy – Additional appropriation to cover the 2015 debt service requirement. Funding is from the General Fund (see related item D). (Item C.)	\$65,448.00
Community Redevelopment Debt Service – Increasing the appropriation level to cover the 2015 debt service requirement. Funding is from the General Fund subsidy (see related item C). (Item D.)	\$65,448.00
Development – Additional appropriation to the Property Demolition Fund for distribution to the County Land Bank. Funding is from the General Fund. (Item H.)	\$3,000,000.00
Justice Services – A decrease in appropriation from the Fusion Center due to a staff member being transferred to the Emergency Management unit (\$74,144.18). Funding is from the General Fund. (Item N and O.)	\$0.00
Northeast Ohio Area-Wide Coordinating Agency – Increasing appropriation to cover membership dues for the City of East Cleveland pursuant to the NOACA By-Laws, Article III, Section 3.4. Funding is from the General Fund. (Item U.)	\$5,536.00
Soldiers' and Sailors' Monument – Additional appropriation to restore funds awarded (R2013-0086) to the Monument for outreach and programming from surplus 2013 Veterans Services Fund. Funding is from the General Fund. (Item W.)	\$10,000.00
Debarment Review Board – Additional appropriation to cover personal services. Funding is from the General Fund. (Item X.)	\$10,000.00
Office of Homeless Services – Additional appropriation to restore 2014 appropriation which was not pre-encumbered for the Mental Health Service Northpoint Shelter contract. Funding is from the Health and Human Services Levy Fund. (Item AD.)	\$1,200,000.00
TOTAL	\$4,744,708.00

Other Operating Funds	Amount
Justice Services/Wireless 9-1-1 Government Assistance – Additional appropriation to cover a pending cash transfer to the Consolidated Shared Services account in support of awards to two communities. Funding is from cell phone charges within the county (see related item R). (Item Q.)	\$167,457.00
Justice Services/9-1-1 Consolidated Shared Services - Increasing the appropriation level to cover a cash transfer in support of awards to two communities. Funding is from cell phone charges within the county and a General Fund Subsidy (see related item Q). (Item R.)	\$167,457.00
Development/Casino Tax Revenue Fund – Additional appropriation to cover the balance of a loan to Playhouse Square approved on R2013-0092 and amended on R2014-0159. Funding is from casino tax revenue. (Item V.)	\$315,350.00
Public Works/Dog and Kennel – Additional appropriation to cover higher veterinary services contract and a legal settlement for the Kennel. Funding is from dog license registration and adoption fees. (Item Y.)	\$178,000.00
Soil and Water Conservation District – Additional appropriation to cover the replacement of two aging vehicles. Funding is from charges to municipalities, the State Department of Natural Resources and a General Fund Subsidy. (Item Z.)	\$60,000.00
Hospitalization – A decrease in appropriation from the Regular Insurance Fund with a corresponding increase to the Self-Insurance Fund to cover the migration from the Kaiser Healthspan program to Caremark. Funding is from employer and employee contributions for health insurance (\$4,084,001). (Items AE1 and AE2.)	\$0.00
Hospitalization Self Insurance – Additional appropriation to cover prescription services. Funding is from employer and employee contributions for health insurance. (Item AE3.)	\$915,999.00
TOTAL	\$1,804,263.00

Grants/Projects	Amount
Court of Common Pleas – To establish appropriation for the Juvenile Accountability Grant/Pre-Sentence Investigation grant from the U.S. Department of Justice, Bureau of Justice Assistance. No cash match is required. (Item E.)	\$43,333.33
Domestic Relations Court – To establish appropriation for the Justice For Families grant from the U.S. Department of Justice, Office on Violence Against Women. No cash match is required. (Item F.)	\$200,000.00
Medical Examiner – To establish appropriation for the Paul Coverdell Continuing Education Grant from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice for Paul Coverdell Forensic Science Improvements. No cash match is required. (Item G.)	\$27,744.89
Sheriff/Operation Stonegarden – To establish appropriation for the grant from the U.S. Department of Homeland Security, Federal Emergency Management Agency. No cash match is required. (Item I.)	\$112,275.00
Sheriff/High Visibility Enforcement Overtime Impaired Driving Enforcement Overtime Program – To establish appropriation for the grant from the U.S. Department of Transportation Federal Fiscal Year 2015. No cash match is required. (Item J.)	\$40,822.75
Sheriff/High Visibility Enforcement Overtime Impaired Driving Enforcement Selective Traffic Enforcement Program (STEP) – To establish appropriation for the STEP grant from the U.S. Department of Transportation Federal Fiscal Year 2015. No cash match is required. (Item K.)	\$30,544.88
Justice Services/Domestic Violence High Risk – To establish appropriation for the Domestic Violence High Risk grant for contractual services in the area of homicide prevention demonstration initiatives from the U.S. Department of Justice, Office on Violence Against Women. No cash match is required. (Item L.)	\$650,000.00

Justice Services/Juvenile Court Victim Advocate – To establish appropriation for the Juvenile Court Victim Advocate grant from the Ohio Attorney General, Office of State Victim Assistance Act. No cash match is required. (Item M.)	\$15,030.00
Sheriff/Community Correction Act Grant Program – To establish appropriation for the Community Correction Act Grant Program from the Ohio Department of Rehabilitation and Corrections, Division of Parole and Community Services, Bureau of Community Sanction. No cash match is required. (Item P.)	\$200,001.00
Development/Energy Efficiency Community Block Grant – Reducing appropriation to close out the grant. Funding is from the U.S. Department of Energy. (Item S.)	-\$660.67
Development/State Energy Efficiency Application Rebate Program – Reducing appropriation to close out the grant. Funding is from the U.S. Department of Energy. (Item T.)	-\$.40
Office of Homeless Services – To establish appropriation for the Emergency Solutions grant in support of Housing Relocation and Stabilization Services from the City of Cleveland. (Item AA.)	\$563,617.00
Office of Early Childhood/Invest in Children – To establish appropriation for the Universal PreKindergarten program from the George Gund Foundation. (Item AB.)	\$500,000.00
Office of Early Childhood – To establish appropriation for the development of a new School Readiness Smartphone App from the Stocker Foundation. (Item AC.)	\$75,000.00
TOTAL	\$2,457,707.78

Total Additional Appropriations - All Funds	\$9,006,678.78
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The following represents the overall changes made to the Annual Appropriation Measure for 2015 since its adoption on December 9, 2014 Resolution R2014-0299. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>01/27/2015 Agenda</u>	<u>R2014-0299*</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 470,563.82	\$ 386,926,872.00	\$ 389,113,436.34
HHS Levy Impact	\$ 1,200,000.00	\$ 234,988,318.00	\$ 236,188,318.00
Other Fund Impact	\$ <u>7,336,114.96</u>	\$ <u>711,691,293.00</u>	\$ <u>717,587,824.91</u>
Total Impact	\$ 9,006,678.78	\$1,333,606,483.00	\$ 1,342,889,579.25

* 2015 Budget Update appropriation levels adopted by resolution R2015-0299 on December 9, 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
Office of Procurement and Diversity/Development – Realigning appropriation from the Office of Procurement and Diversity to the Department of Development for the first year of the B2G Diversity and Labor Compliance contract. Funding is from the General Fund. (Item B.)	\$22,950.00
Information Technology – Realigning appropriation from the Wide Area Network (\$5,818.20) and Communications Services (\$47,303.22) to the Engineering Services division to cover the certification of a contract. Funding is from the General Fund. (Item C.)	\$53,121.42
Information Technology – Realigning appropriation from various divisions to the Security and Disaster Recovery division to cover the certification of a contract. Funding is from the General Fund. (Item D.)	\$61,244.08
TOTAL	\$137,315.50

Grants/Projects	Amount
Court of Common Pleas/Smart Ohio Pilot Funding – Realigning appropriation to cover personal services. Funding is from the Ohio Department of Rehabilitation and Correction. (Item A.)	\$65,650.00
TOTAL	\$65,650.00

Total Appropriation Transfers - All Funds	\$202,965.50
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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.

Other Operating Funds	Amount
Justice Services/Wireless 9-1-1 Government Assistance – A cash transfer from the Wireless 9-1-1 Government Assistance to the 9-1-1 Consolidated Shared Service to cover recent awards to two communities. Funding is from cell phone charges within the county. (Item C.)	\$167,457.00
TOTAL	\$167,457.00

Grants/Projects	Amount
Justice Services/State Homeland Security Program – A cash transfer from the State Homeland Security Program Law Enforcement to the Northeast Ohio Regional Fusion Center for expenses reported in June, July and August 2014. Funding is from the U.S. Department of Homeland Security. (Item A.)	\$33,902.55
Justice Services/Urban Area Security Initiative (URSI) – A cash transfer from the Urban Area Security Initiative to the Incident Management System Program to cover expenses and close-out the Urban Area Security Initiative grant. Funding is from the U.S. Department of Homeland Security. (Item B.)	\$379,999.98
TOTAL	\$413,902.53

Total Cash Transfers - All Funds	\$581,359.53
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Thank you for your consideration regarding this matter.

Sincerely,



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



ARMOND BUDISH
Cuyahoga County Executive

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

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

DATE: January 21, 2015

RE: Fiscal Resolution Items

The Office of Budget & Management is requesting that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of January 13, 2015. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	01A001 – General Fund	BA1503215
	SU513762– Brownfield Redevelopment Pledge	
	Other Expenses	\$ 194,138.00

Additional appropriation is requested in the Brownfield Pledge Subsidy account to cover the debt service requirement for 2015. The County's actual pledge amount was higher than budget. In preparation of the 2015 budget, OBM used the prior history as the basis for the anticipated project revenue in 2015, but Brownfield project loan repayments were less than anticipated. Funding is from the General Fund.

B.	30A910 – Brownfield Debt Service	BA1503216
	DS039966 – Brownfield Debt Service	
	Other Expenses	\$ 194,138.00

Additional appropriation is requested in the Brownfield Debt Service account to cover the debt service requirement for 2015. Funding for the Brownfield Debt Service comes from a subsidy from the General Fund, Index SU513762.

C.	01A001 – General Fund	BA1503224
	SU514125– Community Redevelopment Fund Subsidy	
	Other Expenses	\$ 65,448.00

Additional appropriation is requested in the Community Redevelopment Pledge Subsidy account to cover the debt service requirement for 2015. The County's actual pledge amount was higher than budget. In preparation of the 2015 budget, OBM used the prior history as the basis for the anticipated

Fiscal Office
Office of Budget & Management
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Ohio Relay Service (TTY) 711

project revenue in 2015, but community redevelopment project loan repayments were less than anticipated. Funding is from the General Fund.

D.	30A913 – Community Redevelopment Debt Service	BA1503225
	DS040121 – Community Redevelopment Debt Service	
	Other Expenses	\$ 65,448.00

Additional appropriation is requested in the Community Redevelopment Debt Service account to cover the debt service requirement for 2015. Funding for the Community Redevelopment Debt Service comes from a subsidy from the General Fund, Index SU514125.

E.	21A604 – OCJS JAG / PSI Grant	BA1503170
	CO754911 – OCJS JAG / PSI Grant - 2015	
	Personal Services	\$ 43,333.33

The Court of Common Pleas TASC received an award \$43,333.33 for a JAG/PSI Grant. Funding is from the U.S. Dept. of Justice Bureau of Justice Assistance through the Ohio Office of Criminal Justice Services as the authorized State Agency. The funding period is 1/1/2015 through 12/31/2015. No cash match is required.

F.	21A595 – Justice for Families	BA1503168
	DR754853 – Justice for Families Program	
	Personal Services	\$ 182,237.00
	Other Expenses	\$ 17,763.00

The Domestic Relations Court received a \$200,000 grant for the Justice for Families Program. The grant period is 10/1/2014 through 9/30/2016. The award will be used for payroll expenses for a Justice System Advocate and all payroll expenses for a DV Case Manager and travel, training, and contractual services. Funding comes from the U.S. Dept. of Justice, Office on Violence Against Women. No cash match is required.

G.	21A882 - Prof Cont Edu - Paul Coverdell Grant	BA1503179
	CR754903 - 14/15 Prof Cont Edu – Paul Coverdell Grant	
	Other Expenses	\$ 27,744.89

The Medical Examiner’s Office received a grant award for the 14/15 Paul Coverdell Forensic Science Improvements grant from the Department of Justice, Office of Justice Programs, National Institute of Justice through the Ohio Office of Criminal Justice Services. The award period for these funds is October 1, 2014 - September 30, 2015. No cash match is required.

H.	20D449 – Property Demolition Fund	BA1503182
	DV520809 – Property Demolition Fund	
	Other Expenses	\$ 3,000,000.00

Provide appropriation established under Ordinance 2014-0014 for distribution to the County Land Bank pursuant to Ordinance 2014-0014, Section 807.02, paragraph D. Funding is from the General Fund covering the period January 1, 2015 through December 31, 2015 as temporary use of reserves.

I.	21A702 – Operation Stonegarden (OPSG)		BA1503201
	SH754887 – Operation Stonegarden (OPSG) FY13		
	Personal Services	\$	88,697.25
	Other Expenses	\$	23,577.75

Establish appropriation for the newly awarded Sheriff Department Operation Stonegarden (OPSG) FY2013 grant. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency passed through the Ohio Emergency Management Agency covering the period September 1, 2013 through July 30, 2015. The grant award was approved by Contracts and Purchasing Board October 14, 2014, CPB2014-808. No cash match is required.

J.	21A003 – High Visibility Enforcement OT		BA1503202
	SH350827- High Visibility Enforcement IDEP 2015		
	Personal Services	\$	39,259.75
	Other Expenses	\$	1,563.00

Establish appropriation in the Sheriff Department for the award of a grant titled High Visibility Enforcement Overtime Impaired Driving Enforcement Program (EDEP) 2015 for patrols on interstate highways to deter and enforcement of laws such as speeding, driving while intoxicated and ancillary crimes associated with traffic stops with a concentration of imparted driving enforcement. Funding is from the United States Department of Transportation Federal Fiscal Year 2015 passed through the Ohio Department of Public Safety, Office of Criminal Justice Services to the Cuyahoga County Sheriff. The grant was accepted by the Contracts and Purchasing Board on October 14, 2014, Approval Number CPB2014-809. The grant period is October 1, 2014 through September 30, 2015. No cash match is required.

K.	21A003 – High Visibility Enforcement OT		BA1503203
	SH350835- High Visibility Enforcement-STEP 2015		
	Personal Services	\$	29,374.88
	Other Expenses	\$	1,170.00

Establish appropriation in the Sheriff Department for the award of a grant titled High Visibility Enforcement Overtime –Selective Traffic Enforcement Program (STEP) for patrols on interstate highways to deter and enforcement of laws such as speeding, driving while intoxicated and ancillary crimes associated with traffic stops with a concentration on specific activities. Funding is from the United States Department of Transportation Federal Fiscal Year 2015 passed through the Ohio Department of Public Safety, Office of Criminal Justice Services to the Cuyahoga County Sheriff. The grant was accepted by the Contracts and Purchasing Board on October 14, 2014, Approval Number CPB2014-809. The grant period is October 1, 2014 through September 30, 2015. No cash match is required.

L.	21A248 – Domestic Violence High Risk		BA1503204
	JA754895 – Domestic Violence High Risk Team		
	Other Expenses	\$	650,000.00

Establish appropriation for the newly awarded Domestic Violence High Risk grant for contractual services in the area of homicide prevention demonstration initiatives along with grant required travel. Funding is directly from the United States Department of Justice, Office on Violence against Women covering the period October 1, 2014 through September 30, 2016. The grant award was approved by Contracts and Purchasing Board September 29, 2014, CPB2014-753. No cash match is required.

M.	21A518 – Juvenile Court Victim Advocate JA754879 – Juvenile Court Advocacy Program FY15	BA1503205
	Personal Services	\$ 15,030.00

The Department of Justice Services was awarded a grant for the FY2015 Juvenile Court Advocacy Program. Funding is from the Ohio Attorney General, Office of State Victim Assistance Act covering the period October 1, 2014 through September 30, 2015. The grant was accepted by the Deputy Chief on July 10, 2014, approval DC2014-129. No cash match is required.

N.	01A001 – General Fund JA302232 – Fusion Center	BA1503206
	Personal Services	\$ (74,144.18)

The Department of Public Safety and Justice Services reorganized the duties of the Fusion Center which dictated an employee being transferred to the Emergency Management unit within the Department. The effective date of the transfer was for the pay period ending December 27, 2014, after any changes were possible to the 2015 budget that was presented to Council. This reduction and corresponding increase in Emergency Management (document BA1503207, fiscal item O, below) constitutes a realignment of both wages and fringe benefits of the employee. Funding for the Fusion Center is from the General Fund covering the period January 1, 2015 through December 31, 2015.

O.	20A390 – Emergency Management JA100123 – Emergency Management	BA1503207
	Personal Services	\$ 74,144.18

The Department of Public Safety and Justice Services reorganized the duties of the Fusion Center which dictated an employee being transferred to the Emergency Management unit within the Department. The effective date of the transfer was for the pay period ending December 27, 2014, after any changes were possible to the 2015 budget that was presented to Council. This reduction (document BA1503206, fiscal item N, above) and corresponding increase in Emergency Management constitutes a realignment of both wages and fringe benefits of the employee. Funding for Emergency Management is from grants and a General Fund subsidy covering the period January 1, 2015 through December 31, 2015. The General Fund subsidy will increase beyond the 2015 budget as a result of this change however a decrease in General Fund support to the Fusion Center will decrease in the same amount.

P.	21A534 –Community Correction Act Grant Program SH350157- FY15 Local Incarceration Program	BA1503208
	Personal Services	\$ 200,001.00

Establish appropriation in newly awarded Community Correction Act FY2015 Local Incarceration Program. The grant was accepted by the Deputy Chief on July 10, 2014, approval DC2014-118 from the Ohio Department of Rehabilitation and Corrections, Division of Parole and Community Services, Bureau of Community Sanction covering the period July 1, 2014 through June 30, 2015. No cash match is required.

Q.	20A814 –Wireless 9-1-1 Government Assistance JA106773- Wireless 9-1-1 Government Assistance	BA1503211
	Other Expenses	\$ 167,457.00

Increase appropriation in the Wireless 9-1-1 Government Assistance fund for a pending operating transfer (JT1500002, fiscal item C on page 10) to the Consolidated Shared Services account in support of

additional awards to two communities. Funding is from cell phone charges within the county covering the period January 1, 2015 through December 31, 2015. Sufficient funds exist in the account for the request.

R.	20A825 –9-1-1 Consolidated Shared Service JA106781- Cuyahoga County 911 Consolidated Shared Service Other Expenses	\$ 167,457.00	BA1503212
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Increase appropriation in the Cuyahoga County 9-1-1 Consolidated Shared Services account for recent recommended awards for two communities that exceed the current total appropriations. The additional appropriations are supported by an operating transfer (JT1500002, fiscal item C, on page 10) from the Wireless 9-1-1 Government Assistance special revenue fund. Sufficient cash will exist after the operating transfer for the increased appropriations without a General Fund subsidy. Funding for the Cuyahoga County 9-1-1 Consolidated Shared Services has been financed from both an operating transfer from the special revenue Wireless 9-1-1 Government Assistance fund (27% of total funding) and a General Fund subsidy (73% of total funding) covering the period January 1, 2015 through December 31, 2015.

S.	22S145 –Energy Efficiency Community Block Grant DV713875- Energy Efficiency Municipal Grant Program Other Expenses	\$ (660.67)	BA1503213
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Decrease appropriation in the Department of Development Energy Efficiency Municipal Grant Program in preparation for closure. The amount being decreased was awarded but not expended and as a result not available for reimbursement. Funding is from United States Department of Energy covering the period September 28, 2009 through September 27, 2013.

T.	22S056 –2011 State Energy Efficiency Application Rebate Program DV703470- 2011 State Energy Efficiency Application Rebate Program Other Expenses	\$ (0.40)	BA1503214
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Decrease appropriation in the Department of Development Energy Efficiency Application Rebate Program in preparation for closure. The amount being decreased was awarded but not expended and as a result not available for reimbursement. Funding is from United States Department of Energy covering the period August 24, 2009 through August 8, 2011.

U.	01A001 –General Fund MI512103- Northeast Ohio Area-Wide Coordinating Agency Other Expenses	\$ 5,536.00	BA1503228
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Increase appropriation in the Northeast Ohio Area-Wide Coordinating Agency (NOACA) account for membership dues for the City of East Cleveland who did not pay the required membership for the two year period covering July 1, 2012 through June 30, 2013 in the amount of \$3,270 and July 1, 2013 through June 30, 2014 in the amount of \$2,309 for a total of \$5,579.00 offset by existing appropriations of \$43.00. The obligation of the County to pay for the delinquent membership dues is required pursuant of the NOACA By-Laws (revised and restated as of July 11, 2014) under Article III Section 3.4. Funding is from the General Fund covering the period January 1, 2015 through December 31, 2015. This is permanent use of General Fund reserves.

V.	20D448 –Casino Tax Revenue Fund		BA1503229
	DV520791- Casino Tax Revenue Fund		
	Other Expenses	\$	315,350.00

The additional appropriation is to process a Casino Tax Revenue Loan to Playhouse Square that was approved in 2013 in the amount of \$3,684,650.00 Council Resolution R2013-0092 dated 10/8/2013. The Council Resolution was subsequently amended in the amount of \$4,000,000.00 on R2014-0159 dated July 22, 2014. The Department of Development requested \$315,350 in appropriations was evidenced by a letter dated December 2, 2014 from Playhouse Square to the Department of Development for the balance of the approved amount. Sufficient funds exist in the Casino Revenue Fund for this increase.

W.	01A001 – General Fund		BA1500002
	AE210005 – Soldiers’ and Sailors’ Monument		
	Other Expenses	\$	10,000.00

Appropriation is requested to restore the funds awarded to the Monument from surplus 2013 funds from the Veterans Services Fund. Resolution R2013-0086 provided \$10,000 for outreach and programming.

X.	01A001 – General Fund		BA1500003
	DB016048 – Debarment Review Board		
	Personal Services	\$	10,000.00

Appropriation is requested for the Debarment Review Board’s payroll expenses for this year.

Y.	20A302 – Dog and Kennel		BA1500006
	CT050047 – Dog Warden		
	Other Expenses	\$	178,000.00

Appropriation is requested to cover the higher veterinary services contract (\$145,000) and for a legal settlement (\$33,000) for the Kennel. Funding comes primarily from dog license registration fees and adoption fees.

Z.	20N306 – Soil and Water Conservation District		BA1500007
	SW500058 – Soil and Water Conservation District		
	Capital Outlays	\$	60,000.00

Appropriation is requested to replace two aging vehicles for the Soil and Water Conservation District. Funding comes from charges to municipalities for pollution prevention technical services and watershed coordinator services, the State Department of Natural Resources, and a \$75,000 General Fund subsidy.

AA.	22A240 – Emergency Solutions Grant		BA1503217
	HS754994– Emergency Solutions Cleveland FY14		
	Other Expenses	\$	563,617.00

To provide appropriation for The Office of Homeless Services recent award from the City of Cleveland’s (ESG) Emergency Solutions Grant in support of Housing Relocation and Stabilization services, to assist over 400 families at risk of homelessness to maintain housing in the amount of \$563,617.00 covering the period of January 1, 2015 through December 31, 2015.

AB.	21A758 – The George Gund Found/Invest In Children EC721084– 15/16 George Gund Fnd – For the UPK Prg Other Expenses	\$ 500,000.00	BA1503218
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To provide appropriation for The Office of Early Childhood/Invest in Children recent award received from the George Gund Foundation in support of the UPK program for children so they can attend high quality preschool and are better prepared for kindergarten. The amount of \$500,000.00 is covering the period of January 1, 2015 through December 31, 2016.

AC.	21A100 – The Stocker Foundation 15/16 EC721001– The Stocker Foundation/Invest in Children Other Expenses	\$ 75,000.00	BA1503219
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To provide appropriation for The Office of Early Childhood recent award from the Stocker Foundation for the development of a new School Readiness Smartphone App in the amount of \$75,000.00 covering the period of January 1, 2015 through December 31, 2015. The primary goal of the project is to develop the App for parents that will provide information and links to resources to help support their child's readiness for kindergarten.

AD.	24A641 – PA-Homeless Services HS158097 – PA-Homeless Services Other Expenses	\$ 1,200,000.00	BA1503220
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The Department of Homeless Services has requested an appropriation increase to restore 2014 appropriation that was not pre encumbered for the Mental Health Service Northpoint Shelter contract, commencing from 09/30/2014 thru 09/30/2015. The contract was submitted and introduced at the County Council meeting on 12/09/2014, final approval was on 1/13/2015 therefore the contract was not certified by year end and the original appropriation was liquated as part of the year end closing process. The primary funding source is the HHS Levy fund.

AE1.	68A200 – Hospitalization – Regular Insurance Fund CC499012 – Hospitalization – Regular Insurance Fund Other Expenses	\$ (4,084,001.00)	BA1500008
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AE2.	68A100 – Hospitalization – Self-Insurance Fund CC499004 – Hospitalization – Self-Insurance Fund Other Expenses	\$ 4,084,001.00	BA1500011
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AE3.	68A100 – Hospitalization – Self-Insurance Fund CC499004 – Hospitalization – Self-Insurance Fund Other Expenses	\$ 915,999.00	
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Appropriation is requested to realign \$4,084,001 of funds from the traditionally insured account to the self-insured account and to add \$915,999 to cover prescription service. The increase in the self-insured plans is a direct result of migration from the Kaiser Healthspan program to Caremark. Funding for the Hospitalization fund comes from employer and employee contributions for health insurance.

Resolution: Appropriation Transfers:

A.	FROM:	21A034 – Smart Ohio Pilot		BA1503226
		CO756049 – Smart Ohio Pilot Funding		
		Other Expenses	\$	65,650.00
	TO:	21A034 – Smart Ohio Pilot		
		CO756049 – Smart Ohio Pilot Funding		
		Personal Services	\$	65,650.00

An appropriation transfer within the Smart Ohio Pilot Funding Grant to cover payroll expenses. Grant funding comes from the Ohio Department of Rehabilitation and Correction and covers the period of March 1, 2014 through June 30, 2016.

B.	FROM:	01A001 – General Fund		BA1500035
		FS109678 – Office of Procurement and Diversity		
		Other Expenses	\$	22,950.00
	TO:	01A001 – General Fund		
		DV014100 – Economic Development		
		Other Expenses	\$	22,950.00

The Fiscal Department, Office of Procurement & Diversity, is requesting the transfer of appropriation to the Department of Development, Economic Development Account, for the first year of the B2G Diversity & Labor Compliance Contract. The source of funding is General Fund.

C.	FROM:	01A001 – General Fund		BA1500036
		IT601146 – Wide Area Network		
		Other Expenses	\$	5,818.20
		01A001 – General Fund		
		IT601161 – Communications Services		
		Other Expenses	\$	47,303.22
	TO:	01A001 – General Fund		
		IT601096 – Engineering Services		
		Other Expenses	\$	53,121.42

The Department of Information Technology is requesting the transfer of appropriation within the General Fund budget to accommodate the certification of an Engineering Services contract. The source of funding is General Fund.

D.	FROM:	01A001 – General Fund		BA1500037
		IT601021 – Information Technology Administration		
		Other Expenses	\$	32,526.64
		01A001 – General Fund		
		IT601096 – Engineering Services		
		Other Expenses	\$	744.73

01A001 – General Fund
IT601179 – User Supply
Other Expenses \$ 19,993.07

01A001 – General Fund
IT601112 –Operations Support
Other Expenses \$ 7,979.64

TO: 01A001 – General Fund
IT601088 – Security and Disaster Recovery
Other Expenses \$ 61,244.08

The Department of Information Technology is requesting the transfer of appropriation within the General Fund budget to accommodate the certification of a Security contract. The source of funding is General Fund.

Resolution: Cash Transfers:

A.	FROM:	21A218--State SHSP-Law Enforcement (SHSPLE) JA768358-- FFY13 State Homeland-Law Enforcement 13/15 Transfer Out	\$	33,902.55	JT1500000
	TO:	21A342 --NEORFC-FY09 (SHSPLE) JA767996 -- NEORFC-(SHSPLE) Revenue Transfer	\$	33,902.55	

Transfer from the State Homeland Security Program-Law Enforcement grant to the Northeast Ohio Regional Fusion Center-State Homeland Security Program for Law Enforcement for expenses reported in June, July and August 2014. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2013 through April 30, 2014.

B.	FROM:	21A500--Urban Area Security Initiative (URSI) JA740878-- Urban Area Security Initiative (URSI) Transfer Out	\$	379,999.98	JT1500001
	TO:	21A806 --Incident Management System JA767426 -- Incident Management System Revenue Transfer	\$	379,999.98	

Transfer from the Urban Area Security Initiative (URSI) to the Incident Management System Program for expenses incurred and to close out the Urban Area Security Initiative account. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2008 through December 31, 2010.

C.	FROM:	20A814--Wireless 9-1-1 Government Assistance JA106773-- Wireless 9-1-1 Government Assistance Transfer Out	\$	167,457.00	JT1500002
	TO:	20A825 --9-1-1 Consolidated Shared Service JA106781 -- Cuyahoga County 9-1-1 Consolidated Shared Services Revenue Transfer	\$	167,457.00	

Transfer from the Wireless 9-1-1 Government Assistance account to the 9-1-1 Consolidated Shared Service account for an increase in appropriation in the 9-1-1 Consolidated Shared Services account (BA1503212, fiscal item R on page 5) due to recent recommendations for awards for two communities that are in excess of available total budget. Funding from the Wireless 9-1-1 Government Assistance fund is from cell phone charges within the county covering the period January 1, 2015 through December 31, 2015. Additional appropriations were provided for this operating transfer on document BA1503211, fiscal item Q on page 4).

Corrective Action Resolution: R2015-0004 dated January 13, 2015:

Amending Resolution R2015-0004 dated January 13, 2015 in Section 1, Item H as follows:

Original Item

H. 21A218 –State Homeland Security Grant-Law Enforcement (SHSPLE) **BA1503166**
 JA768044 – FFY11 State Homeland-Law Enforcement 11/14
 Other Expenses \$ (14.65)

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period January 1, 2011 through December 31, 2014.

Corrected Item

H. 21A218 –State Homeland Security Grant-Law Enforcement (SHSPLE) **BA1503166**
 JA768044 – FFY11 State Homeland-Law Enforcement 11/14
 Other Expenses \$ (14.65)

Funding Source: Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period January 1, 2011 through December 31, 2014.

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0019

<p>Sponsored by: County Executive Budish/County Sheriff and Department of Law</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, AFL-CIO, Ohio Council 8 and Local 2927, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff’s Department for the period 1/1/2015 - 12/31/2017; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law on behalf of the County of Cuyahoga (hereinafter collectively referred to as “the County”), has been engaged in collective bargaining negotiations with Ohio Council 8 and Local 2927, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter collectively referred to as “AFSCME 2927”), in an effort to negotiate a successor collective bargaining agreement (“CBA”) covering approximately 30 employees in various classifications with the Cuyahoga County Sheriff’s Department (hereinafter collectively referred to as “Sheriff’s Department” for the period of 1/1/2015 – 12/31/2017; and

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

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

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen 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, the County Executive and the Sheriff's Department are recommending that Council approve the proposed CBA for the period 1/1/2015 – 12/31/2017; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Sheriff's Department.

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

SECTION 1. The Cuyahoga County Council hereby approves a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, AFL-CIO, Ohio Council 8 and Local 2927, representing approximately 30 employees in various classifications in Inmate Services at the Sheriff's Department for the period 1/1/2015 - 12/31/2017, 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 AFSCME 2927 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 the Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0020

<p>Sponsored by: County Executive Budish on behalf of Office of the Prosecuting Attorney</p>	<p>A Resolution approving a proposed settlement in the matter of <i>Patricia A. Allen, Administrator of the Estate of Albert W. Fabian, Jr. v. Cuyahoga County, et al.</i>, United States District Court, Northern District of Ohio, Case No. 12-CV-1659; authorizing the Director of Law and/or his designee to execute the settlement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Patricia A. Allen in her capacity as the Administrator of the Estate of Albert W. Fabian, Jr., filed an action captioned *Patricia A. Allen, Administrator of the Estate of Albert W. Fabian, Jr., v. Cuyahoga County, et al.*, which is docketed in the United States District Court (N.D. Ohio) Case No. 12-CV-1659 which action included claims against Cuyahoga County and various officials and/or employees and/or agents thereof alleging civil rights violations and claims under state tort law (“Matter”); and

WHEREAS, the parties hereto have settled the Matter, which settlement has been approved by Probate Court Judge Anthony J. Russo as outlined in the Probate Court Entry dated December 22, 2014 in the amount of \$200,000.00 as a full and final settlement of any and all claims and any and all attorneys’ fees arising out of the Matter; and

WHEREAS, pursuant to the Probate Court Entry dated December 22, 2014, the settlement amount of \$200,000.00 is to be distributed as specified; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

SECTION 1. County Council hereby approves a settlement agreement with the Plaintiff in the amount of \$200,000.00, inclusive of all costs and attorneys’ fees.

SECTION 2. The Law Director (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, the Director of the Office of Budget and Management is hereby directed to submit the requisite resolution for County Council's first meeting in February 2015 to appropriate any necessary funds to effectuate this settlement. Such appropriation is hereby approved.

SECTION 4. It is necessary that this Resolution become immediately effective in order that the proceedings in the case may cease and to continue the usual and daily operations of the County Departments affected by this matter. 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 the Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0021

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Nailah K. Byrd, upon her taking the oath of office, as Clerk of Courts 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 5.04 of the Charter provides for the office of the Clerk of the Courts for the Court of Common Pleas; and

WHEREAS, the County Executive has nominated Nailah K. Byrd, Esq. for the appointment to the position of Clerk of Courts for the Cuyahoga County Court of Common Pleas; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2015; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Nailah K. Byrd, Esq. as the Clerk of Courts; 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 Nailah K. Byrd, Esq. to serve as the Cuyahoga County Clerk of Courts upon her taking the oath of office.

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

that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



ARMOND BUDISH
Cuyahoga County Executive

January 20, 2015

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Headquarters
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Clerk of Courts

Dear President Brady:

Pursuant to Article V, Section 5.04 of the Cuyahoga County Charter, I am pleased to nominate Nailah K. Byrd, Esq. to serve as the Cuyahoga County Clerk of Courts. A copy of her resume and biography are attached hereto for your review. As you know, Ms. Byrd has served as Cuyahoga County's Inspector General since February 2011. As the first Inspector General, Ms. Byrd handled all staffing of the office as well as overseeing all operations of the Agency. Currently, she manages a staff of seven employees and manages an annual budget of approximately \$900,000.00. The Agency consists of highly qualified and skilled employees who assist her in detecting and deterring fraud, corruption, waste, abuse, misfeasance, malfeasance and nonfeasance within County government.

As her resume details, Ms. Byrd has practiced law for more than seventeen years. In addition to serving as the Inspector General, Ms. Byrd has served as an Assistant District Attorney, an Associate at an international law firm, Senior Counsel at a major financial institution, and as an Assistant United States Attorney. A few of Ms. Byrd's accomplishments in her current role include implementing a Case Management Software System, establishing an independent Inspector General website and a Whistleblower Hotline, preparing, presenting and publicly posting Semi-Annual reports. These reports detail not only the duties, responsibilities and accomplishments of the Agency but also include the disposition of closed investigations, reviews and ethics opinions.

Ms. Byrd is a dedicated public servant who has ably served as our independent Inspector General. Her management skills and budgetary insight are ideally suited to serving as the next Clerk of Courts. I am proud to nominate her for service in this vital position.

Should you or any of your colleagues have any questions, please feel free to contact my Assistant, Laura Roche at 216-698-2100.

Sincerely,

Armond Budish
Cuyahoga County Executive

Nailah K. Byrd, Inspector General, Cuyahoga County

Nailah K. Byrd was appointed Cuyahoga County's first Inspector General on February 7, 2011. She has a wealth of experience in both criminal prosecution and civil litigation. In her role as Inspector General, Ms. Byrd is responsible for investigating waste, fraud and abuse in Cuyahoga County, which has approximately 5,000 employees and a \$1.3 billion annual budget.

Ms. Byrd previously worked as a federal prosecutor in the United States Attorney's Office. Prior to that, she practiced law in the litigation group at the international law firm of Squire Sanders & Dempsey, and then served as senior counsel at National City Bank/PNC, where she managed outside litigation counsel. Ms. Byrd is admitted to practice law in New York, New Jersey, and Ohio. She started her legal career as an Assistant District Attorney in New York County after graduating from law school. In March 2013 Ms. Byrd successfully completed the training and examination to earn the designation of Certified Inspector General by the Professional Certification Board of the Association of Inspectors General.

Ms. Byrd is a graduate of the 2004 Bridge Builders class and is a member of Kaleidoscope Magazine's 40 under 40. She previously served on the Magistrate Selection Committee for the Northern District of Ohio. She has been recognized as a top lawyer in Ohio Super Lawyers Magazine and was selected by Crain's Cleveland Business Magazine as a 2011 Women of Note finalist. In 2011, Ms. Byrd was also honored by the Northeast Ohio African American Library and Cultural Center in their annual Young, Gifted, and Black with ties to Black History Program. Cleveland Magazine selected her as one of the Most Interesting People of 2012. Most recently, Ms. Byrd was selected as a member of the Leadership Cleveland Class of 2014. She previously served on the Cleveland Metropolitan Bar Association Nominating Committee. Additionally, Ms. Byrd has been asked to serve as a speaker, moderator and panelist for a number of organizations to discuss topics such as women, diversity, and law. Ms. Byrd lives with her husband, Ed, and their twin sons Jalen and Khalil.

NAILAH K. BYRD

[REDACTED] Sagamore Hills, Ohio 44067
[REDACTED]

Qualifications

Analytical lawyer with skill in methodical and systematic planning and strategizing of legal arguments for diverse entities.

Solid background in problem solving that contributes to organization's productivity.

Able to use logic and reason to effectively bring an issue to closure.

A proven ability to negotiate complex transactions and settlements.

Excellent research, writing and executive presentation skills.

Professional Experience

AGENCY OF INSPECTOR GENERAL, Cleveland, Ohio

Inspector General

February 2011 - Present

Serves as first Inspector General for Cuyahoga County.

Responsible for investigating waste, fraud, corruption and abuse in a county of approximately 5,000 employees and 3,000 contractors and lobbyist.

Serves as the Chief Ethics Investigative Officer for Cuyahoga County.

Manages the appropriate allocation of \$1.3 billion annual budget and supervise Agency staff.

Modernized department record maintenance which includes computerizing investigations, compliance, and disclosure information.

Instituted a whistleblower hotline, allowing citizens the opportunity to anonymously report ethics violations and/or violations of state or federal statues, rules, or regulations and/or the misuse of public resources.

Work closely with other county departments and various law enforcement agencies to promote elimination of inappropriate and unethical behavior in all government operations.

U.S. ATTORNEY NORTHERN DISTRICT OF OHIO, Cleveland, Ohio

Assistant U.S. Attorney

August 2010 - February 2011

Represented the Northern District of Ohio in Federal Criminal actions.

Presented cases to Grand Jury, conducted hearings and tried cases.

Interpreted and applied laws, court decisions and other legal authorities for use in preparation of cases, opinions, and briefs.

Negotiated plea agreements with opposing council.

Prepared pleadings and other legal documents in connection with trials, hearings and other legal proceedings.

Conducted extensive legal research using independent judgment, discretion and initiative.

NATIONAL CITY BANK N.K.A. PNC BANK, Cleveland, Ohio

Vice President, Senior Counsel

November 2005 - March 2010

Contributed to Law Department's overall goal of controlling litigation loss, loss exposure and number of filed lawsuits through the avoidance of potential litigation, the prompt resolution of filed lawsuits and pre-litigation claims and the resolution of major cases including class actions on an economically advantageous basis.

Supervised outside counsel across the country in all aspects of litigation including complex multi defendant claims and class actions.

Monitored activities of outside counsel to ensure compliance with pre-determined work plans and budget models.

Managed Governmental investigations to reduce exposure.

Provided professional legal advice and counsel to corporate management to enhance the internal decision making process and insure adequate protection of the company's legal rights, interests and objectives.

SQUIRE, SANDERS & DEMPSEY L.L.P., Cleveland, Ohio

Associate

March 2002 - November 2005

Specialist in White Collar, Labor and general commercial matters.

Managed all aspects of trial discovery and litigation for complex commercial cases and class actions at both federal and state levels.

Strategized arguments and assembled supporting materials including exhibits, expert and non-expert witness depositions in preparation for trial.

Drafted motions, memoranda, briefs, and correspondence to clients and opposing counsel.

Counseled clients in alternative dispute resolution and settlement options.

Communicated effectively with federal and state court judges and staff and partnered with colleagues in case research and development.

Directed junior associates, summer associates and paralegals in coordination and management of case data, exhibits, materials and legal research.

Conducted and defended fact and expert depositions.

Participated in strategic and long term planning for large-scale cases.

**NEW YORK COUNTY DISTRICT ATTORNEY'S OFFICE, New York,
New York**

Assistant District Attorney

September 1998 - January 2002

Trial Division: Lead attorney responsible for investigation and prosecution of major felony cases including robberies, burglaries, assaults including vehicular assaults, attempted murders, narcotic transactions, and white collar crimes including embezzlement, grand larceny and forgery.

Tried numerous cases to verdict.

Supervised police investigations including drafting arrest and search warrant, conducted grand jury presentations and preliminary hearings, drafted complaints, omnibus motions and motions in limine.

Mentored and supervised younger Assistants in Grand Jury presentations, witness interviewing and trial strategy.

Domestic Violence Unit: Lead attorney responsible for investigation and prosecution of domestic violence cases, including attempted murder cases, and complaints including in-depth witness interviews and preparation and supervision of specially trained domestic violence police officers.

Tried numerous domestic violence cases to verdict.

Received specialized training from the Domestic Violence Unit of the District Attorney's Office and the New York State Prosecutor's Training Institute.

Supervised and advised Junior Assistants on witness interviews, trial preparation and grand jury presentations.

Education

BROOKLYN LAW SCHOOL, Brooklyn, New York

Juris Doctorate, May 1998

Clinics: Judicial Externship, Hon. David Trager, United States District Court for the Eastern District of New York

Activities: Certified Mediator for disputes referred from the Brooklyn civil court docket and various community programs.

Community Facilitator responsible for mediation between government and local community issues on the recertification of Harlem.

COLUMBIA UNIVERSITY, New York, New York

Bachelor's of Arts, Political Science, June 1995 (Dean's List, all eight semesters)

Bar Admissions

State: New York, New Jersey and Ohio

Federal: United States District Court for the Northern District of Ohio

Memberships and Activities

Certified Inspector General, received certification upon completion of training program and successful passage of an examination.

Cleveland Metropolitan Bar Association, *Nominating Committee Member*

Shoes and Clothes for Kids, *Former Board Member*

Hillcrest Hospital, *Board of Trustees Member*

Selection Committee for United States District Court Magistrate Judge for Northern District of Ohio, *Committee Member*

The Links, Incorporated, *Vice President and Member*

Tutor and Mentor for high school seniors entering college.

Awards and Recognitions

Leadership Cleveland, Class of 2014 Graduate

Cleveland Magazine's Most Interesting People 2012

Northeast Ohio African American Library and Cultural Center 2011 Honoree

Crain's Cleveland Business Magazine 2011 Women of Note finalist

Kaleidoscope Magazine 40/40 Club

Ohio Super Lawyers Rising Stars

Cleveland Bridge Builders, Class of 2004 Graduate

Who's Who in Black Cleveland recognition

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0022

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Edward H. Kraus, upon his taking the oath of office, as Cuyahoga County Director of Regional Collaboration; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ordinance No. O2011-0009, the County Council established the Cuyahoga County Department of Regional Collaboration; and

WHEREAS, Cuyahoga County Code Section 202.13 provides that 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 Edward H. Kraus for the appointment to the position of Director of Regional Collaboration; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2015; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Edward H. Kraus to the position of Director of Regional Collaboration; 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 Edward H. Kraus to serve as the Director of Regional Collaboration upon his taking the oath of office.



ARMOND BUDISH
Cuyahoga County Executive

January 16, 2015

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Regional Collaboration


Dear President Brady:

Cuyahoga County is currently experiencing a rapid re-development that is the catalyst for Northeast Ohio's renaissance. The impetus for this re-development is the establishment of strategic partnerships, both, public and private, with various local organizations to promote the benefits that Cuyahoga County and the region present. This spirit of cooperation and collaboration is integral to the fostering of strong, vibrant communities and municipalities. Ordinance 02011-0009 is legislation that established the Department of Regional Collaboration, in April of 2011, to serve as the primary entity of promoting cooperative efforts amongst public and private entities in Cuyahoga County and within the Northeast Ohio region.

Pursuant to applicable provisions, I am pleased to nominate **Edward H. Kraus** to serve as the Director of the Department of Regional Collaboration. A copy of his resume is attached hereto which details his relevant work history and background. Mr. Kraus has outstanding credentials for leading this department as well as high moral character. Personally, I can vouch on, both, his credentials and moral character, through my years of professional and personal interaction with Mr. Kraus. Mr. Kraus has served in his local community as Vice-Mayor and member of the Solon City Council, where he served as chair of the Enterprise Zone, Safety and Finance committees. In addition, Mr. Kraus has served as the former Supervising Attorney for the Cuyahoga County Mortgage Fraud Task Force, where he developed strategic partnerships with federal, state, and local law enforcement. In summary, Mr. Kraus has the acumen and relationships to build the key partnerships that will aid in furthering Cuyahoga County's renaissance.

I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,



Armond Budish
Cuyahoga County Executive

Edward H. Kraus

Solon, Ohio 44139

LEGAL EDUCATION:

Cleveland Marshall College of Law, Cleveland State University, Cleveland, Ohio

Juris Doctor Degree, June 1986

Admitted to Ohio State Bar, November 1986

Moot Court Board of Governors: National Team 1985 – 1986

Top Petitioner Brief, Region VI, National Moot Court Competition

PRE-LEGAL EDUCATION:

Ohio State University, Columbus, Ohio

Bachelors Degree in Business Administration, June 1983

Major: Management Science with a minor in Political Science

LEGAL EMPLOYMENT:

McDonald, Hopkins LLC.

July 2013-present

Employed as an Attorney in the Cleveland office. Areas of focus include White Collar Investigations and Government regulations, Planning and Zoning, Real Estate, Consumer Finance, Energy, Consumer Financial Protection Bureau, Government Affairs, and Business Receiverships. Collaborates with other offices in Florida, Michigan, Chicago, and Washington D.C. on various firm projects and cases involving the above practice areas. Participates in forums involving the Consumer Financial Protection Bureau and local aspects of Receivership practice.

Cuyahoga County Prosecutors Office, Cleveland, Ohio

September 2008-June 2013

Supervising Attorney Cuyahoga County Mortgage Fraud Task Force:

Organized and implemented one of the largest and most comprehensive mortgage fraud operations in the country. Task Force works with a variety of partnership agencies including Ohio Attorney General's Office, FBI, HUD/OIG, Ohio Department of Commerce, Cuyahoga County Sheriff and other local law enforcement. Task Force has successfully investigated and prosecuted cases involving in excess of one thousand homes, hundreds of individuals, focusing on larger organized criminal enterprises. These individuals and companies participated as buyers, sellers, appraisers, title officers, mortgage brokers, investors, and loan officers. Work includes overseeing investigations, grand jury and indictment preparation, and all aspects of court appearances including pre-trials, motion hearings, jury and court trials, plea hearings, sentencing and all appellate work.

Ohio Attorney General's Office

January 2007-August 2008

Co-managing attorney Cleveland Office and Assistant Section Chief of Consumer Protection:

Assisted in a supervisory capacity in the management of the Cleveland Office of the Ohio Attorney General's Office; Worked on various community and law enforcement projects, in which the Attorney General's office partnered with local institutions on a new crime lab and mortgage fraud operation to combat the housing and local foreclosure crisis; Worked with federal, state and local law enforcement to organize and implement the Cuyahoga County Mortgage Fraud Task force formed in November 2007.

Ronald Frederick and Associates, Cleveland, Ohio

January 2006 – January 2007

Attorney: Responsibilities included:

Extensive litigation in all areas of Consumer Protection

Javitch, Block and Rathbone, Cleveland, Ohio

March 1994 - December 2005

Partner:

Responsibilities included: Extensive litigation experience as a Creditor Attorney in the practice areas of Commercial, Collection and Business Law; Supervision of pre-trials, discovery, motion practice, bench and jury trials and Appellate work; Representation of a wide range of clients in the credit industry including banks, credit card companies, landlord and management companies, automobile and insurance industry and other entities within financial services; Management of Arbitration Awards and coordination of the confirmation process in State Court; Development of Associate Attorney training for litigation and court-related matters; Implementation and supervision of Attorney/Collector roundtable, to enhance inter-office communication and overall firm productivity.

Cuyahoga County Prosecutors Office, Cleveland, Ohio

July 1987 – February 1994

Assistant County Prosecutor:

Responsibilities included:

Extensive trial experience in the areas of criminal law in all degrees of felonies including capital murder, murder and rape cases; Preparation for trial, including the researching of criminal issues; Handled all appeals of cases tried, involving appellate brief preparation and oral arguments in the Court of Appeals

ELECTED OFFICE:

City of Solon, Council Representative, Ward 6

2001 – Present; Appointed to position of Vice-Mayor December 2010-present

Representation on City Council of Ward 6 residents, and serves on the following committees:

Planning and Zoning Commission

Chairman, Safety and Public Properties Committee

Enterprise Zone Committee-Chair

Recreation Commission

Finance Committee-Chair

COMMUNITY INVOLVEMENT

Graduate of Wexner Heritage Foundation

1992 – 1995

Trustee, Neighborhood Centers Association

1998 – Present

Executive Committee, Jewish Community Center

1996 – 2005

Board of Trustees, Jewish Education Center of Cleveland

1995 – Present

Board of Trustees, Agnon School

2000 –2006

Board of Trustees, Bellfaire / JCB

2008-Present

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0023

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center, for the period 4/1/2015 - 3/31/2018; 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 Public Works recommended an award on RQ32046 with Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center for the period 4/1/2015 – 3/31/2018; and

WHEREAS, the primary goals of this project are to provide annual routine services for environmental controls/life safety systems, preventative maintenance, repair and programming and upgrades to the Metasys System including hardware, software, firmware and technical support at the Justice Center Complex, including Jails I and Jail II and the Juvenile Justice Center; and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by Public Works' Internal Service 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 RQ32046 to Johnson Controls, Inc. in the amount not-to-exceed \$1,103,352.00 for preventative maintenance services for Metasys and Heating, Ventilation and Air

Conditioning Systems at the Justice Center Complex, including Jails I and II and the Juvenile Justice Center for the period 4/1/2015 – 3/31/2018.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

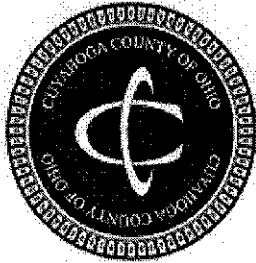
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



3

Item Details:

Agency/Dept. Name:	Department of Central Services	Agency/Dept. Head Name:	STAN KOSILESKY
Type of Request:	Submission of Awarded Contract		
Request Prepared by:	SHEILA MCNEA, PURCHASING ANALYST	Telephone No.:	216-443-3066

SUMMARY OF REQUESTED ACTION:

Scheduled Meeting: Regular Meeting 1/27/2015 5:00 PM

TITLE: PUBLIC WORKS 2015 RFP32046 PREVENTIVE MAINTENANCE SERV FOR METASYS & HVAC SYSTEMS RECOMMEND AWARD/SUBMISSION OF CONTRACT JOHNSON CONTROLS

A. SCOPE OF WORK SUMMARY

1) Cuyahoga County Department of Public Works is recommending award and the submission of contract on RFP#32046 for preventative maintenance services for metasys & HVAC systems at the Justice Center Complex including Jail I & Jail II and the Juvenile Justice Center for a three year contract term April 1, 2015 through March 31, 2018 with Johnson Controls, Inc., in the amount not to exceed \$1,103,352.00 w/\$24,000.00 contingency included.

The primary goal of this contract to is to 1) provide annual routine services for environmental controls/life safety systems preventative maintenance, repair and programming. 2) Upgrade the Metasys System to include hardware, software, firmware and technical support for the Metasys DDC and pneumatic controls. 3) Master preventive maintenance/repair for environmental controls and/or HVAC service performance includes comprehensive and operational inspection of Metasys Direct Digital Control and pneumatic control system. 4) Services include wet side fire testing. Fire pumps are to be tested on an annual basis. The testing must be completed by a technician certified by the State of Ohio Department of Commerce to service, test, monitor, inspect, respond services, and install

sprinkler/standpipe and fire pumps.

B. PROCUREMENT

The procurement method for this project was the formal RFP process. There was 1 RFP submitted and reviewed from OPD with Johnson Controls the lowest, best and only vendor.

C. CONTRACTOR AND PROJECT INFORMATION

Vendor:

Johnson Controls, Inc. (Federal ID 39-0380010)
5757 N. Green Bay Avenue
Milwaukee, WI 53209
Contact Person: Greg Bacho
(216) 518-5913
IG#12-1617

Location of Project:

Justice Center Complex

1200 Ontario
Cleveland, Ohio 44113

Jail I & Jail II

1215 W. 3rd Street
Cleveland, Ohio 44113

Juvenile Justice Center

9300 Quincy Avenue
Cleveland, Ohio 44106

D. Project Status and Planning

This project is an extension of a current project and the addition of the Juvenile Justice Center with an anticipated start date of April 1, 2015 for a three (3) year contract term thru March 31, 2018 with a cost not to exceed \$1,103,352.00 (includes \$24,000.00 contingency)

E. Funding

The project is funded 100% by Public Works' Internal Service Fund. The Schedule of payments is by invoice, monthly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

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

The increase is due to the addition of the Juvenile Justice Center Complex + contingency fund

Financial Information:

Funding source:	Explanation:
Other	DEPARTMENTS INTERNAL SERVICE FUND
Total Amount Requested:	
\$1,103,352.00	

ATTACHMENTS:

Click to download

- [RFP](#)
- [TAC APPROVAL](#)
- [PROPOSAL](#)
- [BOND](#)
- [SBE1](#)
- [SBE2](#)
- [BOND](#)
- [COMPLIANCE](#)
- [LIABILITY INSURANCE](#)
- [NON COLL](#)
- [POA INSURANCE](#)
- [VENDOR COMPLIANCE](#)
- [W9](#)
- [WORKERS COMP](#)
- [OWNERSHIP](#)
- [AUDITOR](#)
- [SOS](#)
- [NOTARIZED](#)
- [EVALUATION](#)
- [CONTRACT COVER](#)
- [CONTRACT WORD FORM](#)
- [BID TAB](#)
- [AWARD LETTER](#)
- [DEPARTMENT RATE SHEET](#)
- [vendor signed contract](#)

History

Time	Who	Approval
1/6/2015 9:56 AM	Office of Procurement & Diversity Clerk of the Board	Yes



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

Contractor: JOHNSON CONTROLS, Inc.

Contract/Agreement No.: CE1200163

Time Period: 4/1/2012 -- 3/31/2015

Service Description: Environmental Control/Life Safety System Preventative Maintenance Services for various locations.

Original Contract/Agreement Amount: \$392,928.00

Prior Amendment(s) Amount(s): \$134,852.37 (BC2014-64)

Performance Indicators: JOHNSON CONTROLS, INC has provided the County with high quality Environmental Controls / Life Safety Systems Preventive Maintenance Services in accordance to the contract.

Actual performance versus performance indicators (include statistics): Johnson Controls, Inc. has had a 95% success rate in meeting performance for all tasks.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: All technicians that have worked on assigned task have been proficient in their field.

Sheila McNea, Purchasing Analyst
Department Of Public Works

12-24-14
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0024

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$72,262.04 to fund said amendment; 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 amendment (Subsidiary No. 5) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44; and

WHEREAS, the primary goal of the project is to repair and rehabilitate the Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland in Council District 7 and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded as follows: (a) 80% or \$578,096.35 from Federal Funds; (b) 10% or \$72,262.04 from the Cuyahoga County Motor Vehicle \$5.00 License Tax Funds; and (c) 10% or \$72,262.05 with funds from City of Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment (Subsidiary No. 5) to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$722,620.44.

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

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make application for the allocation from the County Motor Vehicle \$5.00 License Tax Fund to fund said amendment.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

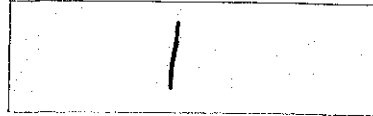
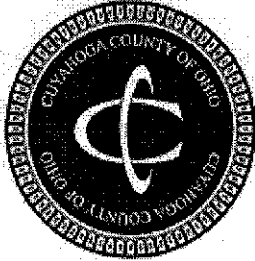
Clerk of Council

Date

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

Journal _____
_____, 20__

Novus AGENDA



Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept. Head Name:** Thomas P. Sotak, P.E.

Type of Request: Contract/Amendment

Request Prepared by: Juliann Conway **Telephone No.:** 216-348-3838

SUMMARY OF REQUESTED ACTION:

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION WAS SUBMITTED FOR APPROVAL ON DECEMBER 17, 2014.

Department of Public Works (DOPW):

A. Summary of Scope

1. is submitting an amended agreement (Subsidiary No. 5 to Contract CE1100721-01 with American Bridge Company for the rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for an amount not-to-exceed \$722,620.44.

See Attached Justification Form and Explanation of Necessity.

This project is staffed with following employees of the Department of Public Works:

- Jaoudat Charif, P.E., Area Construction Engineer**
- Calvin Overmyer, Project Supervisor**
- Jerry Dubray, Project Inspector**

The engineer's estimate was \$34,568,432.75.

Original Contract Amount: \$30,323,618.65
Amendment No. 1: \$93,660.32

Amendment No. 2: \$56,567.26
Amendment No. 3: \$261,040.78
Amendment No. 4: \$714,577.66
Amendment No. 5: \$722,620.44 (Pending)
Rev. Contract Amount: \$32,172,085.11

2) The primary goal is to complete construction as per plans and specifications.

B. Procurement

1. Competitive Bid Process (original contract).

C. Contractor and Project Information

1. Contractor: American Bridge Company, 1000 American Bridge Way, Coraopolis, PA, 15108, (Council District N/A). Project Location: Cleveland (Council District 7).

D. Project Status and Planning

1. Project is under construction and structure is currently closed to traffic.

E. Funding

1. 80% Federal Funds and 10% County using funds from the \$5.00 Vehicle License Tax and 10% City of Cleveland.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Other

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

Financial Information:

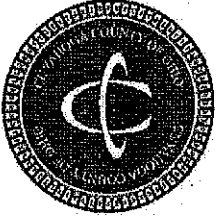
Funding source:	Explanation:
Other	See Summary of Requested Action.

Total Amount Requested:
\$722,620.44

ATTACHMENTS:

Click to download

- [Contract History Log CE1100721](#)
- [Copy of Explanation of Necessity](#)
- [Copy of Submitted Justification](#)
- [Corporate Resolution American Bridge Company](#)
- [Principal Owner Form - American Bridge Company](#)
- [COI Current 10-1-15](#)



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):	American Bridge Company
Principal Owner's Name (The legal name of the owner/s of the business):	Michael D Fowler, President Corporation Larry Frisco, Sr. V. President
Owner/Officer's Title:	Sec Above
Business Address:	1000 American Bridge Way Coraopolis PA 15108
Phone Number:	412-631-1000
Name of Person Completing Form:	Same As below
Signature:	
Title:	

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: Julianne Conway

Date: 2-20-14

Printed Name: Julianne Conway

Inspector General Vendor ID#: 12-0469

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: American Bridge Company

**Contract/Agreement No. CE1100721-01-(Contract Amendment No. 5) Time Period:
N/A**

**Service Description: Rehabilitation of Columbus Road Lift Bridge over the Cuyahoga
River in the City of Cleveland**

Original Contract/Agreement Amount: \$30,323,618.65

Prior Amendment(s) Amount(s): \$1,125,846.02

Performance Indicators:

- Quality of work
- Meet schedule.
- Cooperation with public.

Actual performance versus performance indicators (include statistics):
Quality of work has been above average.
Construction has been complete as per plan and specifications.
Cooperates with all parties and residents affected by the construction.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: The Columbus Road Lift Bridge Project is very complicated and demands a lot of preparation and coordination between the various parties involved from designers to owner etc. The contractor continues to be very understanding and knowledgeable of the situation and shows great cooperation to get problems resolved either through direct communications or through the Submittals and RFI's process.

DOPW – Construction

12/17/14

User Department

Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0025

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$899,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended making an award on RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$889,902.00 for design-build engineering services for replacement of various culverts in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and

WHEREAS, the primary goals of this project are:

- i) replacement of Akins Road Culvert 01.12 over a creek to the east branch of the Rocky River in the City of North Royalton located in Council District 5, and
- ii) replacement of Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights located in Council District 5; and

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

WHEREAS, construction is scheduled to begin April 15, 2015 and scheduled to be completed October 15, 2015; 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 RQ32019 to Schirmer Construction LLC in the amount not-to-exceed \$889,902.00 for design-build engineering services for replacement of various culverts in the Cities of North Royalton and Middleburg Heights.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

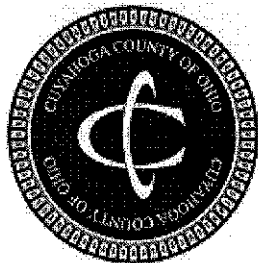
Clerk of Council

Date

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

Journal _____
_____, 20__

NovusAGENDA



2

Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept. Head Name:** Thomas P. Sotak, P.E.

Type of Request: Award Recommendation

Request Prepared by: Juliann Conway **Telephone No.:** 216-348-3838

SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ32019 to Schirmer Construction LLC for the Design-Build Project - Part A: replacement of Akins Road Culvert 01.12 in the City of North Royalton and Part B: replacement of Eastland Road Culvert 00.53 in the City of Middleburg Heights in the amount not-to-exceed \$899,902.00.

2. and enter into a contract with Schirmer Construction LLC. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the bid specifications.

3) N/A.

PROCUREMENT

1) Competitive Bid process.

2) The Office of Procurement and Diversity (OPD) assessed a 30% SBE goal and deemed Schirmer Construction LLC SBE Compliant.

3) The engineer's estimate was \$820,000.00. The bids were open on December 18, 2014.

There were three (3) proposals pulled from OPD and one (1) bid was submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

C) CONTRACTOR AND PROJECT INFORMATION

Schirmer Construction LLC 440-716-4900

31350 Lorain Road

North Olmsted, Ohio 44070

Nick Iafigliola, P.E., President

Council District - 1

3. The City of North Royalton (Council District 5) and the City of Middleburg Heights (Council District 8).

D. PROJECT STATUS AND PLANNING

1. The contract period will be approximately six (6) months (April 15, 2015 and be substantially complete by October 15, 2015).

Project Description:

Part A: The replacement of Akins Road Culvert 01.12 over a Creek to the East Branch of the Rocky River in the City of North Royalton and Part B: The replacement of Eastland Road Culvert 00.53 over an unnamed stream in the City of Middleburg Heights. The design-build work shall include, but not necessarily be limited to, the removal of existing culverts, including wing walls and foundations, construction of new culverts, each on its same horizontal and vertical alignments, reconstruction of adjacent approach pavement, installation of guardrail, and grading.

E. FUNDING

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

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

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

Financial Information:

<p>Funding source: Explanation: Other See Summary of Requested Action</p> <p>Total Amount Requested:</p>

\$899,902.00

ATTACHMENTS:

Click to download

- [Contract Cover TAB](#)
- [Contract Part 1 of 11 TAB \(3\)](#)
- [Contract Part 2 of 11](#)
- [Contract Part 3 of 11](#)
- [Contract Part 4 of 11](#)
- [Contract Part 5 of 11](#)
- [Contract Part 6 of 11](#)
- [Contract Part 7 of 11](#)
- [Contract Part 8 of 11](#)
- [Contract Part 9 of 11](#)
- [Contract Part 10 of 11](#)
- [Contract Part 11 of 11](#)
- [DFWPP Verification](#)
- [Auditor's Findings](#)
- [Business Name Filing](#)
- [W9](#)
- [WC Certificate Current 2-28-15](#)
- [DOPW Bid Tabulations](#)

History

Time

Who

Office of Procurement &
Diversity

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2014-0299

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
---	--

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 November 5, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S), and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

- Exhibit A: Class Title: *Building Rehabilitation Specialist Supervisor*
Number: 1020313
Pay Grade: 10
*Classification number changed from 1021312 to 1020313 necessitated by the creation of a new classification: (Sr. Building Rehabilitation Specialist) within the series.
- Exhibit B: Class Title: *Construction Supervisor*
Number: 1045113
Pay Grade: 8
*Revise to *Project Inspection Supervisor* per recommendation of PRC Hearing Officer and settlement discussion with appellants.
- Exhibit C: Class Title: *Data Security Specialist*
Number: 1053141
Pay Grade: 7
*Revise and change to Security Systems Compliance Coordinator. Pay grade changed from 7 to 8. Updated spec. to new format to include percentages of time spent on essential functions.
- Exhibit D: Class Title: *Employee Benefits Manager*
Number: 1053663
Pay Grade: 15
*Change in classification number from 1053662 to 1053663 necessitated by creation of new classification (Sr. Employee Benefits Coordinator) in the series.
- Exhibit E: Class Title: *Employee Relations Specialist 1*
Number: 10533651
Pay Grade: 13
*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit F: Class Title: *Employee Relations Specialist 2*
Number: 1053652
Pay Grade: 14
*Revised spec. to new format to include percentages of time spent on essential functions and revised essential functions.
- Exhibit G: Class Title: *HRIS Systems Administrator*
Number: 1053625
Pay Grade: 14B

*Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions; pay grade change from 13 to 14B.

Exhibit H: Class Title: *Housing Manager*
Number: 1021315
Pay Grade: 15
*Changed classification number from 1021313 to 1021315 necessitated by creation of new classification (Community Development Officer) within the series.

Exhibit I: Class Title: *Sewer Maintenance Superintendent*
Number: 1043123
Pay Grade: 15
*Change classification number from 1042514 to 1043123 necessitated by the deletion of Sewer Maintenance Manager.

Exhibit J: Class Title: *Senior Nurse Supervisor*
Number: 1054114
Pay Grade: 12
*Changed department to include Sheriff's Department. Updated spec. to new format to include percentages of time spent on essential functions and revised essential functions.

Proposed Deleted Classifications:

Exhibit K: Class Title: *Sewer Maintenance Manager*
Number: 1043123
Pay Grade: 13

Exhibit L: Class Title: *MST Therapist*
Number: 1056271
Pay Grade: 9

Exhibit M: Class Title: *Project Inspector Supervisor*
Number: 1062211
Pay Grade: 10

Addition of the following Classifications: (See Attached Classification Specifications)

Exhibit N: Class Title: *Animal Adoptions Coordinator*
Number: 1022401
Pay Grade: 4

- Exhibit O: Class Title: *Business Infrastructure Analyst*
Number: 1053201
Pay Grade: 13B
- Exhibit P: Class Title: *Community Development Officer*
Number: 1055241
Pay Grade: 14
- Exhibit Q: Class Title: *Dockworker*
Number: 1012121
Pay Grade: 2
- Exhibit R: Class Title: *Senior Building Rehabilitation Specialist*
Number: 1021312
Pay Grade: 7
- Exhibit S: Class Title: *Senior Employee Benefits Coordinator*
Number: 1053662
Pay Grade: 9

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: December 9, 2014
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: January 27, 2015

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Rehabilitation Specialist Supervisor	Class Number:	1021312
		Pay Grade:	10

Departments:	Development, only
---------------------	-------------------

Classification Function

The purpose of this classification is to supervise lower level building rehabilitation specialists.

Essential Job Functions

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

- Supervises building rehabilitation specialists performing initial inspections, energy efficiency inspections and estimates on rehabilitation projects (e.g. - assigns and reviews work; provides job training and instruction; conduct performance evaluations; coordinates between inspectors and borrowers when a conflict arises; conducts meetings; travels to inspection sites to observe work).
- Prepares and maintains various construction inspection reports and records (e.g.- prepares and submits time and cost estimates; writes specifications for special projects; prepares and reviews contracts and vouchers; maintains computerized specification writing system; develops, designs and maintains data bases for managerial and financial reporting).
- Performs and prepares other programmatic duties (e.g.- maintains all required state and federal licensing with regards to the execution of lead programs; interprets federal, state and local laws concerning lead; coordinates proposals, contracts and agreements; administers rules and regulations; reviews and recommends loans for approval; answers questions and negotiates disagreements with homeowners).
- Functions as liaison to local building departments of participating communities.
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and five years of building inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, analyzer, combustible gas detector, bore sighter, and thermal imaging gun.
- Ability to operate a variety of office machines and equipment including personal computer, printer, adding machine and telephone.

- Ability to operate a motor vehicle.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic high school algebra.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion, or salary increase of other employees.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including client files, work specifications, bid proposals, contract qualifications, contracts, inspection documents, production reports, building plans, flow charts, HUD report forms, correspondence, industry newsletters and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CABO and BOCA code books, Hometech, HUD Grantee, EPA Guidelines for Lead-Based Paint Hazards, mold and moisture manual, and personnel policy manuals.
- Ability to prepare Rehabilitation Progress Report, Building Weatherization Report, automated specifications, inspection reports, employee performance evaluations 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 energy conservation terminology, housing rehabilitation and building construction terminology and language.
- Ability to communicate with supervisors, inspectors, contractors, clients, City grantees, other building departments, other County employees, and government agency representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Construction Supervisor	Class Number:	1045113
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises clerical and technical level classifications.

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 the work of clerical and technical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.

- 10% +/- 10%
- Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

- 20% +/- 10%
- Oversees construction project logistics; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project.

- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.

- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in engineering technology with three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No licensing requirements

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to understand and perform addition, subtraction, multiplication and division.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.

- Ability to prepare board actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Inspection Supervisor	Class Number:	1045113
FLSA:	Non - Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises technical and clerical level classifications.

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 the work of technical and clerical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.

- 30% +/- 10%
- Oversees construction project logistics; reviews contractor's project schedule; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project; Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.

- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.

- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

Project Inspection Supervisor

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in engineering technology with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Requires a driver's license in the State of Ohio.

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 operate a camera, video camera, measuring wheel, site level, and various measuring and project analyzing tools.
- Must have physical ability 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.

Mathematical Ability

- Ability to understand and perform addition, subtraction, multiplication, division, calculation of decimals and percentages, make use of the principles of algebra, geometry, trigonometry and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Project Inspection Supervisor

- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, reports, calculations, plans, estimates, 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, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions and may risk exposure to toxic/poisonous agents or traffic hazards
- Work is typically performed in an office environment and in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Security Specialist	Class Number:	1053141
		Pay Grade:	7

Departments:	Public Safety & Justice Services, only
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Classification Function

The purpose of this classification is to provide security for the physical and data systems and components for the Cuyahoga Regional Information System (CRIS) division.

Essential Job Functions

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

- Provides security for the physical and data systems and components for the CRIS division (e.g. – ensures the administration of the secure dial-up system; assists in maintaining network topology documentation; supports security-related configuration management; provides guidance in implementing security measures at the local level; controls access to CRIS network; analyzes overall system operations to determine security needs).
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. – serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Systems Compliance Coordinator	Class Number:	1053141
FLSA:	Non-Exempt	Pay Grade:	8
Departments:	Public Safety & Justice Services, only		

Classification Function

The purpose of this classification is to the position's purpose is to ensure departmental compliance with the Law Enforcement Automatic Data System (LEADS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS) policies and that all persons who operate REDSS terminals are certified in accordance with LEADS policies.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with crime information systems. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

Essential Job Functions

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

- 50% +/- 15%
- Serves as point-of-contact at the regional level for matters relating to LEADS information access; oversees the administration of the LEADS/CJIS system programs within the local agency; oversees the agency's compliance with LEADS/CJIS systems policies
- Audits law enforcement agencies to ensure accuracy and integrity of system information (e.g. - conducts audits of data accuracy, quality control and proper information disposition; conducts breach of security investigations; inspects user sites for security of their connectivity to the CRIS/LEADS/NCIC systems; inspects agency locations).
- Performs administrative duties (e.g. - serves as security point-of-contact with the Ohio Law Enforcement Automated Data System (LEADS); disseminates security-related training materials to local agencies; assists in training of users; represents CRIS at meetings and to other criminal justice agencies; serves as back-up to computer operation staff).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field with one year of computer systems experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, visual communication equipment, printers, copiers, etc.
- Ability to lift, carry and move machinery, user paper and other supplies.

Supervisory Responsibilities

- Ability to review the work of other employees.
- Ability to provide training and instruction.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including computer system transaction reports, validation reports, bulletins, product information, complaint correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, computer operation manuals, bulletins, etc.
- Ability to prepare training aids, charts, administrative reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with Director, managers, supervisors, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Manager	Class Number:	1053662
FLSA:	Exempt	Pay Grade:	15
Departments:	Office of Human Resources (OHR), only		

Classification Function

The purpose of this classification is to manage the administration of health and welfare benefits for County employees and their dependents in accordance with governmental laws and regulations. This classification is responsible for timely and nondiscriminatory resolution of employee issues and concerns relating to benefits.

Essential Job Functions

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

- Manages the administration of health and welfare benefits for County employees and their eligible dependents in accordance with governmental laws and regulations (e.g.- manages the open enrollment process for County employees; edits script, portal and confirmation testing; prepares open enrollment materials; answers benefits appeals; prepares Requests for Proposal and Requests for Qualifications for various benefit programs; assists negotiating and preparing contracts; implements new benefits programs; develops policies and procedures related to benefits programs; edits the Benefits Procedures Manual; develops employee communications and blast e-mails; recommends changes to benefit plans and plan designs; researches and resolves payment and eligibility issues; coordinates issues with integrating benefits programs and the human resources information system; coordinates and tests updates to the human resources information system).
- Supervises lower level benefits employees (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave).
- Manages various benefits special projects (e.g.- manages wellness initiatives; manages eligibility verification of dependents; manages Medicare DataMatch and reporting; manages Deferred Compensation administration for FNA plan; manages voluntary benefits administration, troubleshooting and quarterly open enrollment; researches and coordinates benefits plan regionalization opportunities, researches and coordinates changes resulting from Health Care Reform and other legislative changes).
- Performs administrative functions (e.g.- answers phone calls; responds to emails; responds to subpoenas and healthcare questionnaires; reviews letters from employees, doctors and lawyers; attends meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in personnel administration, human resources or related field with ten years of personnel experience including three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, copier and fax machine.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including FNA forms, Medicare DataMatch reports, carrier reports, Life insurance documents, support orders, medical support orders, healthcare contracts and amendments, I.R.S., D.O.L. and HIPA regulations, FSA reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Benefits Manual, COBRA/ERISA documentation, Summary Plan Description, human resource policy manuals and Ohio Revised Code.
- Ability to prepare performance evaluations, budget projections, open enrollment communications, eligibility verification letters, benefits appeals and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, legal, accounting and personnel terminology and language.
- Ability to communicate with the County Board of Commissioners, County Administrator, County Human Resources Director, directors, managers, supervisors, consultants, benefits providers, governmental agencies, doctors, hospitals, other County employees, other elected officials and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 1	Class Number:	1053651
		Pay Grade:	13

Departments:	County Human Resource Department, only
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Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to represent the County in matters pertaining to employment.

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.

- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the Ohio Bureau of Employment Services in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with two years of labor relations, personnel experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer utilizing departmental software, fax machine.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 1	Class Number:	1053651
FLSA:	Exempt	Pay Grade:	13
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate and represent the County in matters pertaining to employment.

Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment relations programs under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

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%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support of the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievance at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; issues written findings of investigations.
- 5% +/- 25%
- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five (5) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Specialist 1

1053651

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 2	Class Number:	1053652
		Pay Grade:	14

Departments:	County Human Resource Department, only
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Classification Function

The purpose of this classification is to assist representing the County in the administration of employment relations program (i.e. Unemployment Compensation) and participate in employee grievance procedure.

Essential Job Functions

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

- Assists representing the County in the administration of employment relations program (e.g. - establishes program goals for unemployment compensation cost containment, coordinates review of request for information separation; coordinates charge back reports; coordinates preparation of quarterly reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES).
- Participates in employee discipline process (e.g. - presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted).
- Represents County in other matters pertaining to labor and employment (e.g. - appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; serves as lead negotiator of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County prosecutor in the preparation of defense of employment cases; may serve as the Board's designee at the State Personnel Board of Review in the matter of appeals by non-bargaining unit employees from orders of removal and suspension).
- Performs special investigations (e.g. - investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, AIDS in the workplace, hiring of ex-felons, falsification of county records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations).
- Performs administrative duties (e.g. - serves as liaison between the Human Resource Department and the County Prosecutor's Office; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with five years of labor relations, personnel experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer utilizing departmental software, fax machine, calculator, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and language.
- Ability to communicate effectively with personnel officers, personnel administrators, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Relations Specialist 2	Class Number:	1053652
FLSA:	Exempt	Pay Grade:	14
Department:	Human Resources, only		

Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment relations programs, participate in employee grievance procedure and manage staff.

Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment relations programs under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this classification may report to the Department Director or Deputy Director. This class is distinguished from the journey level classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

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%
- Assists in the centralization and creation of employment relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

10% +/- 5%

- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment –related training on various issues (i.e. OSHA)).

10% +/- 5%

- May provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions,

5% +/-25%

- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations, human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053625
FLSA:	Exempt	Pay Grade:	13
Department:	Office of Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and to supervise payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll, migrations of agencies onto the HRIS including benefits and other areas.

Essential Job Functions

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

- Manages the County's payroll function using the countywide human resources information system (HRIS) (e.g.- manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the County Auditor for all Board of County Commissioners (BOCC) and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates professional pay increase notifications; works with supervisor to coordinate and test HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the County Auditor's Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to; serves as liaison for Payroll and HRIS to other elected officials, governmental agencies and County departments; on call status for urgency of issue resolution).
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff (e.g.- assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings).
- Provides various HRIS support services (e.g.- troubleshoots system and payroll issues; provides maintenance and configuration changes, as needed; tests interfaces to County Auditor's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; tests changes to system; creates and maintains procedural manuals, reports, graphs, charts to present programming, functionality and other information; develops and delivers end user training programs).
- Administers Timelink Time Clock System (e.g.- coordinates Timelink configuration; maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current and new end-users the Timelink Time Clock System; serves as liaison to Timelink Corporation; provides in-house maintenance user training).
- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support. Analyzes business needs for possible configuration changes.
- Serves as functional lead on Employee Self Service project including paperless time sheets, paperless payroll, move from week in blind and analysis of all changes.

- Serves as functional lead on special projects including upgrade of system and applications. Maintains functional expertise and liaisons with programmers to ensure information system coding is conducive with functional needs.
- Serves as back-up to payroll staff and Systems Manager.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or human resources with five years of human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, typewriter, fax machine, and calculator.

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.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including SAP Manuals, Benefits Manual, collective bargaining agreements, and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, transport forms, 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 human resources and HRIS terminology and language.
- Ability to communicate with County Human Resource Director, department directors, personnel managers, supervisors, County Auditor's office, other County elected officials, other County employees, consultants, union leadership, bank associates, and insurance carriers.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053625
FLSA:	Exempt	Pay Grade:	14B
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to manage the County's payroll function using the countywide human resources information system (HRIS) and the employee self service intranet interactive portal to the HRIS. This classification supervises payroll administrators, payroll officers, personnel technicians and other support staff. The classification also provides ongoing technical support, training, development, configuration, testing, and analysis of business needs for the HRIS Division for payroll and migrations of agencies onto the HRIS including benefits and other areas.

Essential Job Functions

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

- 30% +/- 15%
- Manages the County's payroll function using the countywide human resources information system (HRIS); manages bi-weekly payroll administration for County employees; oversees the maintenance of time administration of the HRIS including salary schedules for all union and non-bargaining employees; coordinates and executes bi-weekly payroll file to the Fiscal Office for all County Council Departments and HRIS pay warrant generation; coordinates pay increase notification letters; coordinates progression pay increase notifications; coordinates and tests HRIS updates; assesses and communicates HRIS performance; ensures accuracy of master payroll files for HRIS; ensures accuracy of payroll information including name and address changes, deductions and withholdings; validates payroll register and coordinates any revisions to the Fiscal Office; advises staff on actions needed to produce desired changes; ensures accuracy of employees' accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants; serves as liaison to the Fiscal Office; creates various reports; on call status for urgency of issue resolution.
- 25% +/- 15%
- Creates validation rules for employee self service intranet interactive portal to the HRIS; creates schedules, holidays and calendars to allow employees time sheet submittals; monitors accuracy of time sheet submissions; serves as functional lead on issues.
- 10% +/- 5%
- Supervises payroll administrators, payroll officers, personnel technicians and other support staff; assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings.
- 10% +/- 5%
- Provides various HRIS support services; troubleshoots system and payroll issues; provides maintenance and as needed configuration changes and testing to interfaces to Fiscal Office's payroll; develops and maintains system configuration, such as maintaining wage tables; serves in lead role in further development of HRIS and new applications; develops and delivers end user training programs.
- 10% +/- 5%
- Administers timekeeping system; coordinates timekeeping system maintains work schedules; develops, maintains and changes system schema coding; administers and maintains for current

HRIS System Administrator

1053625

and new end-users the timekeeping system; serves as liaison to the timekeeping system vendor; provides in-house maintenance user training.

- Serves in a lead role in migration of new end users onto the HRIS. Provides training and end user support; analyzes business needs for possible configuration changes. 10% +/- 5%
- Serves as functional lead on special projects including upgrade of system and applications. 3% +/- 5%
- Serves as back-up to payroll staff and Systems Manager. 2% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or human resources with six (6) years of human resources experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, typewriter, fax machine, and calculator.

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.

Language Ability & Interpersonal Communication

- Ability to perform upper-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 personnel records, withholding forms, Public Employees Retirement System (PERS) forms, bargaining unit contracts, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, Benefits Manual, collective bargaining agreements, Fiscal Office rules and regulations and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, mainframe maintenance files, staff audits, functional specifications, scripts, special projects reports, validation rules, transport forms, 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 human resources and HRIS terminology and language.
- Ability to communicate with County Human Resources Director, department directors, personnel managers, supervisors, Fiscal Office staff, other County elected officials, other County employees, consultants, union representatives, bank associates, and insurance carriers.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Housing Manager	Class Number:	1021313
		Pay Grade:	15

Departments:	Development only
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Classification Function

The purpose of this classification is to manage the daily activities of County's Housing Program and supervise building rehabilitation and development staff.

Essential Job Functions

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

- Manages the daily activities of the County's Housing Program (e.g.- meets with director to coordinate and develop policies; develops housing programs which expand home-ownership opportunities, housing rehabilitation loans, weatherization program and other housing related initiatives).
- Supervises building rehabilitation and development staff (e.g.- assigns work and reviews completed work; provides job training and instruction; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; recommends promotion; approves employee leave requests).
- Represents County at various meetings and conferences (e.g.- provides technical assistance and support to boards and commissions regarding housing issues; addresses audiences on fair housing issues; moderates discussions pertaining to fair housing; serves as panelist to discuss fair housing issues, represents fair housing and related interests at meetings).
- Performs administrative duties (e.g.- maintains records of various housing activities; prepares correspondence to communities, housing groups and other organizations; prepares and/or provides input on various reports).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business or public administration with three years of urban development/housing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, adding machine, calculator and copier.

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, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including housing program policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, RFP's, requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret housing and legal terminology and language.
- Ability to communicate with director, supervisors, employees, source persons, clients, HUD personnel, Ohio Civil Rights Commission personnel, housing groups, landlords, tenants, municipalities elected, public officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1042514
FLSA:	Exempt	Pay Grade:	15
Dept:	Department of Public Works		

Classification Function

The purpose of this classification is to manage and supervise the operations and personnel of the Sewer Maintenance Division of the Public Works Office; may provide administrative support to the Maintenance Administrator.

Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Sewer Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with the Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned 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%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.

- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.

- 30% +/- 5%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Sewer Maintenance Superintendent

10% +/- 5%

- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or a related field with six (6) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

Ohio Class II Wastewater Collections License and CPR may be required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment and a two way radio.

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 understand and apply high school algebra, geometry, calculus and statistics.

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 overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.

Sewer Maintenance Superintendent

- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, reference manuals, union contracts, specifications, standards, guidelines, and codes.
- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Nurse Supervisor	Class Number:	1054114
		Pay Grade:	12

Departments:	Human Services
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Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

Essential Duties and Responsibilities

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

- Assists Nursing Director supervise Nursing Supervisors (e.g.- assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary).
- Coordinates nursing activity within the PASSPORT and home care skilled services programs (e.g. - assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides).
- Develops and coordinates in-service training programs and independent study topics (e.g.- develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants).
- Oversee special assignments as assigned by Nursing Director.
- Assists with developing and monitoring quality assurance programs and compliance with program specifications.
- Performs administrative duties (e.g.- monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as a registered nurse by the Ohio Board of Nursing. Five years of nursing experience including two years in a supervisory capacity.

Additional Requirements

Biennial renewal of license required.

Exhibit J

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with physicians, clients, families, community groups, staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Nurse Supervisor	Class Number:	1054114
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Services & Sheriff's Department		

Classification Function

The purpose of this classification is to assist the Nursing Director supervise Nursing Supervisors and coordinate the PASSPORT and home care skilled services programs.

Or

To assist the Nursing Director at the Corrections Facility supervise medical staff on the evening shift and assist coordinate training programs and special assignments.

Distinguishing Characteristics

This is a supervisory class responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction and the incumbents are expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to ensure that assigned 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.

- 45% +/- 10%
- Assists Nursing Director supervise Nursing Supervisors; assists establishing work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary.

- 25% +/- 10%
- Coordinates nursing activity within the PASSPORT and home care skilled services programs; assesses, designs, implements and evaluates new PASSPORT referral care plans; monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the clients plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides.

- Or

- 45% +/- 10%
- Assists Nursing Director supervise medical staff on the evening shift; establishes work assignments and schedules; interviews and recommends candidates for employment; delegates certain responsibilities to staff members and ensures that they are completed; recommends disciplinary action, when necessary; monitors and evaluates employee performance.

- 25% +/- 5%
- Coordinates medical activity within the Inmate Services unit on the evening shift; monitors direct patient care; delegates certain responsibilities to staff members and ensures that activities are completed; assists in meeting the National Commission on Correctional Health Care standards for quality care.

15% +/- 5%

- Develops and coordinates in-service training programs and independent study topics; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records; develops and responds to Requests for Proposals and funding grants.

15% +/- 5%

- Assists with developing and monitoring quality assurance programs and compliance with program specifications; performs administrative duties; monitors compliance and maintenance of records and forms in a timely manner; attends interagency and community meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as a registered nurse by the Ohio Board of Nursing. Five years of nursing experience including two years in a supervisory capacity.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, fax, copier, typewriter, etc.
- Ability to use and operate a variety of nursing and medical equipment and tools including stethoscope, intravenous pumps, sphygmomanometer, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the selection, transfer, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Senior Nurse Supervisor

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, evaluations, schedules, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with physicians, clients, families, community groups, inmates, medical staff, law enforcement staff, staff, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility or a corrections facility.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Manager	Class Number:	1043123
		Pay Grade:	13

Departments:	Sanitary Engineer, only
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Classification Function

The purpose of this classification is to manage sewer maintenance schedules, budgets and programs and to supervise sewer maintenance supervisors.

Essential Job Functions

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

- Manages sewer maintenance schedules, budgets and programs (e.g. - develops and modifies programs, policies and procedures; administers and monitors the division's budget; approves equipment and supply expenditures; establishes production goals; maintains inventory control system; maintains contact with public officials, service directors and other agencies; completes required reports).
- Supervises sewer maintenance supervisors (e.g. - supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; delegates authority and responsibility to subordinates; determines work schedules; investigates and resolves employee problems; prepares and reviews performance evaluations; ensures training requirements are met)
- Oversees sewer maintenance activities (e.g. - coordinates, directs, and monitors sewer maintenance activities; develops and coordinates capital repair projects; schedules repair assignments; inspects job sites; responds to telephone and written inquiries and complaints)

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in sanitation with six years of sewer maintenance including three years in a supervisory capacity, or any equivalent combination of training and experience.

Additional Requirements

Requires the minimum of an Ohio Class II Wastewater Operators License

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a personal computer, fax machine, blue print copier, and telephone
- Ability to perform on-site inspections.
- Ability to discriminate between colors and odors.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees
- Ability to provide instruction to other employees
- Ability to recommend the discipline or discharge of other employees
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret basic descriptive statistical reports, apply algebraic equations.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including reports such as budget and production reports, time sheets, job applications, specifications, maps, blue prints, memorandum, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, blue prints, safety manuals, equipment books, materials texts, product journals, and management, operation, and personnel policy manuals.
- Ability to prepare reports such as maintenance, production goal, and annual reports, letters, job and budget requests, memorandum, performance evaluations, specifications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisors, field crew, mechanics, engineers, County and city employees.

Environmental Adaptability

- Work is typically performed in an office environment. Must be able to respond to routine and emergency field conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	MST Therapist	Class Number:	1056271
		Pay Grade:	9

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to conduct Multisystemic Therapy with youth and their families in the home and community environment.

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.

- Conducts Multisystemic Therapy (MST) with youth and their families in the home and community environment (e.g.- conducts MST assessments; reviews referral information; identifies and engages key participants; identifies systemic strengths and weaknesses; develops an analysis of the fit of problem behaviors within the ecological context; provides direct clinical treatment using methods compatible with MST principles and practices).
- Engages primary caregiver and other key participants in active change-oriented treatment by identifying and overcoming barriers to engagement.
- Implements a problem conceptualization, treatment planning, intervention implementation, outcome review, and strategy revision procedure using the MST analytic process.
- Maintains clear and concise documentation of treatment efforts that promote peer and supervisory review and feedback, and that demonstrates compliance with the MST principles and the MST analytic process (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations, prepares correspondence to families, courts, state and community agencies).
- Collaborates with all relevant systems and key participants within each system to ensure their buy-in and cooperation throughout MST treatment.
- Participates in all MST supervision and consultation activities; participates in all MST training; participates in all on-call rotation requiring 24/7 on-call duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or counseling with three years of counseling experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Exhibit L

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, telephone, calculator, copier and typewriter.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, court summary and records, pre-sentence investigation reports, psychological assessment and evaluation reports, chemical dependency screening documents, case plans, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including MST Manual, MST organizational Manual, log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare consultation paperwork, supervision paperwork, progress notes, progress reports, assessments, treatment plans, case management plans, referral forms, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, MST consultant, administrators, outside treatment centers, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed with youth and their families in the home and community environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Project Inspector Supervisor	Class Number:	1062211
		Pay Grade	10

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to supervise lower level project inspectors and to develop a project inspection program to enforce specification details, rules and 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.

- Supervises lower-level project inspection personnel and develops project inspection program (e.g. - distributes inspection duties among inspectors for constructions; reviews plans in coordination with engineers and analyzes with inspectors; assigns and schedules employees and equipment to reach goals; evaluates program and provides suggestions for improvement; monitors production level by reviewing reports and recording on sewer maps and makes adjustments, accordingly; makes on-site visits to ensure proper building and for problem solving).
- Performs administrative duties (e.g. - completes daily log, time sheets, monthly reports, leave requests, and construction job descriptions, etc.; meets with and solves problems with engineers from other jurisdictions, building commissioners, service directors and contractors, etc.; orders needed equipment; schedules equipment and safety equipment maintenance and repair).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in inspection techniques with three years of project inspection experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, adding machine, calculator.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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- Ability to add, subtract, multiply, divide, calculate decimals and percentages, makes use of the principles of algebra, geometry, trigonometry, and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including daily maintenance reports, attendance records, department directives, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including blueprints, maps, personnel policy manuals, safety manuals, and construction manuals.
- Ability to prepare discipline forms, requests for service, payroll sheets, annual projections, daily maintenance reports, attendance records, time sheets, billing invoices, daily logs, inventory records, personnel forms, evaluation forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, mechanical and electrical terminology and language.
- Ability to communicate effectively with subordinates, directors/managers/supervisors, other County employees, City officials, contractors, building commissioners, consultants, engineers, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.
- Some work performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Adoptions Coordinator	Class Number:	1022401
FLSA:	Non-Exempt	Pay Grade:	4
Department:	Public Works		

Classification Function

The primary purpose of this classification is to assist customers to adopt appropriate dogs and to increase the adoptability of dogs.

Distinguishing Characteristics

This is a journey level clerical classification that assists customers adopt dogs and enhances the adoptability of dogs. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Kennel Operations Supervisor that oversees the work of this class and requires a higher level of education and experience.

Essential Job Functions

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

- Assists with various parts of the adoption process including adoption screening, adoption counseling, and education. 40% +/- 15%
- Evaluates dog for adoption and rehabilitation including categorizing into adoption counseling aides; assists in updating dog information and works with obedience and behavioral evaluation and training. 30% +/- 10%
- Provides pre and post adoption support services with regard to behavior and training; receives and places telephone calls concerning adoptable dogs, lost and found dogs, rabies and license information and adoption proceedings. 20% +/- 5%
- Assists individuals looking for lost dogs by providing information and taking individuals through locked area; develops and implements behavioral enrichment and rehabilitation programs for dogs in the shelter. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED with three (3) years of customer service or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

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 analyze data and/or information. Ability to exercise discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of informational documents including dog records, transfer sheets, and impound sheets.
- Ability to comprehend a variety of reference books and manuals including union contract, County policy and procedures, dog encyclopedia, and behavior and assessment evaluations.
- Ability to prepare cage cards and notes on dog's record.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to communicate with supervisors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Infrastructure Analyst	Class Number:	1053201
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology Department		

Classification Function

The purpose of the classification is to research, identify, manage and coordinate methods for enhancing County business efficiency through information and technology.

Distinguishing Characteristics

This is a professional, journey level classification that receives direction from a unit manager. The employee in this classification combines technical and organizational duties to establish information systems and project management support for County departments' functions.

Essential Job Functions

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

- 40% +/- 10%
- Plans, directs and manages the activities and operations for new project development; consults with County departments regarding technical equipment and service requirements; reviews and analyzes departmental functions, information requirements, existing systems, methods and procedures to determine information service needs; defines work to be accomplished; researches and recommends design alternatives; prepares systems assessment reports and feasibility, requirement, and impact studies; evaluates business decisions for compatibility with current information technology structure and architecture; develops requests for proposal and bid specifications for consultant services; develops data models, workflow charts and data flow diagrams; adheres to project timelines; communicates with customers on project status.
- 30% +/- 10%
- Provides technology support to County departments; provides input and recommendations for the customers' annual budgets related to technology needs; collaborates with customers to plan for future technology needs; prepares reports related to department achievements; coordinates projects with staff from other departments; assists customers with contract preparation and negotiation.
- 20% +/- 10%
- Develops and maintains effective working relationships with a variety of individuals within and outside the Department including department managers, coworkers, vendors, customers, and elected officials; attends and participates in professional group meetings, committees, staff meetings, seminars, and conferences; stays abreast of new trends and innovations in the field of computer technology; represents the unit on planning committees.
- 10% +/- 5%
- Keeps track of projects and chargebacks

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, computer science or a related field and five (5) years experience in information technology project management; or an equivalent combination of education and experience..

Additional Requirements

Working knowledge of the infrastructure technology in use at the County.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- No supervisory responsibilities

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; the ability to use descriptive statistics; the ability to utilize statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including customer service requests, contracts, statement of work, spreadsheets, project documentation, flow chart diagrams, architectural drawings, and network diagrams.
- Ability to comprehend a variety of reference materials and manuals including policy manuals, contracts, training manuals, requests for proposal, project statement of work, project schedule, action item logs, and project budgets.
- Ability to prepare status reports, project charter, scope of work, procedures, change request forms, change logs, work plans, project schedules, budgets, plans, reports, diagrams, manuals, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the department, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with outside agencies, departmental employees, trainees, clients, consultants, sales representatives, attorneys, and law enforcement personnel.
- Ability to use and interpret contract, legal, accounting and network terminology and language.

Environmental Adaptability

Business Infrastructure Analyst

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Community Development Officer	Class Number:	1055241
FLSA:	Exempt	Pay Grade:	14
Dept:	Development, only		

Classification Function

The purpose of this classification is to implement major community development programs, including targeted infrastructure grants to cities, targeted façade repair rebates to private building owners, pass-through bond financing to profit and non-profit entities and direct loans of special County revenues to large scale downtown development projects.

Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for planning, directing and controlling a division of the Development Administrator Department responsible for either economic development, community development, or regulation and compliance. This class works under administrative direction from the Development Administrator, and work requires the analysis and solution of operational, technical and administrative problems related to community development or compliance and regulation. The incumbent exercises discretion in applying policies and procedures to resolve programmatic issues and to ensure that assigned 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.

- 25% +/- 10%
- Manages the County's community development programs; meets with Director, Deputy Director and/or Program Administrator to coordinate and develop program goals, operations, direction, activities and policies; manages municipal and storefront programs and activities; researches, analyzes, and evaluates existing operations, systems, policies and procedures to identify areas for improvement and enhancement; develops program schedules and expected outcomes; develops new or revises programs and procedures.

- 25% +/- 10%
- Manages and administers a departmental division including economic development, community development or regulation and compliance; responsible for economic and community development opportunities; manages projects and programs including research, design and development, and reporting; analyzes financial aspects of projects, underwrites and determines collateral value; forecasts resource requirements and monitors usage and compliance of various funding streams; manages and monitors existing projects, related portfolios and compliance; manages deal structuring, negotiations and closing; administers development financing programs; monitors regulatory compliance; coordinates actions with issuance of bonds, bond counsel and related impacts of using bonds as a funding source in project planning; meets with director to coordinate and develop division goals, direction, activities and policies.

- 20% +/- 10%
- Analyzes and evaluates existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes.

- 10% +/- 5%
- Supervises subordinate staff; assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline;

reviews and approves employee leave requests; supervises all staff in absence of the Department Director.

10% +/- 5%

- Represents County at various meetings and conferences; provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs related administrative duties; prepares legislation for County Council and committees; prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares reports, grant proposals and applications; and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in business administration, finance or a related field with three (3) years of experience with community development programs; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification in required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

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 budgets, contracts, resolutions, funding applications, financial statements, financial projections, appraisals, loan documents, invoices, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles, neighborhood stabilization programs, bond programs, Tax Exempt Bonds, CDBG regulations, the Ohio Revised Code and the Federal Register.
- Ability to prepare budgets, contracts, financial loan analysis, annual loan summary, payment reuests, compliance reports, legislation, performance evaluations, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, accounting, financial analysis and marketing terminology and language.
- Ability to communicate with staff, administrator, Deputy Chief, Director, elected officials, municipal employees, attorneys, real estate brokers, develpers, planner, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dockworker	Class Number:	1012121
FLSA:	Non-Exempt	Pay Grade:	2
Department:	Sheriff's Department, only		

Classification Function

The purpose of this classification is to unload all food and inventory supplies for the Jail and keep accurate records of all received items.

Distinguishing Characteristics

This is an entry/journey level classification. Employees in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 70% +/- 20%
- Unloads all food and inventory supplies for the Jail; operates fork lift to unload food and inventory supplies; operates manual and electric pallet jacks to distribute pallets to proper areas; unloads, stacks and organizes food and inventory items by hand; delivers inventory, medical, clerical and secretarial supplies; oversees inmates working in the stockroom.
- 20% +/- 10%
- Keeps accurate records of all received items; receives copies of purchase orders in order to confirm ordered quantity and accuracy of product; enters receipt information into purchasing system; determines condition of received goods; files all receipts from distributors.
- 10% +/- 2%
- Performs miscellaneous tasks related to storeroom activities; coordinates the pick-up of used pallets and receipt of payment; sweeps, cleans and removes trash; uses garbage lift to empty trash dumpster.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of warehouse experience, or any equivalent combination of training and experience.

Additional Requirements

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

Tow Motor Operator Certification Preferred.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate forklift, manual and electric pallet jacks and garbage lift.
- Ability to perform Essential Functions that include lifting, pushing, pulling, bending and climbing.

- Ability to operate a variety of automated office machines.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including memos, purchase orders, bills of lading, packing slips and other reports and records.
- Ability to comprehend a variety of reference books and manuals including supply order manuals.
- Ability to prepare tracker sheet of food items, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain procedures and to follow instructions.
- Ability to use and interpret purchasing terminology and language.
- Ability to communicate effectively with supervisors, coworkers, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a warehouse and office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Building Rehabilitation Specialist	Class Number:	1021312
FLSA:	Non-Exempt	Pay Grade:	7
Department:	Development Department, only		

Classification Function

The purpose of this classification is to assist low income homeowners and owners of rental units occupied by low income tenants to repair and rehabilitate their homes by offering assistance with loan and grant programs. The classification oversees home repair and rehabilitation projects under a framework of well-defined policies, procedures, regulations and guidelines, and functions as a liaison with contractors, homeowners, rental property owners, and local municipal building departments.

Distinguishing Characteristics

This is a technical classification with responsibility for identifying and coordinating home repairs and rehabilitation. This classification works under a framework of well-defined procedures and regulations. Exercise of judgment is required on details of work and making work specifications. Significant interaction is required with contractors, homeowners, rental property owners, and local community officials. This class consults with a supervisor as new or unusual situations arise.

Essential Job Functions

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

- 20% +/- 10%
- Writes specifications for home repairs and rehabilitation and prepares bid packages; coordinates bid packages for multiple contractors; assists property owners and contractors with questions; receives contractors' bids and reviews for completeness; presents bids to homeowner for approval and contractor selection; prepares contracts between property owners and contractors.
- 15% +/- 5%
- Inspects existing structures to identify repairs and rehabilitation required by codes and other health and safety standards; acts as the property owner's advocate throughout bidding and construction.
- 20% +/- 10%
- Prepares all necessary documentation for loan or grant allocations; issues proceed orders to contractors; coordinates with contractors and property owner to assure work starts and continues through completion in a timely manner; inspects work for contract compliance; prepares contract change orders; conducts final inspection; prepares voucher package for payment.
- 15% +/- 5%
- Provides training on inspection standards and computer specification writing system operation to County employees and staff of cooperating outside agencies; assists supervisor with daily activities.
- 10% +/- 5%
- Maintains inspection records and prepares reports for use by administration authorities; prepares bi-weekly field service reports and other reports as required.

Senior Building Rehabilitation Specialist

10% +/- 5%

- Maintains a computerized specification writing system with assistance from its vendor and County Information Technology staff; designs and maintains managerial and financial reports using this computerized system.

10% +/- 5%

- Conducts quality checks on department records; prepares reports for funders; promotes County programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Technical training in construction management and five (5) years of inspection experience; or any equivalent combination of training and experience.

Additional Requirements

Valid, non-suspended, Ohio driver license, proof of automobile insurance, and a reliable vehicle.

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 operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

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 bid documents, City permits, contractor registration, lead risk assessment, proceed orders and contractor activity reports.
- Ability to comprehend a variety of reference books and manuals including HOME guidelines, building codes, HUD lead rules and other inspection guidelines.
- Ability to prepare inspection reports, homeowner permission forms, cost estimate reports, lead service requests, bid documents, specifications, change orders and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions, and to write business letters using correct grammar, spelling, and punctuation.

Senior Building Rehabilitation Specialist

- Ability to use and interpret building construction, engineering and accounting terminology and language.
- Ability to communicate with contractors, property owners, immediate supervisor, City building officials, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employee Benefits Coordinator	Class Number:	1053662
FLSA:	Exempt	Pay Grade:	9
Dept:	Human Resources, only		

Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

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% +/- 15%
- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.
- 15% +/- 5%
- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;
- 10% +/- 5%
- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.
- 10% +/- 5%
- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.
- 10% +/- 10%
- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.
- 10% +/- 5%
- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Exhibit S

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computers and peripheral equipment.

Supervisory Responsibilities

- Ability to review and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.

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, evaluate, 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 medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, other County employees

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0253

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management</p>	<p>A Resolution authorizing the issuance and sale of Cuyahoga County Sales Tax Revenue Bonds, Series 2014 (Lakefront Pedestrian Bridge), in an aggregate principal amount not-to-exceed \$10,000,000.00 for the purpose of acquiring an interest in, and paying or reimbursing a portion of the cost of constructing and maintaining, a pedestrian/bicycle bridge to be located between the northeast corner of Mall C and the downtown lakefront in the vicinity of the Great Lakes Science Center and Rock and Roll Hall of Fame and Museum and spanning railroad tracks owned by Norfolk Southern, CSX and Amtrak, GCRTA Waterfront Line tracks, City-owned property (Amtrak parking lot), Memorial Shoreway (SR2) including the mainline and access ramps, and Erieside Avenue, and for the purpose of paying capitalized interest on the bonds and paying the costs of issuance in connection therewith; authorizing the preparation and use of a preliminary official statement; authorizing the preparation, execution and use of an official statement; approving and authorizing the execution of a trust indenture and a continuing disclosure agreement; authorizing other actions related to the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, this Council has determined that it is necessary and in the best interest of the County for the County to issue sales tax revenue bonds for the purpose of acquiring an interest in, and paying or reimbursing a portion of the cost of constructing and maintaining, a pedestrian/bicycle bridge to be located between the northeast corner of Mall C and the downtown lakefront in the vicinity of the Great Lakes Science Center and Rock and Roll Hall of Fame and Museum and spanning railroad tracks owned by Norfolk Southern, CSX and Amtrak, GCRTA Waterfront Line tracks, City-owned property (Amtrak parking lot), Memorial Shoreway (SR2) including the mainline and

access ramps, and Erieside Avenue, and for the purpose of paying capitalized interest on the bonds and paying the costs of issuance in connection therewith; and

WHEREAS, pursuant to the terms and conditions of a Cooperative Agreement, dated as of December 13, 2013 by and among the County, the City of Cleveland (the “City”) and the Cleveland-Cuyahoga County Port Authority, the County agreed to contribute \$10,000,000 toward the construction of the pedestrian/bicycle bridge, if the construction of the pedestrian/bicycle bridge is fully funded and the City contributes \$10,000,000 toward the construction of the pedestrian/bicycle bridge within three (3) years of the date of the Cooperative Agreement (the “City’s Pedestrian/Bicycle Bridge Contribution”); and

WHEREAS, this Council has determined that sales tax revenue bonds shall be issued in the principal amount not to exceed \$10,000,000 for the purpose herein stated and that the County should secure such bonds by a trust indenture, as provided herein; and

WHEREAS, pursuant to a resolution adopted July 6, 1987 (the “1987 County Sales Tax Resolution”), the Board of County Commissioners of the County (the “Board”), as the predecessor legislative authority to this Council, authorized the continuing levy and collection of sales and use taxes, authorized under Sections 5739.021 and 5741.021 of the Ohio Revised Code, at the rate of one percent (1%), and pursuant to a resolution adopted July 26, 2007 (the “2007 County Sales Tax Resolution” and, together with the 1987 County Sales Tax Resolution, the “County Sales Tax Resolutions”), the Board authorized an increase in the sales and use taxes to a rate of one and one-quarter percent (1-1/4%) (the “County Sales Tax”), each for the purpose of providing additional general revenues for the County; and

WHEREAS, this Council has determined to issue sales tax revenue bonds supported by the County Sales Tax for the Project (as defined below) described in Section 1; and

WHEREAS, this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council, and that all the deliberations of this Council, and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code; and

WHEREAS, the Fiscal Officer of this County has certified that the estimated life of the project described in Section 1 hereof is at least five (5) years, and that the estimated maximum maturity of the bonds described in Section 1 is at least twenty (20) years; and

WHEREAS, the Fiscal Officer of this County has further certified to this Council that the maximum aggregate amount of sales tax revenue bonds, including the Bonds, that will be outstanding at any time will not exceed an amount which requires or is estimated by him, as Fiscal Officer, to require payments from sales tax receipts of debt charges on the sales tax revenue bonds, including the Bonds, in any calendar year in an

amount exceeding \$232,047,000, which is the average of the amount received by the County for 2012 and 2013; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the public peace, health or safety of the County be preserved.

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

1. Authorized Principal Amount of Bonds and Purpose. It is necessary to issue sales tax revenue bonds of this County in an aggregate principal amount not to exceed \$10,000,000 (the "Bonds") for the purpose of acquiring an interest in, and paying or reimbursing a portion of the cost of constructing and maintaining, a pedestrian/bicycle bridge to be located between the northeast corner of Mall C and the downtown lakefront in the vicinity of the Great Lakes Science Center and Rock and Roll Hall of Fame and Museum and spanning railroad tracks owned by Norfolk Southern, CSX and Amtrak, GCRTA Waterfront Line tracks, City-owned property (Amtrak parking lot), Memorial Shoreway (SR2) including the mainline and access ramps, and Erieside Avenue (the "Project"), and for the purpose of paying capitalized interest on the Bonds and paying the costs of issuance in connection therewith.

2. Bond Terms. The Bonds shall be issued, unless a supplemental indenture shall have been executed and delivered, pursuant to the Indenture (as hereinafter defined). The Bonds may be issued in one or more series, and shall be numbered in such manner as to distinguish each Bond from any other Bond of the same series. The Bonds shall be issued in denominations of \$5,000 or multiples of \$5,000 in excess thereof, but in no case as to a particular maturity date exceeding the principal amount maturing on that date. The Bonds shall be dated as determined by the Fiscal Officer, with the true interest cost on the Bonds not to exceed five percent (5%) per year (computed on the basis of a 360-day year consisting of twelve 30-day months), payable on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award (as hereinafter defined) until the principal amount is paid, commencing on the initial Interest Payment Date determined by the Fiscal Officer in the Certificate of Award (which initial Interest Payment Date shall not be later than one year from the issuance date of the Bonds), and shall mature on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award, provided that the final maturity shall not be later than that which is allowed pursuant to Chapter 133 of the Ohio Revised Code and as set forth in the Certificate of Award and the Indenture.

3. Redemption Provisions. The Bonds shall mature serially and annually on such dates and in such principal amounts as are fixed by the Fiscal Officer in the certificate signed in accordance with Section 6 of this Resolution (the "Certificate of Award") and the Indenture, provided that the Bonds stated to mature in any year may be issued as term bonds (the "Term Bonds") payable pursuant to Mandatory Sinking Fund Redemption Requirements as hereinafter defined and further described below and as provided for in the Indenture. The Fiscal Officer, in fixing such year and such amounts, shall be consistent in the aggregate with the separate periodic maturities and principal

payments determined in accordance with maximum maturities certified to this Council by the Fiscal Officer for the purpose specified in Section 1 hereof and the requirements of Section 133.21, Ohio Revised Code. The Fiscal Officer shall determine in the Certificate of Award whether any of the Bonds shall be issued as Term Bonds and any dates (the "Mandatory Redemption Dates") on which the principal amount stated above shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements rather than at stated maturity (the "Mandatory Sinking Fund Redemption Requirements").

The Bonds shall be subject to redemption prior to stated maturity as follows:

(a) Mandatory Sinking Fund Redemption. If any of the Bonds are issued as Term Bonds, the Term Bonds shall be subject to mandatory sinking fund redemption and be redeemed pursuant to Mandatory Sinking Fund Redemption Requirements, at a redemption price of 100% of the principal amount redeemed, plus interest accrued to the redemption date, on the Mandatory Redemption Dates.

(b) Optional Redemption. The Bonds shall be subject to redemption prior to maturity by or at the option of the County, at par, in whole or in part on any date on the dates, in the years and for the prices specified in the Certificate of Award, provided, however, that the Fiscal Officer may determine in the Certificate of Award that it is in the best interest of the County that the Bonds not be subject to redemption prior to maturity. If the Bonds are subject to redemption, the maximum redemption price shall be no greater than 100% of the principal amount redeemed, plus accrued interest to the redemption date.

4. Execution of Bonds. The Bonds shall be designated "*Cuyahoga County Sales Tax Revenue Bonds, Series 2014 (Lakefront Pedestrian Bridge)*". Pursuant to Section 133.30(B), Ohio Revised Code, the Bonds may be combined with other bonds into a single consolidated issue of bonds for purpose of their sale as a single issue, to be designated "*Cuyahoga County, Ohio, Various Purpose Sales Tax Revenue Bonds, Series 2014.*" The Bonds shall contain a summary statement of the purposes for which they are issued; shall state that they are issued pursuant to this Resolution; shall be executed by the County Executive, in the name of the County and in his official capacity, provided that such signature may be a facsimile; shall be issued only in fully registered form; and shall be registered as to both principal and interest at the corporate trust office of the Trustee. The Bonds shall be issued in the denominations and numbers as requested by the Original Purchaser (as hereinafter defined) and approved by the Fiscal Officer, and shall be numbered as determined by the Fiscal Officer. The principal of the Bonds shall be payable at maturity of the Bonds upon presentation and surrender to the Trustee. Interest on any Bond shall be paid on each Interest Payment Date (the "Interest Payment Date") by check or draft mailed to the person in whose name that Bond is registered (the "Bondholder") on the registration books of the County maintained by the Trustee and at the address appearing thereon at the close of business of the fifteenth (15th) day of the calendar month next preceding the Interest Payment Date (the "Regular Record Date"). Any interest not timely paid (the "Defaulted Interest") shall cease to be payable to the person who is the Holder as of the Regular Record Date and shall be payable to the person who is the Holder at the close of business

on a special record date for the payment of such defaulted interest. Such Special Record Date (the “Special Record Date”) shall be fixed by the County whenever moneys become available for payment of the Defaulted Interest. The principal and interest on the Bonds is payable in lawful money of the United States of America without deduction for the services of the Trustee.

No Bond shall be valid or become obligatory for any purpose unless and until an authentication certificate appearing on the Bond shall have been duly endorsed by the Trustee.

Any Bond, upon surrender thereof at the principal corporate trust office of the Trustee, together with an assignment duly executed by the Holder or his duly authorized attorney in such form as shall be satisfactory to the Trustee, at the option of the Holder thereof, may be exchanged for Bonds of any authorized denomination or denominations in an aggregate principal amount not exceeding the principal amount of the Bond so exchanged, and bearing interest at the same rate and maturing on the same date.

5. Book-Entry System. The entire principal amount may be represented by a single bond and may be issued as fully registered securities and in book entry or other uncertificated form in accordance with Section 9.96, Chapter 133 of the Ohio Revised Code, and the Indenture if it is determined by the Fiscal Officer that issuance of fully registered securities in that form will facilitate the sale and delivery of the Bonds. The Bonds shall not have coupons attached, shall be numbered as determined by the Fiscal Officer and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to this Resolution. As used in this Section and this Resolution:

“Book entry form” or “book entry system” means a form or system under which (i) the ownership of beneficial interests in the Bonds and the principal of, and interest on, the Bonds may be transferred only through a book entry, and (ii) a single physical Bond certificate is issued by the County and payable only to a Depository or its nominee, with such Bonds “immobilized” in the custody of the Depository or its agent for that purpose. The book entry maintained by others than the County is the record that identifies the owners of beneficial interests in the Bonds and that principal and interest.

“Depository” means any securities depository that is a clearing agency under federal law operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Bonds or the principal of, and interest on, the Bonds and to effect transfers of the Bonds, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“Participant” means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

The Fiscal Officer is also hereby authorized and directed, to the extent necessary or required, to enter into any agreements determined necessary in connection with the book entry system for the Bonds, after determining that the signing thereof will not endanger the funds or securities of the County.

6. Award and Sale of the Bonds. The Bonds shall be sold to KeyBanc Capital Markets, Inc., Wells Fargo & Company and Loop Capital Markets (collectively, the “Original Purchaser”) at a purchase price and bearing interest at a rate or rates determined by the County Executive or the Fiscal Officer to be in the best interest of the County and as designated by the County Executive or the Fiscal Officer in the Certificate of Award in accordance with law, the provisions of this Resolution, and the Indenture. The Fiscal Officer shall sign the Certificate of Award referred to in Section 2 evidencing that sale to the Original Purchaser, with the final purchase price, interest rate or rates, aggregate principal amount, and principal amounts payable at stated maturity being set forth in the Certificate of Award and the Indenture, at a purchase price not less than 97% of par plus accrued interest to their date of delivery. The Fiscal Officer shall cause the Bonds to be prepared, and have the Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds if requested by the Original Purchaser, to the Original Purchaser upon payment of the purchase price. The Fiscal Officer, the County Executive, the County Director of Law, the Clerk of this Council and other County officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

If, in the judgment of the Fiscal Officer, the filing of an application for a rating on the Bonds by one or more nationally-recognized rating agencies is in the best interest of and financially advantageous to the County, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose.

7. Application of Bond Proceeds. The proceeds of sale of the Bonds shall be allocated and deposited as provided in the Indenture.

8. Appointment of Bond Trustee. This Council hereby appoints The Huntington National Bank to act as the trustee (such trustee, or a successor trustee pursuant to the applicable provisions of the Indenture, the “Trustee”) for the Bonds. The County Executive is hereby authorized to sign, in the name and on behalf of the County, a Trust Indenture between the County and the Trustee (the “Indenture”) securing the Bonds. The Fiscal Officer shall provide for the payment of the services rendered and for reimbursement of expenses incurred pursuant to the Indenture from the proceeds of the Bonds to the extent available and then from other moneys lawfully available and appropriated or to be appropriated for that purpose.

9. Bonds are Special Obligations and Provisions for Levy and Collection of County Sales Tax. The Bonds are special obligations of the County, and the principal of and interest (and any premium) on the Bonds are payable solely from the Pledged Revenues and the Pledged Funds, together with other available funds of the County, and such payment is secured by a pledge of and a lien on the Pledged Revenues and the Pledged Funds as provided by the Act and this Resolution.

As used herein, the following terms shall be defined as follows:

“Act” means Chapter 133, Ohio Revised Code, as enacted and amended from time to time.

“*County Executive*” means the County Executive of the County; provided, for purposes of the signing of documents, certificates and other instruments other than the Bonds and the Official Statement, County Executive includes the County Executive’s Chief of Staff as the County Executive’s designee pursuant to Executive Order No. 02011-0002 and any other person duly designated by the County Executive.

“*County Sales Tax Bond Fund*” means the County Sales Tax Bond Fund created by the Indenture.

“*County Sales Tax Receipts*” means the monies received by the County from the County Sales Tax.

“*County Sales Tax Revenue Fund*” means the County Sales Tax Revenue Fund created by the Indenture.

“*Fiscal Officer*” means the Fiscal Officer of the County, including an interim or acting Fiscal Officer.

“*Pledged Funds*” means the County Sales Tax Bond Fund and any other funds established under the Indenture and pledged as security for the Bonds.

“*Pledged Revenues*” means, collectively, (a) the County Sales Tax Receipts and (b) all monies in the Pledged Funds and all income and profit from the investment of those monies.

The County has heretofore levied and covenants that it shall continue to collect the County Sales Taxes for so long as the Bonds are outstanding. The County hereby covenants and agrees that, so long as the Bonds are outstanding, it shall not suffer the repeal, amendment or any other change in this Resolution, or the County Sales Tax Resolutions, that in any way materially and adversely affects or impairs (a) the sufficiency of the County Sales Tax Receipts levied and collected or otherwise available for the payment of the Bonds or (b) the pledge or the application of the County Sales Tax Receipts to the payment of the Bonds.

The Bonds do not constitute a general obligation debt, or a pledge of the full faith and credit, of the State, the County, or any other political subdivision of the State, and

the holders or owners of the Bonds have no right to have taxes levied by the general assembly or property taxes levied by the taxing authority of any political subdivision of the State, including the taxing authority of the County, for the payment of principal of and interest (and any premium) on the Bonds. Nothing herein shall be construed as requiring the County to use or apply to the payment of principal of and interest (and any premium) on the Bonds any funds or revenues from any source other than County Sales Tax Receipts. Nothing herein, however, shall be deemed to prohibit the County, of its own volition, from using, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms, conditions or obligations of this Resolution or of the Bonds.

10. Creation of County Sales Tax Revenue Fund and County Sales Tax Bond Fund and Application of County Sales Tax Receipts. The County Sales Tax Revenue Fund and the County Sales Tax Bond Fund shall be created in the Indenture and shall be maintained by the Fiscal Officer in the custody of the Trustee. The Fiscal Officer is hereby authorized to maintain, or permit the maintenance of, such separate accounts in those Funds, and such separate subaccounts in any account, as is determined to be in the best interest of the County. Any monies on deposit in the County Sales Tax Bond Fund shall be invested to the extent permitted by law.

The County hereby covenants, subject and pursuant to the Constitution and laws of the State of Ohio, to appropriate and pay or cause to be paid from the County Sales Tax Receipts into the County Sales Tax Revenue Fund on the dates and in the amounts specified in the Indenture in order to pay the interest and principal due and payable on all outstanding Bonds on the next Interest Payment Date and Principal Payment Date. The County Executive is hereby authorized and directed to enter into such agreements with the State of Ohio as may be necessary or appropriate to effectuate such direct payment of County Sales Tax Receipts to the Trustee. For that purpose, in each year while the Bonds are outstanding, this Council will appropriate County Sales Tax Receipts required to pay the principal of and interest (and any premium) on the Bonds in that year. Further, this Council will give effect to such appropriations in all resolutions it passes thereafter in that year appropriating money for expenditure and encumbrance and limit the other appropriations of County Sales Tax Receipts in that year to the amount available after deducting the amount required to pay the principal of and interest (and any premium) on the Bonds in that year.

Any portion of the County Sales Tax Receipts not otherwise required to be deposited into the County Sales Tax Bond Fund in accordance with this Section shall be used to meet other obligations of the County to be discharged from the County Sales Tax Receipts at the direction of the County.

11. Federal Tax Considerations. The County covenants that it will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Sections 141, 148 or 149 of the Internal Revenue Code of 1986, as amended (the “Code”) or (ii) be treated other than as bonds to which Section 103(a) of the Code applies, and (b) the interest on the Bonds will not be treated as an item of tax preference under Section 57 of the Code.

The County further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The County Executive, the Fiscal Officer or any other officer of the County having responsibility for issuance of the Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the County with respect to the Bonds as the County is permitted to or required to make or give under the federal income tax laws, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the County, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the County, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the County regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds.

12. Disclosure Document. The County Executive is hereby authorized to prepare, execute and deliver to the Original Purchaser of the Bonds a preliminary and final Official Statement or any other appropriate disclosure document of the County in connection with the sale and delivery of the Bonds.

13. Continuing Disclosure. The County Executive or the Fiscal Officer is authorized and directed to execute a continuing disclosure agreement (the “Disclosure Agreement”) setting forth the County’s undertaking to provide annual reports and notices of certain events dated the date of delivery of the Bonds and delivered to the Original Purchaser of the Bonds for the benefit of the Bondholders and to assist the Original Purchaser in complying with S.E.C. Rule 15c2-12(b)(5). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Disclosure Agreement. Failure of the County to comply with the Disclosure Agreement shall not be considered an event of default; however, any Bondholder may take such actions as may be necessary and appropriate to cause the County to comply with its obligations under this Section.

14. City's Pedestrian/Bicycle Bridge Contribution and Ownership. Prior to the issuance and sale of the bonds authorized under this Resolution, the County and City shall enter into an agreement regarding ownership, maintenance and capital repairs regarding the pedestrian/bicycle bridge and the Fiscal Officer shall certify that the City's Pedestrian/Bicycle Bridge Contribution has been delivered to the County for the construction of the pedestrian/bicycle bridge.

15. Certification and Delivery of Resolution. The Clerk of this Council is directed to deliver or cause to be delivered a certified copy of this Resolution to the Fiscal Officer.

16. Satisfaction of Conditions for Bond Issuance. This Council determines that all acts and conditions necessary to be done or performed by the County or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the County have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law.

17. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

18. Effective Date. 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 of the County; and any additional reasons set forth in the preamble. Provided that this Resolution receive the affirmative vote of at least eight members of the Council, it shall take effect and be in force immediately upon the earliest to occur 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, (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.

19. Compliance with Open Meeting Requirements. This Council finds and determines 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 those formal actions were held, in meetings open to the public in compliance with the law, 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: October 28, 2014

Committee(s) Assigned: Finance & Budgeting

Journal CC017

January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0300

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making awards on RQ30873 to various municipalities and providers, in the total amount of \$2,758,136.00, for various services for the Community Social Services Program for the period 1/1/2015 - 12/31/2016; authorizing the County Executive to execute the agreements, contracts and all other documents required in connection with said awards and 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 Senior and Adult Services has recommended awards on RQ30873 to various municipalities and providers, in the total amount of \$2,758,136.00, for various services for the Community Social Services Program for the period 1/1/2015 - 12/31/2016 as follows:

- A) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$145,560.00 for Adult Development and Transportation Services;
- B) Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$19,950.00 for Transportation Services;
- C) City of Euclid in the amount not-to-exceed \$55,226.00 for Transportation Services;
- D) City of Lakewood in the amount not-to-exceed \$75,136.00 for Congregate Meals and Transportation Services;
- E) City of Maple Heights in the amount not-to-exceed \$92,436.00 for Congregate Meals and Transportation Services;
- F) City of Parma Heights in the amount not-to-exceed \$207,866.00 for Congregate Meals and Transportation Services;
- G) Community Partnership on Aging in the amount not-to-exceed \$46,380.00 for Congregate Meals and Transportation Services;

- H) The East End Neighborhood House Association in the amount not-to-exceed \$123,932.00 for Adult Development and Transportation Services;
- I) Eliza Bryant Village in the amount not-to-exceed \$115,784.00 for Adult Day Care and Transportation Services;
- J) Goodrich-Gannett Neighborhood Center in the amount not-to-exceed \$129,534.00 for Adult Development, Congregate Meals and Transportation Services;
- K) The Harvard Community Services Center in the amount not-to-exceed \$146,510.00 for Adult Development, Congregate Meals and Transportation Services;
- L) Murtis Taylor Human Services System in the amount not-to-exceed \$122,880.00 for Adult Development, Congregate Meals and Transportation Services;
- M) Rose Centers for Aging Well, LLC fka The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$335,842.00 for Adult Development, Congregate Meals and Transportation Services;
- N) Senior Citizen Resources, Inc. in the amount not-to-exceed \$146,540.00 for Adult Development, Congregate Meals and Transportation Services;
- O) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$213,110.00 for Adult Development, Congregate Meals and Transportation Services;
- P) The Phillis Wheatley Association of Cleveland, Ohio in the amount not-to-exceed \$40,014.00 for Congregate Meals;
- Q) The Salvation Army in the amount not-to-exceed \$137,092.00 for Adult Development, Congregate Meals and Transportation Services;
- R) University Settlement, Incorporated in the amount not-to-exceed \$176,996.00 for Adult Development, Congregate Meals and Transportation Services;
- S) West Side Community House in the amount not-to-exceed \$427,348.00 for Adult Development, Congregate Meals and Transportation Services; and

WHEREAS, the total amount awarded for this project is not-to-exceed \$2,758,136.00; and

WHEREAS, funding for this project is 100% from Health and Human Services Levy funds; and

WHEREAS, County Council has determined that awarding RQ30873 to various municipalities and providers for various services for the Community Social Services Program is in the best interest of the County; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ30873 to various municipalities and providers, in the total amount of \$2,758,136.00, for various services for the Community Social Services Program for the period 1/1/2015 - 12/31/2016 as follows:

- A) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$145,560.00 for Adult Development and Transportation Services;
- B) Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$19,950.00 for Transportation Services;
- C) City of Euclid in the amount not-to-exceed \$55,226.00 for Transportation Services;
- D) City of Lakewood in the amount not-to-exceed \$75,136.00 for Congregate Meals and Transportation Services;
- E) City of Maple Heights in the amount not-to-exceed \$92,436.00 for Congregate Meals and Transportation Services;
- F) City of Parma Heights in the amount not-to-exceed \$207,866.00 for Congregate Meals and Transportation Services;
- G) Community Partnership on Aging in the amount not-to-exceed \$46,380.00 for Congregate Meals and Transportation Services;
- H) The East End Neighborhood House Association in the amount not-to-exceed \$123,932.00 for Adult Development and Transportation Services;
- I) Eliza Bryant Village in the amount not-to-exceed \$115,784.00 for Adult Day Care and Transportation Services;

- J) Goodrich-Gannett Neighborhood Center in the amount not-to-exceed \$129,534.00 for Adult Development, Congregate Meals and Transportation Services;
- K) The Harvard Community Services Center in the amount not-to-exceed \$146,510.00 for Adult Development, Congregate Meals and Transportation Services;
- L) Murtis Taylor Human Services System in the amount not-to-exceed \$122,880.00 for Adult Development, Congregate Meals and Transportation Services;
- M) Rose Centers for Aging Well, LLC fka The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$335,842.00 for Adult Development, Congregate Meals and Transportation Services;
- N) Senior Citizen Resources, Inc. in the amount not-to-exceed \$146,540.00 for Adult Development, Congregate Meals and Transportation Services;
- O) The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$213,110.00 for Adult Development, Congregate Meals and Transportation Services;
- P) The Phillis Wheatley Association of Cleveland, Ohio in the amount not-to-exceed \$40,014.00 for Congregate Meals;
- Q) The Salvation Army in the amount not-to-exceed \$137,092.00 for Adult Development, Congregate Meals and Transportation Services;
- R) University Settlement, Incorporated in the amount not-to-exceed \$176,996.00 for Adult Development, Congregate Meals and Transportation Services; and
- S) West Side Community House in the amount not-to-exceed \$427,348.00 for Adult Development, Congregate Meals and Transportation Services.

SECTION 2. That the County Executive is authorized to execute agreements and contracts in connection with said awards and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided 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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0301

<p>Sponsored by: County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee</p>	<p>A Resolution making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Strongsville on behalf of Southwest Emergency Dispatch Center in the amount not-to-exceed \$234,099.00 for Public Safety Answering Point consolidation support for the period 12/1/2014 - 12/31/2015; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald/Department of Public Safety and Justice Services/Office of Emergency Management on behalf of 9-1-1 Consolidation Shared Services Fund Review Committee has recommended making a Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Strongsville on behalf of Southwest Emergency Dispatch Center in the amount not-to-exceed \$234,099.00 for Public Safety Answering Point consolidation support for the period 12/1/2014 - 12/31/2015; and

WHEREAS, the primary goals of this project are: (a) To further the County's efforts under the 9-1-1 Consolidation Plan, by providing financial resources to communities engaging in the 9-1-1 consolidation efforts; and (b) to support the physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidation; and

WHEREAS, this project is mandated by Chapter 708 of the Cuyahoga County Code; and

WHEREAS, this project is funded 100% by the 9-1-1 Wireless Assistance 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 approves the Cuyahoga County 9-1-1 Consolidation Shared Services Fund award to City of Strongsville on behalf of Southwest Emergency Dispatch Center in the amount not-to-exceed \$234,099.00 for Public Safety Answering Point consolidation support for the period 12/1/2014 - 12/31/2015.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: December 9, 2014
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0006

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing an extension of time to file 2015 dog license applications/renewals from 1/31/2015 to 2/14/2015; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 955.01(A)(1), requires that dog license applications and/or renewals must be filed on or after the first day of the applicable December but before the thirty-first day of the applicable January; and

WHEREAS, pursuant to ORC Section 955.01(A)(1), the County may, by resolution, extend the period for filing dog license applications/renewals; and

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

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

SECTION 1. The County Council authorizes an extension of deadline to file 2015 dog license application/renewals from January 31, 2015 until February 14, 2015.

SECTION 2. The County Executive is authorized to execute any and all documents consistent with this Resolution.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0007

Sponsored by: County Executive Budish/Fiscal Officer/Controller	A Resolution approving the appropriation of funds for Year 2015 based on the Statement of Appropriation Status dated 12/31/2014, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/Office of Budget & Management, recommends the appropriation of funds for Year 2015 based on the attached Statement of Appropriation Status dated 12/31/2014 for: a) free balances for grants and capital projects, b) encumbrances for grants and capital projects, and c) encumbrances for all other funds; and,

WHEREAS, pursuant to R.C. 5705.38, each year the County must appropriate funds for each of its non-trust and agency accounts; and,

WHEREAS, the County appropriates the full amount of a grant or capital project when it is first identified; and,

WHEREAS, the free balance (the unexpended and unencumbered appropriation) is then appropriated each following year until the grant or capital project is completed; and,

WHEREAS, encumbrances for capital projects, grant funds and all other funds must also be appropriated and these encumbrances represent payments in process or contract in place at the end of the year that span more than one (1) calendar year; and,

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

SECTION 1. The County Council hereby approves the appropriation of funds for Year 2015 based on the attached Statement of Appropriation Status dated 12/31/2014 for: a) free balances for grants and capital projects, b) encumbrances for grants and capital projects, and c) encumbrances for all other funds.

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of the County. Provided that this Resolution receives the affirmative vote of at least eight members of County Council, this Resolution shall become immediately effective upon the signature of the

Preencumbrances and Encumbrances from 2014 to 2015 (Revised)
Report 11 Year End 2014

Report 11
As of 12/31/2014

<u>CONTROL TYPE</u>	<u>PREENCUMBRANCES</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>	<u>Free Balances</u> <u>Carryforward</u>
01	2,863,565.20	14,088,020.42	16,951,585.62	
02	14,804,944.98	34,761,054.32	49,565,999.30	
03	8,676,893.27	69,151,357.41	77,828,250.68	
TOTAL ENCUM & PRENCUMB FOR NONGRANTS & NONPROJECTS			144,345,835.60	
08		35,927,407.61	35,927,407.61	69,529,591.75
09		5,813,558.54	5,813,558.54	26,858,577.74
10		2,007,892.66	2,007,892.66	22,722,114.22
11		14,345.00	14,345.00	951,440.31
12		41,597,075.74	41,597,075.74	105,285,026.69
16		3,823,474.96	3,823,474.96	54,628,365.43
17		1,701,502.39	1,701,502.39	13,834,322.96
18		7,947,564.56	7,947,564.56	13,829,204.51
20		3,073,083.15	3,073,083.15	19,648,552.98
TOTAL	<u>26,345,403.45</u>	<u>219,906,336.76</u>	<u>246,251,740.21</u>	Total free balances <u><u>327,287,196.59</u></u>
TOTAL PRENCUM & ENCUM FOR GRANTS & PROJECTS			<u><u>101,905,904.61</u></u>	
TOTAL PRENCUMBRANCES & ENCUMBRANCES			<u><u>246,251,740.21</u></u>	

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0008

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution authorizing agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 - 12/31/2017; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has submitted agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015 – 12/31/2017 as follows:

- i) Southeastern Emergency Communications Center;
- ii) City of South Euclid;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Regional Income Tax Agency;
- v) Village of Glenwillow;
- vi) Village of Highland Hills;
- vii) Village of North Randall; and

WHEREAS, the Cuyahoga County Benefits Regionalization Program allows smaller political entities to partner with the County’s Benefits program providing rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County’s 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

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

SECTION 1. That the Cuyahoga County Council authorizes agreements with various political subdivisions for participation in the Cuyahoga County Benefits Regionalization Program for the period 1/1/2015–12/31/2017 as follows:

- i) Southeastern Emergency Communications Center;
- ii) City of South Euclid;
- iii) Cuyahoga County Land Reutilization Corporation;
- iv) Regional Income Tax Agency;
- v) Village of Glenwillow;
- vi) Village of Highland Hills; and
- vii) Village of North Randall.

SECTION 2. That the County Executive is authorized to execute agreements of cooperation with the agencies 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: January 13, 2015

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

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0009

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/ Corrections Planning Board/ Adult Probation Department</p> <p>Co-sponsored by: Councilmembers Germana, Gallagher and Hairston</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$568,197.00 for residential and intensive outpatient treatment services in connection with the FY2014 Drug Court Expansion Project for the period 1/1/2015 - 9/29/2017; 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 on behalf of the Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department has submitted an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$568,197.00 for residential and intensive outpatient treatment services in connection with the FY2014 Drug Court Expansion Project for the period 1/1/2015 - 9/29/2017; and

WHEREAS, the primary goals of this project are to: (a) assist clients with gaining an understanding of addiction and the addiction process; (b) assist clients in becoming involved in a twelve step program; and (c) encourage the development of social supports to achieve and maintain sobriety in order to resist renewed criminal activity which will lead to a socially productive lifestyle; and

WHEREAS, funding for this project is 100% by the Substance Abuse and Mental Health Services Administration grant funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Alcohol, Drug Addiction and Mental Health Services Board of

First Reading/Referred to Committee: January 13, 2015
Committee(s) Assigned: Public Safety & Justice Affairs

Additional Sponsorship Requested: January 20, 2015

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0010

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/ Corrections Planning Board/ Adult Probation Department</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017; 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 on behalf of the Cuyahoga County Court of Common Pleas Court/Corrections Planning Board/ Adult Probation Department has submitted an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017; and

WHEREAS, the primary goals of this project are to: (a) provide substance abuse treatment services in a residential setting for alcohol and other drug (AOD) dependent offenders referred by the Cuyahoga County Adult Probation Department, (b) effectively coordinate appropriate medical and mental health services for the client population, and (c) provide housing and other AOD services; and

WHEREAS, funding for this project is as follows: 89.9176% or \$2,140,395.00 by General Fund and 10.08236% or \$240,000.00 by Community Corrections Act grand funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$2,380,395.00 for the Adult Probation

First Reading/Referred to Committee: January 13, 2015
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0011

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an agreement with Cuyahoga County Department of Public Safety and Justice Services/Division of Mediation in the amount not-to-exceed \$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 - 1/31/2017; 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 on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has authorized an agreement with Cuyahoga County Department of Public Safety and Justice Services, Division of Mediation in the amount not-to-exceed \$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 – 1/31/2017; and

WHEREAS, the primary goal of this project is to provide mediation and associated administrative services for the child custody and visitation matters filed with the Juvenile Court; and

WHEREAS, this project is funded 94% by the General Fund and 6% from the Special 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 authorizes an agreement with Cuyahoga County Department of Public Safety and Justice Services, Division of Mediation in the amount not-to-exceed \$852,000.00 for mediation and associated administrative services for the Juvenile Court Custody Mediation Project for the period 2/1/2015 – 1/31/2017.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: January 13, 2015
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0012

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$2,230,000.00, for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended awards on RQ31639 to various providers in one master contract in the total amount not-to-exceed \$2,230,000.00 for residential treatment services for Youth and Family Community Partnership Program for the period 2/1/2015 – 1/31/2017 as follows:

- i) Applewood Centers, Inc. in the approximate amount of \$500,000.00; and,
- ii) Beech Brook in the approximate amount of \$500,000.00; and,
- iii) Bellefaire Jewish Children’s Bureau in the approximate amount of \$500,000.00; and,
- iv) Carrington Youth Academy LLC in the amount of \$230,000.00; and,
- v) New Directions, Inc. in the approximate amount of \$500,000.00; and

WHEREAS, the purpose of this project is to implement a comprehensive program of residential programs providing a wide range of services to the delinquent youth population; and

WHEREAS, this project is funded 100% by the Health and Human Services Levy 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 awards on RQ31639 to various providers in one master contract in the total amount not-to-exceed \$2,230,000.00 for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2015 – 12/31/2017 as follows:

- i) Applewood Centers, Inc. in the approximate amount of \$500,000.00.
- ii) Beech Brook in the approximate amount of \$500,000.00.
- iii) Bellefaire Jewish Children’s Bureau in the approximate amount of \$500,000.00.
- iv) Carrington Youth Academy LLC in the amount of \$230,000.00.
- v) New Directions, Inc. in the approximate amount of \$500,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 13, 2015
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0013

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ31639 to various providers, in the total amount not-to-exceed \$1,400,000.00, for traditional residential treatment services for the period 2/1/2015 - 1/31/2017; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended awards on RQ31639 to various providers in one master contract in the total amount not-to-exceed \$1,400,000.00 for traditional residential treatment services for the period 2/1/2015 – 1/31/2017 as follows:

- i) Applewood Centers, Inc. in the approximate amount of \$50,000.00; and,
- ii) Beech Brook in the approximate amount of \$50,000.00; and,
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$400,000.00; and,
- iv) Carrington Youth Academy LLC in the approximate amount of \$15,000.00; and,
- v) Community Specialists Corporation dba The Academy in the approximate amount of \$50,000.00; and,
- vi) Cornell Abraxas Group, Inc. in the approximate amount of \$50,000.00; and,
- vii) George Junior Republic in Pennsylvania in the approximate amount of \$25,000.00; and,
- viii) The Glen Mills Schools in the approximate amount of \$409,000.00; and,
- ix) The House of Emmanuel, Inc. in the approximate amount of \$1,000.00; and,
- x) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$50,000.00; and,
- xi) Muskegon River Youth Home in the approximate amount of \$50,000.00; and,
- xii) New Directions, Inc. in the approximate amount of \$50,000.00; and,
- xiii) OhioGuidestone in the approximate amount of \$50,000.00; and,
- xiv) Rite of Passages, Inc. in the approximate amount of \$50,000.00; and,
- xv) The Summit School, Inc. dba Summit Academy in the approximate amount of \$50,000.00; and,
- xvi) The Village Network in the approximate amount of \$50,000.00; and

WHEREAS, the purpose of this project is to implement a comprehensive program of residential programs providing a wide range of services to the delinquent youth population that have demonstrated unsuccessful participation and/or completion in other community-based programs; and

WHEREAS, this project is funded 100% by Health and Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ31639 to various providers in one master contract in the total amount not-to-exceed \$1,400,000.00 for traditional residential treatment services for the period 2/1/2015 – 1/31/2017 as follows:

- i) Applewood Centers, Inc. in the approximate amount of \$50,000.00.
- ii) Beech Brook in the approximate amount of \$50,000.00.
- iii) Bellefaire Jewish Children's Bureau in the approximate amount of \$400,000.00.
- iv) Carrington Youth Academy LLC in the approximate amount of \$15,000.00.
- v) Community Specialists Corporation dba The Academy in the approximate amount of \$50,000.00.
- vi) Cornell Abraxas Group, Inc. in the approximate amount of \$50,000.00.
- vii) George Junior Republic in Pennsylvania in the approximate amount of \$25,000.00.
- viii) The Glen Mills Schools in the approximate amount of \$409,000.00.
- ix) The House of Emmanuel, Inc. in the approximate amount of \$1,000.00.
- x) Keystone Richland Center, LLC dba Foundations for Living in the approximate amount of \$50,000.00.
- xi) Muskegon River Youth Home in the approximate amount of \$50,000.00.
- xii) New Directions, Inc. in the approximate amount of \$50,000.00.
- xiii) OhioGuidestone in the approximate amount of \$50,000.00.
- xiv) Rite of Passages, Inc. in the approximate amount of \$50,000.00.
- xv) The Summit School, Inc. dba Summit Academy in the approximate amount of \$50,000.00.
- xvi) The Village Network in the approximate amount of \$50,000.00.

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

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

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

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

Yeas:

Nays:

County Council President		Date
County Executive		Date
Clerk of Council		Date

First Reading/Referred to Committee: January 13, 2015
 Committee(s) Assigned: Public Safety & Justice Affairs

[CLERK’S NOTE: At the request of the department, a technical change to the funding source was made by the Clerk after consultation with the Director of Law: January 21, 2015]

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0014

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care Homeless Assistance Grant Programs and HEARTH Act for the period 10/1/2014 - 9/30/2015; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has authorized a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care Homeless Assistance Grant Programs and HEARTH Act for the period 10/1/2014 – 9/30/2015; and

WHEREAS, this contract provides operating support for the PASS Program, a Transitional Housing Program for homeless men; and

WHEREAS, the goals of this project are to: a) provide stable, short-term housing for homeless men; b) assist clients in finding permanent housing; and c) assist clients in attaining employment; and

WHEREAS, this project is funded 29% by Federal funds and 71% by the Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with The Salvation Army in the amount not-to-exceed \$527,499.00 for the PASS Transitional Housing Program in connection with FY2013 Continuum of Care

First Reading/Referred to Committee: January 13, 2015
Committee(s) Assigned: Health, Human Services & Aging

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0015

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making an award on RQ31528 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 - 12/31/2015; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended an award on RQ31528 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 – 12/31/2015; and

WHEREAS, the primary goal of this project is to provide legal guardians to serve as concerned, caring advocates and surrogate decision makers for indigent individuals who are deemed incompetent by the Cuyahoga County Probate Court; and

WHEREAS, this project is funded as follows: (a) \$352,000.00 (63.66%) by Health and Human Services Levy Fund, and (b) \$201,000.00 (36.34%) by the Cuyahoga County Probate Court; 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 RQ31528 to Lutheran Metropolitan Ministry in the total amount not-to-exceed \$553,000.00 for Adult Guardianship Services for the period 1/1/2015 – 12/31/2015.

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

SECTION 3. 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: January 13, 2015
Committee(s) Assigned: Health, Human Services & Aging

Journal CC017
January 27, 2015

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0032

Sponsored by: County Executive FitzGerald/Department of Law and Councilmember Miller	An Ordinance enacting the County’s Administrative Procedures Act, including establishment of the Administrative Rules Board and procedures for the publication of the Cuyahoga County Administrative Code; and declaring the necessity that this Ordinance become immediately effective.
Co-sponsored by: Councilmember Conwell	

WHEREAS, Council deems it necessary to enact the County’s Administrative Procedures Act to streamline the process under which the County adopts, amends, and administers administrative county policies, rules, and regulations;

WHEREAS, Council deems it necessary for the County to launch an administrative code containing the County’s administrative rules, policies, and regulations to be published online and readily accessible;

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 departments.

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

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

- (a) The term “Administrative Code” is hereby added to the definitions in Chapter 102 as follows:

“**Administrative Code**” shall mean the Cuyahoga County Administrative Code published pursuant to Chapter 113 of the County Code.

- (b) The Clerk of Council shall affix the proper numbering for the term “Administrative Code” in Chapter 102 and renumber the remaining definitions in the Chapter accordingly.

SECTION 2. Section 205.09 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 205.09 Administrative Rules Board

A. Establishment.

1. **Establishment:** There is hereby established the Cuyahoga County Administrative Rules Board. It shall consist of the following five members:
 - i. The Director of Law;
 - ii. The Director of Budget and Management;
 - iii. The Deputy Law Director in charge of Risk Management; and
 - iv. Two attorneys employed by the county appointed by the Director of Law for one-year terms. The Director of Law shall ensure that the two attorneys selected for these appointments have diverse legal experiences, such as differing practice areas.
2. **Jurisdiction:** The Administrative Rules Board shall perform all functions assigned to it in the Cuyahoga County Code.

B. Alternates. Alternates on the Administrative Rules Board shall be appointed as follows:

1. The Director of Law shall appoint a Deputy or other high-level attorney from the Department of Law to attend meetings of the Board as an alternate if he or she is unable to attend a meeting.
2. The Director of Budget and Management shall appoint an alternate from within the Office of Budget and Management to attend meetings if he or she is unable to attend a meeting.
3. The Director of Law shall appoint an attorney to attend meetings of the Board as an alternate if the Deputy Law Director in charge of Risk Management is unable to attend a meeting.
4. The Director of Law shall appoint an alternate for each appointed-attorney member of the Board. The appointment of alternates shall not disturb the legal-experience diversity on the Board

C. Alternates Have Full Rights. Any properly appointed alternate shall have all the rights and responsibilities of a member of the Administrative Rules Board when attending a meeting on behalf of a member.

D. Officers. The Director of Law shall serve as Chairperson of the Administrative Rules Board. If the Director of Law is absent from any meeting, the Board shall choose one of its members to chair that meeting. For purposes of this section, the Director of Law shall include his or her alternates.

E. No Additional Compensation, Collective Action, and Conflicts of Interest.

1. The members of the Administrative Rules Board shall not receive compensation for their service on the Board. Members of the Board shall be entitled to reimbursement of reasonable and necessary expenses incurred by them in the exercise of their duties as approved by the Director of Law from the Law Department's budget.
2. The Administrative Rules Board is a board created by law, and its members act collectively in their official capacities. It shall not be a conflict of interest for a Board member to advocate, deliberate, or vote on a matter affecting their respective department, board, agency, commission, office, or the authority.

F. Clerk of the Administrative Rules Board. The County Executive shall designate a staff person to serve as the Clerk of Administrative Rules Board. The Clerk shall be responsible for publishing the agendas and meeting notices and shall record and publish the minutes.

G. Agendas and Meeting Notices. The Clerk of the Administrative Rules Board shall publish the notice and agenda for each Board meeting on the County's web site no later than 6:00 p.m. on the second business day before the Board meeting. The Board may amend the agenda and may also consider items not on the agenda by a vote of a majority of the members present either personally or through their alternates.

H. Regular Meetings. The Administrative Rules Board shall schedule regular meetings to take place at least once a week for the first year of its operations and then at least once every two weeks thereafter. If no business is pending before the Board, the Director of Law may instruct the Clerk of the Board to cancel any regular meeting for lack of sufficient business pending before the Board by publishing the cancellation notice on the County's web site.

I. Special Meetings. The Administrative Rules Board may conduct special meetings at a time other than its regularly scheduled meeting times. In the event of an emergency as determined by the Director of Law, the Board may conduct a meeting with less notice than that required under paragraph G herein. For any special or emergency meeting, in addition to the notice

requirements of paragraph G, the Clerk of the Board shall also send notice to all news media organizations that request to be notified of such meetings.

- J. Public Meetings.** The meetings of the Administrative Rules Board shall be open to the public. The Board shall also provide an opportunity for public comment on matters before the Board toward the beginning of the meeting. The Board may require presenters to register with the Board before speaking and may set time limits on presentations, which may be extended at the discretion of the Chairperson.
- K. Executive Sessions.** The Administrative Rules Board may go into executive session to discuss and consider matters permitted to be discussed or considered in executive sessions under the Ohio Open Meetings Act. A motion to go into executive session must state the topic(s) of the executive session and approved by a majority of the members present through a roll call vote.
- L. Minutes.** The Clerk of the Administrative Rules Board shall prepare and publish the minutes of each Board meeting on the County's web site within a week of their approval.
- M. Journal.** The Clerk of the Administrative Rules Board shall maintain a Journal of the Board, containing the notices, agendas, and minutes of all Board meetings. The journal may be maintained electronically.
- N. Quorum.** A quorum of the Administrative Rules Board shall consist of three members attending personally or through their alternates.
- O. Vote Required for Board Actions.** Board action shall require the affirmative vote of any three members attending personally or through their alternates. Amendments to items before the Board and parliamentary motions may be adopted by a majority of those present, provided that a quorum is present.
- P. Rules of Procedure.** The Administrative Rules Board shall adopt its own Rules of Procedure, which shall include the deadlines for submission of requests to the Board and time deadlines for submission of written commentary on requests submitted for the Board's approval. The minimum deadline for public commentary must not be less than seven days.

SECTION 3. Chapter 113 of the Cuyahoga County Code is hereby enacted to read as follows:

Chapter 113: Administrative Rules

Section 113.01 Definitions

As used in Chapter 113 of the Cuyahoga County Code:

- A. “County Entity” or “County entity” includes the County and any County office, department, agency, board, commission, committee, or other County authority established by or pursuant to the Charter of Cuyahoga County, the Ohio Constitution, or Ohio law.
- B. “Rule” or “rule” means any official and legally binding county rule, policy, or regulation. It does not include internal day-to-day operational or such other managerial rule, policy, or other directive within a county entity.

Section 113.02 Adoption of Rules

County entities may adopt, amend, rescind, and administer rules on matters within their respective jurisdictions, as established by the County Charter, this Code, or general law, in accordance with the following procedures:

- A. A county entity seeking to adopt, amend, or rescind a rule shall submit a request, including the specific language of the rule, to the Clerk of the Administrative Rules Board in accordance with the procedures and deadlines established by the Board for such submissions.
- B. The Clerk of the Administrative Rules Board shall publish notice of the request, including the language of the rule, on its web site. The notice shall include the following:
 - 1. The contact information at which written commentary regarding the requested action may be submitted to the requesting county entity;
 - 2. A notice that any party seeking to submit any written commentary shall also provide a copy of its written commentary to the Clerk of the Board;
 - 3. Based on the type of proposed rule, the deadline pursuant to the Board’s Rules of Procedure, by which written public commentary may be submitted; and
 - 4. Notice that any person may also appear at a Board meeting and provide verbal commentary during the public comment period at the beginning of the Board meeting.
- C. Upon expiration of the public comment period outlined in paragraph B, the Clerk shall place the request on the Administrative Rules Board’s agenda for consideration.

- D. Each request shall be read at two regular meetings of the Administrative Rules Board before being approved by the Board. The Board may waive the two-reading requirement by a vote of four members of the Board.
- E. The County Entity submitting the request shall send a duly authorized representative, who is familiar with its request, to attend the Board meetings when its rule is being considered to present the request and answer any questions from the Board about the request.
- F. If a County Entity receives commentary or Board feedback on the merits or language of its rule and it deems it appropriate to revise its rule based on such commentary or feedback, the County Entity may revise its rule while it is being considered by the Board by notifying the Board of such revisions.
- G. In ruling on the request to approve a rule, the Administrative Rules Board shall determine (1) whether the requesting entity has the authority to adopt, amend, or rescind the rule and (2) whether the proposed rule conflicts with the County Code. If the Board determines that the proposed rule may properly be adopted as an administrative rule, policy, or regulation and that it does not conflict with the County Code, the Board shall approve the rule. The Board may provide feedback and revision suggestions to the County Entity while it considers the rule, but the Board's vote on approval or denial of the rule shall be based solely on the legality of the rule and whether it conflicts with the County Code.
- H. Any proposed rules approved by the Administrative Rules Board shall go into immediate effect, be legally binding, and be published in the Cuyahoga County Administrative Code.

Section 113.03 County Administrative Code

The Clerk of the Administrative Rules Board shall officially publish the Cuyahoga County Administrative Code and shall continually update the Administrative Code in an expeditious manner as approved by the Director of Law. The Administrative Code shall include all rules approved by the Board. The Clerk of the Board, with the approval of the Director of Law, may make such changes to the Administrative Code, including the numbers, titles and arrangement of articles and sections, as well as correction of typographical errors, but no such change shall affect the substance or meaning of rules published in the Administrative Code.

Section 113.04 Supremacy of the County Code

Should any conflict exist between this Code and the Administrative Code, this Code shall govern.

Section 113.05 Executive's Authority

Nothing in Chapter 113 is intended to interfere with the Executive's administrative powers under the Charter and his or her authority to issue directives or executive orders, as approved by the Director of Law. Executive orders shall be electronically filed with the Clerk of Council and the Clerk of the Administrative Rules Board and published on the County's web site.

Section 113.06 Emergency Authority

In the event of an emergency, as declared by the County Executive, the County Executive may through the issuance of an Executive Order suspend and/or override the operations of any rule adopted pursuant to this Chapter for a period not to exceed 120 days.

Section 113.07 Transition Period

Nothing in Chapter 113 shall affect the legality or binding effect of any administrative county rules, policies, or other regulations that are subject to this Chapter, but were administratively adopted prior to its enactment, through December 31, 2015, but they shall be null and void thereafter. The Clerk of the Administrative Rules Board shall work with county entities to ensure that they are aware of this expiration date and the need to submit all such rules to the Administrative Rules Board's consideration and approval for publication into the County Administrative Code.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions 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: October 14, 2014

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Additional Sponsorship Requested: January 9, 2015

Committee Report/Second Reading: January 13, 2015

Journal CC017
January 27, 2015