



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 23, 2016
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) February 9, 2016 Committee of the Whole Meeting (See Page 8)
 - b) February 9, 2016 Regular Meeting (See Page 11)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2016-0001: A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as

the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective. (See Page 24)

Sponsors: Councilmember Conwell on behalf of Personnel Review Commission

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2016-0041: A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 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; amending Resolution No. R2016-0026 dated 1/26/2016 to reconcile appropriations for 2016; and declaring the necessity that this Resolution become immediately effective. (See Page 60)

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

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

- 1) R2016-0042: A Resolution declaring that public convenience and welfare requires replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Valley View; total estimated project cost \$10,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into and execute an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 74)

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

- 2) R2016-0043: A Resolution declaring that public convenience and welfare requires rehabilitation of Cedar Point Bridge No. 00.49 over Rocky River located in Cleveland Metropolitan Park District in the City of North Olmsted; total estimated project cost \$2,268,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into and execute all necessary agreements with said District and municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 79)

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

- 3) R2016-0044: A Resolution authorizing an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration and coordination of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2016 - 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 84)

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

- 4) R2016-0045: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,429,090.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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 92)

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

- 5) R2016-0046: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$2,867,102.00 for administration and coordination of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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 103)

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

- 6) R2016-0047: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration and coordination of the Special Needs Child Care System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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 112)

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

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

- 1) R2016-0039: A Resolution making awards to various municipalities, in the total amount of \$1,486,400.00, for various municipal grant projects for the 2016 Community Development Block Grant Municipal Grant Program for the period 4/1/2016 - 12/31/2016; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 121)

- i) City of Berea in the amount not-to-exceed \$150,000.00 for the North Rocky River Drive Corridor Improvement Project.
- ii) City of Fairview Park in the amount not-to-exceed \$136,400.00 for the Sidewalk Improvement Project.
- iii) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Dressler Avenue Pavement Resurfacing Project.
- iv) Village of Highland Hills in the amount not-to-exceed \$150,000.00 for the Targeted Beautification Program.
- v) City of Maple Heights in the amount not-to-exceed \$150,000.00 for the Stafford Park Entrance Road Resurfacing Project.
- vi) City of Mayfield Heights in the amount not-to-exceed \$150,000.00 for the West Minor Road Repair and Resurfacing Project.
- vii) Village of Newburgh Heights in the amount not-to-exceed \$150,000.00 for the East 44th Street Reconstruction Project.
- viii) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the Pearl Road Corridor ADA Curb Ramp Replacement Program.
- ix) City of University Heights in the amount not-to-exceed \$150,000.00 for the Cedarbrook Road Resurfacing Project.
- x) Village of Woodmere in the amount not-to-exceed \$150,000.00 for the Brainard Road Improvement Project.

Sponsors: County Executive Budish/Department of Development and Councilmember Gallagher

Committee Assignment and Chair: Community Development – Hairston

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

- 1) R2016-0027: A Resolution confirming the County Executive's appointment of Scot M. Rourke, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective. (See Page 125)

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

- 2) R2016-0028: A Resolution confirming the County Executive's appointment of Douglas M. Dykes, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective. (See Page 127)

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

- 3) R2016-0040: A Resolution making awards on RQ34757 to various providers for staff secure and secure shelter care services for the period 3/1/2016 - 2/28/2018; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 129)

- i) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,038,634.00.
- ii) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$588,015.00.

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

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

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2016-0030: A Resolution confirming the County Executive's appointment of Evan T. Byron to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2016 - 1/31/2021, and declaring the necessity that this Resolution become immediately effective. (See Page 132)

Sponsor: County Executive Budish

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, MARCH 8, 2016
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MARCH 8, 2016
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, FEBRUARY 9, 2016
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 1:06 p.m.

2. ROLL CALL

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

[Clerk's Note: Councilmembers Conwell and Jones entered the meeting after the roll call was taken to move to Executive Session. Councilmember Germana entered the meeting shortly after the recess was taken by Council.]

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION:

- a) Pending or imminent litigation.

A motion was made by Mr. Schron, seconded Mr. Miller, and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 1:08 p.m. The following Councilmembers were present: Brown, Hairston, Simon, Greenspan, Miller, Gallagher, Schron and Brady. Councilmembers Conwell and Jones entered the meeting after the roll call was taken to move to Executive Session. The following additional attendees were present: Director of

Law Robert Triozzi, Chief Corporate Counsel Joseph Boatwright, Assistant Law Director Robin Wilson, Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King. At 1:46 p.m., Executive Session was adjourned without objection, and Council President Brady then reconvened the meeting.

5. ITEMS REFERRED TO COMMITTEE / CONFIRMATION HEARINGS:

- a) R2016-0028: A Resolution confirming the County Executive's appointment of Douglas M. Dykes, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective.

Council President Brady made a brief statement regarding the confirmation hearing process.

Mr. Douglas Dykes, County Executive Budish's nominee for the position of Director of Human Resources, was then called upon to deliver an opening statement. Mr. Dykes provided background into his education, experience and qualifications for the position.

Councilmembers asked questions of Mr. Dykes pertaining to his experience and expertise, which he answered accordingly.

Mr. Edward Kraus, Director of the Department of Regional Collaboration, and Mr. Robert Triozzi, Director of Law, addressed Council regarding Resolution No. R2016-0028. Discussion ensued.

Councilmembers asked questions of Mr. Kraus and Mr. Triozzi pertaining to the item, which they answered accordingly.

On a motion by Mr. Brady with a second by Mr. Jones, Resolution No. R2016-0028 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

A brief recess was taken by Council after which, Council President Brady then reconvened the meeting.

[Clerk's Note: Councilmember Germana entered the meeting shortly after the recess.]

- b) R2016-0027: A Resolution confirming the County Executive's appointment of Scot M. Rourke, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.

Mr. Scot Rourke, County Executive Budish's nominee for the position of Chief Information Officer, was then called upon to deliver an opening statement. Mr. Rourke provided background into his education, experience and qualifications for the position.

Councilmembers asked questions of Mr. Rourke pertaining to his experience and expertise, which he answered accordingly.

On a motion by Mr. Brady with a second by Mr. Hairston, Resolution No. R2016-0027 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

8. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Brady with a second by Mr. Hairston, the meeting was adjourned at 4:12 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 9, 2016
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 5:02 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Hairston, Simon, Greenspan, Miller, Germana, Gallagher, Schron, Conwell, Jones, Brown 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 be dedicated in memory of Councilmember Jones's mother, Anita B. Jones, who recently passed away.

5. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

6. APPROVAL OF MINUTES

- a) January 26, 2016 Committee of the Whole Meeting

- b) January 26, 2016 Regular Meeting

A motion was made by Mr. Hairston, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the January 26, 2016 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Brady read a written statement regarding Council operations and Councilmember meeting attendance.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish thanked Councilmember Jones for his work regarding the Disparity Study and announced that legislation associated with the recommendations from the Study are being introduced at today's Council meeting.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2016-0035: 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 Cuyahoga County Personnel Review Commission

Council President Brady referred Resolution No. R2016-0035 to the Human Resources, Appointments & Equity Committee.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance No. O2016-0003.

- 1) O2016-0003: An Ordinance enacting Chapter 307 of the Cuyahoga County Code establishing the compensation for the Members of Council, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Germana

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

On a motion by Ms. Conwell with a second by Mr. Germana, Ordinance No. O2016-0003 was considered and adopted by a majority roll-call vote of 7 yeas and 4 nays with Councilmembers Hairston, Miller, Germana, Conwell, Jones, Brown and Brady voting in the affirmative and Councilmembers Simon, Greenspan, Gallagher and Schron casting dissenting votes.

[Clerk's Note: The legislation did not receive the affirmative vote of at least eight members of Council; therefore, it is not effective immediately.]

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF A RESOLUTION 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. R2016-0036.

- 1) R2016-0036: A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 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 and Management

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2016-0036 was considered and adopted by unanimous vote.

- b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE
 - 1) R2016-0037: A Resolution confirming the County Executive's appointment of The Honorable Cyril Kleem to serve on the Cuyahoga County Planning Commission representing the

Southwest Region for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmember Gallagher

Council President Brady referred Resolution No. R2016-0037 to the Human Resources, Appointments & Equity Committee.

- 2) R2016-0038: A Resolution authorizing the County Executive, on behalf of the County, to enter into a Memorandum of Understanding among City of Cleveland, Construction Employers Association, Hispanic Roundtable, Hard Hatted Women, Urban League of Greater Cleveland, Greater Cleveland Partnership, Cuyahoga Community College, Cleveland Metropolitan School District and Cleveland Building and Construction Trades Council regarding Community Benefits and Inclusion; authorizing the County Executive to execute the Memorandum of Understanding and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

Council President Brady referred Resolution No. R2016-0038 to the Public Works, Procurement & Contracting Committee.

- 3) R2016-0039: A Resolution making awards to various municipalities, in the total amount of \$1,486,400.00, for various municipal grant projects for the 2016 Community Development Block Grant Municipal Grant Program for the period 1/1/2016 - 12/31/2016; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) City of Berea in the amount not-to-exceed \$150,000.00 for the North Rocky River Drive Corridor Improvement Project.

- ii) City of Fairview Park in the amount not-to-exceed \$136,400.00 for the Sidewalk Improvement Project.
- iii) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Dressler Avenue Pavement Resurfacing Project.
- iv) Village of Highland Hills in the amount not-to-exceed \$150,000.00 for the Targeted Beautification Program.
- v) City of Maple Heights in the amount not-to-exceed \$150,000.00 for the Stafford Park Entrance Road Resurfacing Project.
- vi) City of Mayfield Heights in the amount not-to-exceed \$150,000.00 for the West Minor Road Repair and Resurfacing Project.
- vii) Village of Newburgh Heights in the amount not-to-exceed \$150,000.00 for the East 44th Street Reconstruction Project.
- viii) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the Pearl Road Corridor ADA Curb Ramp Replacement Program.
- ix) City of University Heights in the amount not-to-exceed \$150,000.00 for the Cedarbrook Road Resurfacing Project.
- x) Village of Woodmere in the amount not-to-exceed \$150,000.00 for the Brainard Road Improvement Project.

Sponsors: County Executive Budish/Department of Development **and Councilmember Gallagher**

Council President Brady referred Resolution No. R2016-0039 to the Community Development Committee.

- 4) R2016-0040: A Resolution making awards on RQ34757 to various providers for staff secure and secure shelter care services for the period 3/1/2016 - 2/28/2018; authorizing the

County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,038,634.00.
- ii) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$588,015.00.

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

Council President Brady referred Resolution No. R2016-0040 to the Public Safety & Justice Affairs Committee.

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

- 1) R2016-0030: A Resolution confirming the County Executive's appointment of Evan T. Byron to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2016 - 1/31/2021, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

Clerk Schmotzer read Resolution No. R2016-0030 into the record.

This item will move to the February 23, 2016 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2015-0279, R2016-0031, R2016-0033 and R2016-0034.

- 1) R2015-0279: A Resolution authorizing various contracts with Sadler-NeCamp Financial Services, Inc. dba PROWARE, in the

total amount not-to-exceed \$13,959,072.00, for general computer system support, software maintenance and support, licensing, training and related services; authorizing the County Executive to negotiate, enter into, and execute the contracts, which include a Master Services Agreement and various Pricing Schedules, each for the period 2/1/2016 - 12/31/2020, and to execute all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Clerk of Courts on behalf of Cuyahoga County Court of Common Pleas/General Division, Cuyahoga County Court of Common Pleas/Probate Division and Cuyahoga County Court of Common Pleas/Domestic Relations Division

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

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2015-0279 was considered and adopted by unanimous vote.

- 2) R2016-0031: A Resolution making an award on RQ35632 to Fabrizi Recycling, Inc. in the amount not-to-exceed \$3,184,870.00 for the 2016 Sewer Repair Program in various County Sewer Districts for the period 3/1/2016 - 2/28/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Germana with a second by Ms. Conwell, Resolution No. R2016-0031 was considered and adopted by unanimous vote.

- 3) R2016-0033: A Resolution authorizing an amendment to Contract No. CE1300529-01 with Woods Services, Inc. for residential services for the period 10/1/2013 - 6/30/2015 to extend the time period to 6/30/2016 and for additional funds in the amount not-to-exceed \$575,000.00; authorizing the

County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2016-0033 was considered and adopted by unanimous vote.

- 4) R2016-0034: A Resolution making awards on RQ34374 to various providers, in the total amount not-to-exceed \$2,541,600.00, for family-centered supportive services for the period 2/1/2016 - 1/31/2018; 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) Beech Brook in the approximate amount of \$581,287.36.
 - ii) Bellefaire Jewish Children's Bureau in the approximate amount of \$269,687.50.
 - iii) Catholic Charities Corporation in the approximate amount of \$286,354.16.
 - iv) Mental Health Services for Homeless Persons, Inc. in the approximate amount of \$16,666.66.
 - v) OhioGuidestone in the approximate amount of \$498,854.16.
 - vi) Ohio Mentor, Inc. in the approximate amount of \$229,687.50.
 - vii) Specialized Alternatives for Families and Youth of Ohio, Inc. in the approximate amount of \$144,687.50.

- viii) The Bair Foundation in the approximate amount of \$269,687.50.
- ix) The Cleveland Christian Home Incorporated in the approximate amount of \$244,687.66.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services **and Councilmember Hairston**

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2016-0034 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2016-0009: A Resolution making an award on RQ35411 to C & K Industrial Services, Inc. in the amount not-to-exceed \$2,071,670.00 for cleaning, televising and maintaining sanitary and storm sewer systems in various municipalities for the period 1/1/2016 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Germana with a second by Ms. Conwell, Resolution No. R2016-0009 was considered and adopted by unanimous vote.

- 2) R2016-0011: A Resolution making an award on RQ35678 to Neighborhood Housing Services of Greater Cleveland, Inc. in the amount not-to-exceed \$599,888.00 for administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 3/1/2016 - 2/28/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development **and Councilmember Germana**

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2016-0011 was considered and adopted by unanimous vote.

- 3) R2016-0012: A Resolution authorizing an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$3,000,000.00 to Victory Midtown, LLC for the benefit of a project located at Victory Center, 7012 Euclid Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2016-0012 was considered and adopted by unanimous vote.

- 4) R2016-0013: A Resolution authorizing an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$1,500,000.00 to HEC Properties LLC for the benefit of a project located at 2700 East 55th Street, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2016-0013 was considered and adopted by unanimous vote.

- 5) R2016-0015: A Resolution authorizing an Economic Development Fund Large Scale Attraction Loan in the amount not-to-exceed \$2,000,000.00 to W25d, LLC for the benefit of a project located at various corners of West 25th Street and Detroit Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2016-0015 was considered and adopted by unanimous vote.

- 6) R2016-0018: A Resolution making an award on RQ35635 to W.B. Mason Co., Inc. in the amount not-to-exceed \$1,710,000.00 for general office supplies and related services for various County departments for the period 4/1/2016 - 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.

Sponsor: County Executive Budish/Fiscal Officer/Office of Procurement and Diversity

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2016-0018 was considered and adopted by unanimous vote.

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

- 1) O2016-0004: An Ordinance enacting Sections 503.01(A) to 503.01(D) of the Cuyahoga County Code to expand the Small Business Enterprise Program to Allow Small Business Set Asides, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

Council President Brady referred Ordinance No. O2016-0004 to the Public Works, Procurement & Contracting Committee.

- 2) O2016-0005: An Ordinance enacting Sections 503.02 to 503.07 of the Cuyahoga County Code to expand the Small Business Enterprise Program; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

Council President Brady referred Ordinance No. O2016-0005 to the Public Works, Procurement & Contracting Committee.

- 3) O2016-0006: An Ordinance enacting Chapters 507 and 508 of the Cuyahoga County Code to establish the County's Risk Management procedures and performance bond and insurance requirements, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Department of Law and Councilmembers Brady, Brown, Conwell, Hairston and Jones

Council President Brady referred Ordinance No. O2016-0006 to the Public Works, Procurement & Contracting Committee.

- 4) O2016-0007: An Ordinance enacting Chapter 510 of the Cuyahoga County Code to establish the Cuyahoga County Business Economic Inclusion Program, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish/Office of Procurement and Diversity and Councilmembers Brady, Brown, Conwell, Hairston, Jones and Miller

Council President Brady referred Ordinance No. O2016-0007 to the Public Works, Procurement & Contracting Committee.

11. MISCELLANEOUS COMMITTEE REPORTS

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, February 16, 2016 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, February 16, 2016 at 1:00 p.m.

Mr. Miller reported that the Council Operations & Intergovernmental Relations Committee will meet on Tuesday, February 16, 2016 at 3:00 p.m. and that the Public Works, Procurement & Contracting Committee will meet on Wednesday, February 17, 2016 at 10:00 a.m.

Mr. Jones reported that the Health, Human Services & Aging Committee will meet on Wednesday, February 17, 2016 at 1:00 p.m.

Mr. Hairston reported that the Community Development Committee will meet on Wednesday, February 17, 2016 at 9:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee met on Wednesday, February 3, 2016 to discuss dredging issues relating to the Cuyahoga River.

12. MISCELLANEOUS BUSINESS

Mr. Jones thanked the County Executive, Council and Lenora Lockett, Director of the Office of Procurement and Diversity, for their work on the Disparity Study. He also thanked everyone who showed support to him and his family after the passing of his mother.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Ms. Sabrina Otis addressed Council regarding issues relating to domestic violence.

Mr. Rico Dancy addressed Council regarding issues relating to the deaf and hard of hearing.

Rev. Pamela Pinkney Butts addressed Council regarding issues relating to her well-being.

Ms. Stephanie Thornton addressed Council regarding issues relating to her employment concerns at the Old Brooklyn Neighborhood Family Services Center.

14. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Hairston with a second by Mr. Schron, the meeting was adjourned at 5:50 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0001

Sponsored by: Councilmember Conwell on behalf of Personnel Review Commission	A Resolution adopting the amended Cuyahoga County Personnel Review Commission Administrative Rules as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Section 113.02(I), Adoption of Rules, of the Cuyahoga County Code states that: “Notwithstanding any other provision of this Code, in lieu of submitting its rules to the Administrative Rules Board, the Administrative Rules of the Personnel Review Commission shall be submitted to the Council to ensure that a proposed rule is in accordance with the human resources policies established by this Code, as required by Charter § 9.02(4). The specific language of a proposed rule shall clearly identify any new rule and/or any modification, addition, or deletion of an existing rule, and shall be submitted to the Clerk of Council. Unless extended by a formal resolution of Council, the Council shall have not more than sixty (60) days following the submission of the proposed rule(s) to determine whether the proposed rule(s) is/are in accordance with the human resources policies established by this Code. A proposed rule shall not take effect prior to the expiration of the 60-day review period established by this section unless Council approves the rule(s) prior to the expiration of that review period. If Council determines that a proposed rule is in accordance with the human resources policies established in this Code, the Personnel Review Commission shall submit the proposed rule to the clerk of the Administrative Rules Board for codification in the Administrative Code. If Council determines that a proposed rule or any provision of a proposed rule is not in accordance with the human resources policies established by this Code, Council may declare such proposed rule or provision inapplicable to county employees or appointing authorities. Any proposed rule or provision declared inapplicable shall not be codified in the Administrative Code.”

WHEREAS, Section 301.02, Administrative Rules, of the Cuyahoga County Code states that: “The Personnel Review Commission may, in accordance with the policies and procedures set forth in this Code, adopt administrative rules and procedures to carry out its powers and duties as set forth in the County Charter and this Chapter. In the event of a conflict between the Administrative Rules of the Personnel Review Commission and Title 3, Employment Practices, the Code shall prevail.

WHEREAS, the Personnel Review Commission has determined that it requires amendment of its administrative rules that were adopted in Ordinance No. O2012-0034; and,

WHEREAS, in accordance with County Code Section 113.02, on January 6, 2016, the Personnel Review Commission submitted proposed Rule changes to the Cuyahoga County Council, attached as Exhibit A; and,

WHEREAS, it is necessary that this Resolution become immediately effective to insure the efficient operation of the Personnel Review Commission.

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

SECTION 1. Pursuant to Section 113.02 (I) of the Cuyahoga County Code, the Cuyahoga County Council hereby approves the Personnel Review Commission Administrative Rules, attached hereto as Exhibit A, as the administrative rules for the Cuyahoga County Personnel Review Commission to be codified in the Cuyahoga County Administrative Code. Council hereby finds the stricken provisions identified in Exhibit A to not be in accordance with the human resources policies established by this Code, and declares said provisions to be inapplicable to county employees and appointing authorities.

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 12, 2016

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

Journal CC021

February 23, 2016

CUYAHOGA COUNTY PERSONNEL REVIEW COMMISSION



ADMINISTRATIVE RULES

2429 Superior Viaduct, 2nd Floor
Cleveland, Ohio 44113
Phone: 216-443-5675 Fax: 216-443-3694
<http://prc.cuyahogacounty.us>

January 7, 2015

TABLE OF CONTENTS

SECTION 1 DEFINITIONS.....	<u>44</u>
1.01 DEFINITIONS.....	<u>44</u>
SECTION 2 GENERAL PROVISIONS.....	<u>66</u>
2.01 ORIGIN	<u>66</u>
2.02 PURPOSE.....	<u>77</u>
2.03 RELATIONSHIP TO COLLECTIVE BARGAINING AGREEMENTS	<u>77</u>
2.04 RECORDKEEPING.....	<u>77</u>
2.05 CONSTRUCTION	<u>77</u>
2.06 SAVINGS CLAUSE	<u>77</u>
SECTION 3 POWERS AND DUTIES OF THE COMMISSION	<u>88</u>
3.01 AUTHORITY AND JURISDICTION	<u>88</u>
3.02 CLASSIFICATION PLANS.....	<u>99</u>
3.03 CIVIL SERVICE TESTING	<u>99</u>
3.04 COUNTY HUMAN RESOURCES POLICIES AND SYSTEMS.....	<u>99</u>
3.05 SUBPOENA POWERS.....	<u>1040</u>
3.06 DELEGATION OF CERTAIN ADMINISTRATIVE FUNCTIONS.....	<u>1040</u>
3.07 ETHICS	<u>1144</u>
SECTION 4 MEETINGS.....	<u>1242</u>
4.01 PUBLIC MEETINGS	<u>1242</u>
4.02 NOTICE.....	<u>1242</u>
4.03 QUORUM.....	<u>1242</u>
4.04 EXECUTIVE SESSION.....	<u>1242</u>
4.05 MINUTES.....	<u>1343</u>
SECTION 5 RULE-MAKING	<u>1343</u>
5.01 RULE-MAKING PROCEDURE.....	<u>1343</u>
SECTION 6 CLASSIFICATION AND COMPENSATION PLANS	<u>1444</u>
6.01 CLASSIFICATION PLAN.....	<u>1444</u>
6.02 COMPETITIVE AND NONCOMPETITIVE CLASSES	<u>1545</u>
6.03 CHANGES TO THE CLASSIFICATION PLAN	<u>1545</u>
6.04 COMPENSATION PLAN.....	<u>1545</u>
6.05 UNCLASSIFIED SERVICE	<u>1646</u>
SECTION 7 ANNOUNCEMENTS & APPLICATIONS	<u>1646</u>
7.01 EXAMINATION ANNOUNCEMENT.....	<u>1646</u>
7.02 APPLICATIONS	<u>1747</u>
7.03 REJECTION OF APPLICANTS.....	<u>1747</u>
7.04 ACCOMMODATION.....	<u>1848</u>

7.05	EQUAL EMPLOYMENT OPPORTUNITY	<u>1848</u>
SECTION 8 EXAMINATIONS		<u>1848</u>
8.01	CHARACTER OF EXAMINATION	<u>1848</u>
8.02	SCHEDULING OF EXAMINATION.....	<u>1848</u>
8.03	CONTENTS OF EXAMINATION	<u>1848</u>
8.04	IDENTITY OF EXAMINEE CONCEALED	<u>1949</u>
8.05	FRAUD IN EXAMINATIONS.....	<u>1949</u>
8.06	METHOD OF GRADING	<u>2020</u>
8.07	CREDIT FOR MILITARY (UNIFORMED) SERVICE	<u>2020</u>
8.08	EXAMINATION RECORDS.....	<u>2124</u>
8.09	NOTICE OF RESULTS.....	<u>2124</u>
8.10	NONCOMPETITIVE EXAMINATIONS	<u>2124</u>
SECTION 9 ELIGIBILITY LISTS.....		<u>2124</u>
9.01	POSTING OF LISTS	<u>2222</u>
9.02	DURATION OF LISTS	<u>2222</u>
9.03	BREAKING TIED GRADES	<u>2222</u>
9.04	CHANGE OF ADDRESS.....	<u>2222</u>
9.05	REMOVAL FROM LIST	<u>2222</u>
9.06	CREATION BY NONCOMPETITIVE EXAMINATION.....	<u>2323</u>
SECTION 10 CERTIFICATION		<u>2323</u>
10.01	CERTIFICATION REQUEST.....	<u>2323</u>
10.02	NUMBER OF NAMES TO BE CERTIFIED	<u>2424</u>
10.03	CERTIFICATION NOT MORE THAN THREE TIMES.....	<u>2424</u>
SECTION 11 APPOINTMENTS		<u>2424</u>
11.01	ORIGINAL APPOINTMENTS	<u>2424</u>
11.02	TEMPORARY APPOINTMENTS.....	<u>2424</u>
SECTION 12 EMPLOYMENT ACTIONS		<u>2525</u>
12.01	NOTICE REQUIREMENTS	<u>2626</u>
12.02	LACHES	<u>2626</u>
12.03	MERGER AND BAR	<u>2626</u>
12.04	INQUIRIES	<u>2727</u>
SECTION 13 APPELLATE PROCEDURE		<u>2727</u>
13.01	MANNER OF FILING APPEALS.....	<u>2727</u>
13.02	TIME FOR FILING APPEALS	<u>2828</u>
13.03	INTERIM APPEALS.....	<u>2828</u>
13.04	PRELIMINARY JURISDICTIONAL REVIEW	<u>2828</u>
13.05	HEARINGS	<u>2929</u>
13.06	DECISIONS OF THE PERSONNEL REVIEW COMMISSION	<u>3232</u>
13.07	APPEALS TO THE COURT OF COMMON PLEAS	<u>3333</u>

SECTION 1

DEFINITIONS

1.01 Definitions

- (1) *Abolishment* – Means one of the following:
- a. *Abolishment of Classification* – The permanent deletion of a classification from the organization due to lack of continued need for the classification, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose; or
 - b. *Abolishment of Position* – The permanent deletion of a position from the structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.
- (2) *Appeal*—An action by which an affected party challenges the decision or determination of an Appointing Authority, the Director, and/or the Commission.
- (3) *Appointment* – Placement of an employee in a position.
- (4) *Appointing Authority* – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.
- (5) *Charter* – The Cuyahoga County Charter.
- (6) *Classification* – Means one of the following:
- a. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each; or
 - b. The act of assigning a classification title to a position(s) based upon the duties performed.
- (7) *Commission* – The Cuyahoga County Personnel Review Commission.
- (8) *Competitive Examination*— Method used by the Commission to assess the relative capability of qualified applicants to perform the duties and responsibilities of the classification.
- (9) *County* – As defined in the Charter.

- (10) *County Code* – The Code of Cuyahoga County established by Ordinance No. 02013-0001.
- (11) *County Council* – The Cuyahoga County Council.
- (12) *County Executive* – The Cuyahoga County Executive.
- (13) *Demotion* – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower salary range than that of the classification the employee currently holds.
- (14) *Director* – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive.
- (15) *Eligibility List* – A list of names established by the Commission for the purpose of filling vacancies in the classified service.
- (16) *Ethics Code* – Title IV of the Cuyahoga County Code and any revisions thereto.
- (17) *Human Resources Department* – The Cuyahoga County Department of Human Resources.
- (18) *Layoff* – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.
- (19) *Meeting* – Any prearranged discussion of the public business of the PRC by a majority of its members.
- (20) *Noncompetitive Examination* – An examination that evaluates individual candidates based upon established criteria to determine which applicants are qualified to fill appointments to positions requiring exceptional qualifications of a scientific, professional, educational, or managerial character or positions where it is impractical to develop and administer competitive examinations.
- (21) *Pay* – The annual, non-overtime compensation due an employee.
- (22) *Pay Equity Ordinance* – Chapter 303 of the Cuyahoga County Code and any revisions thereto.
- (23) *Pay Range* – The pay grade assigned to a position or classification.
- (24) *Position* – The name that applies to a group of duties intended to be performed by an employee.

- (25) *Promotion* – The appointment of an employee to a different position assigned a higher pay range than the employee’s previous position.
- (26) *Reassignment* – The assignment of an employee to a different classification.
- (27) *Reclassification* – The assignment of a position to a different classification.
- (28) *Reduction in Pay* – An action that diminishes an employee’s pay. When the conditions of entitling an employee to supplemental pay end, the ending of supplemental pay shall not be considered a reduction, nor shall a change in the cost of an appointing authority’s insurance or other contributions be considered a reduction.
- (29) *Reduction in Position* – An action that diminishes an employee’s duties or responsibilities to the extent an audit of the employee’s position would result in a reclassification to a classification assigned a lower pay range.
- (30) *Removal* – Termination of an employee’s employment.
- (31) *Request for Reconsideration* - A request made by an affected party seeking the Commission’s reconsideration of certain pre-employment determinations made by the Commission. See Rules 7.03 and 9.05.
- (32) *Suspension* – The interruption of an employee’s employment and compensation for a fixed period of time.

SECTION 2

GENERAL PROVISIONS

2.01 Origin

On November 3, 2009, the citizens of Cuyahoga County, Ohio, adopted a County Charter pursuant to the authority granted to them in Article 10, Section 3 of the Ohio Constitution. Section 9.01 of the Charter required the creation of a Human Resource Commission:

The County Executive, subject to confirmation by the Council, shall appoint the members of a Human Resource Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations.

On November 5, 2013, the citizens of Cuyahoga County, Ohio, adopted amendments to the Charter. Section 9.01 of the Charter was amended to change the name of the

Human Resource Commission to the Personnel Review Commission, the members of which shall now be appointed by County Council.

These Administrative Rules have been adopted pursuant to County Code Section 301.02.

2.02 Purpose

Pursuant to Section 9.01 of the Charter, the Personnel Review Commission (“Commission”) is responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness.

2.03 Relationship to Collective Bargaining Agreements

If an employee’s collective bargaining agreement provides for a final and binding arbitration of grievances, such employee and union are subject solely to that grievance procedure and the Commission shall have no jurisdiction to receive and determine any appeals relating to matters that were the subject of a final and binding grievance procedures.

2.04 Recordkeeping

The Commission shall maintain a record that shall be open to public inspection, in which it shall keep records of all of its proceedings and of the vote of each of its members upon every action taken by it.

The Commission shall properly adopt a records retention schedule in accordance with Chapter 149 of the Ohio Revised Code.

2.05 Construction

These Rules shall be construed so as to carry out their purposes as determined from both the literal reading of the Rules and their context. The Rules shall not be construed in a way that limits the Commission’s power to interpret and apply the Rules within the scope of their authority under the Charter, Council Ordinances and Resolutions, and general law. ~~In conflicts between these Rules and the applicable provision of the Ohio Revised Code, these Rules shall govern.~~

2.06 Savings Clause

If any section of these Rules is held by a court of competent jurisdiction to be invalid, the same shall not invalidate or impair the validity, force, and effect of any other section

or part of a section of these Rules unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon the section or part of a section held invalid.

SECTION 3

POWERS AND DUTIES OF THE COMMISSION

3.01 Authority and Jurisdiction

Pursuant to the Charter, the Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender;
- (2) Responsibility for administration of countywide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for maintenance of records required by such laws;
- (3) For the County Executive's organization and departments, authority to ensure:
 - a. Pay equity for like positions;
 - b. Standardization of benefits;
 - c. Approval of qualifications;
 - d. Consistent discipline;
 - e. Training of management in personnel practices;
 - f. Training of employees in job functions;
 - g. Training for total quality management;
 - h. Consistent administration of performance management system;
 - i. Coordination of recruitment;
 - j. Compliance with ethics resolutions or ordinances as passed by the Council;
- (4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in the Charter, County Code, and general law where applicable;
- (5) Responsibility for administering a clear, countywide classification and salary administration system;
- (6) Responsibility for ensuring compliance with ethics resolutions and ordinances passed by County Council, including the authority to hear whistleblower appeals

pursuant to the Ethics Code, as well as, appeals of job audit determinations including step placement per the Pay Equity Ordinance;

- (7) Responsibility for conducting inquiries regarding the abuse of the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules or ordinances the Commission is charged with enforcing and to report the inquiry findings to County Council (See Rule 12.04); and
- (8) Such other functions as may be deemed necessary by the Council for the Commission to carry out its mission and purpose.

3.02 Classification Plans

Pursuant to Section 9.03 of the Charter, the Commission shall administer a clear, countywide classification and salary administration system in accordance with the requirements set forth in the Charter.

3.03 Civil Service Testing

Pursuant to Section 9.01 of the Charter, the Commission shall be responsible for administering an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. To this end, the Commission has authority, including but not limited to the following:

- (1) To prepare, conduct, grade, and validate all competitive examinations for positions in the County's classified service;
- (2) To evaluate qualifications for all noncompetitive positions in the County's classified service; and
- (3) To prepare and maintain eligible lists containing the names, scores, and rankings of persons qualified for appointment to positions in the County's classified service.

[Reference Section 303.03(A) of the County Code]

3.04 County Human Resources Policies and Systems

The County's human resources policies and systems shall be established by ordinance. The Commission shall review and submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. In the event the Commission does not endorse an ordinance, the Commission may provide a Statement of Non-Endorsement to the Council.

3.05 Subpoena Powers

The Commission has authority to subpoena and require the attendance and testimony of witnesses and the production of books, papers, public records, and other documentary evidence pertinent to any matter it has authority to ~~investigate, inquire into, or~~ hear.

All officers in the civil service of the County shall attend and testify when summoned to do so by the Commission. Depositions of witnesses may be taken by the Commission or designee, or any member of the Commission, in the manner prescribed by law for like depositions in civil actions in the courts of common pleas. In case any person, in disobedience to any subpoena issued by the Commission, or any member of the Commission, fails or refuses to attend and testify to any matter regarding which the person may be lawfully interrogated, or produce any documentary evidence pertinent to any ~~investigation, inquiry, or~~ hearing, the court of common pleas of any county, or any judge of the court of common pleas of any county, where the disobedience, failure, or refusal occurs, upon application of the Commission, or any member of the Commission, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court or a refusal to testify in the court.

Parking fees and mileage shall be allowed to witnesses and, on their certificate, duly audited, shall be paid by the Cuyahoga County Treasurer.

3.06 Delegation of Certain Administrative Functions

The Commission delegates the following administrative functions to the Human Resources Department, which shall serve under the day-to-day direction of the Director:

- (1) Management and implementation of personnel policies and practices that comply with federal and state employment laws and for the maintenance of records required by such laws;
- ~~(2) Responsibility for hiring, firing, discipline, layoffs, training, benefits, time and attendance, HR compliance, and drafting policies and procedures;~~
- ~~(3)~~(2) Providing copies of all Human Resources Policies and Procedures to all County employees, as well as, providing copies of Ohio laws and County ordinances relating to ethics policies to County public officials and employees;
- ~~(4)~~(3) Conducting ethics training programs and classes for County public officials and employees;
- ~~(5)~~(4) Ensuring that public officials and employees acknowledge, in writing, receipt of the materials and attendance to all programs and classes identified in the preceding paragraphs of this Section; and

~~(6)~~(5) Post whistleblower provisions of the Ethics Code on the Cuyahoga County website and in all physical locations where other human resources policies are posted.

The Commission retains the authority to exercise all its Charter mandated duties and administrative functions not expressly delegated in this Section. The Commission may modify this Rule via resolution of the Commission. The Commission shall retain an oversight role regarding all powers and duties delegated under this Section. The Department of Human Resources shall provide reports to the Commission regarding the Department's performance of the delegated functions. The specific reporting schedules and content of reports shall be determined by the Commission and will be adopted by resolution of the Commission.

3.07 Ethics

Pursuant to Section 9.02 of the Charter, the Commission shall have the authority to ensure compliance with ethics resolutions or ordinances passed by County Council. The Commission shall be the ethics compliance and training body for the County as set forth in the Ethics Code.

The Commission delegated certain portions of its duties under the Ethics Code to the Human Resources Department as set forth in Rule 3.06 herein.

The Commission shall hear appeals from disciplinary or retaliatory actions taken against all classified or unclassified employees of the County, as a result of the employee's whistleblower report made pursuant to the Ethics Code. When an employee files a whistleblower appeal, the Commission will determine whether a proper report was made under the Ethics Code and whether a causal relationship exists between such report and the County's actions. If the Commission finds a violation of the Ethic's Code, the Commission may impose a remedy up to and including reinstatement. [*Reference Title IV of the County Code*]

Additionally, the Ethics Code grants the Commission the authority to write and send letters of notification, admonition, and censure regarding ethics law violations, when applicable. The Commission, however, shall not exercise this authority unless one of the following occurs:

- The Inspector General requests assistance from the Commission due to a conflict of interest; or
- The Commission, by a majority vote, determines that it is necessary to exercise this authority.

SECTION 4 MEETINGS

4.01 Public Meetings

The Commission shall hold meetings as often as necessary to complete Commission business. All meetings of the Commission shall be open to the public and include a time for public comment.

The Commission's conducting of quasi-judicial hearings and its deliberations when acting in its quasi-judicial capacity are not "meetings" for purposes of this Section or Section 121.22 of the Ohio Revised Code.

The Commission shall elect one of its members as the Chairperson and elect one of its members as Vice-Chairperson of the Personnel Review Commission at their first meeting in January on a biennial basis beginning in 2015.

In the event of a vacancy in the Chair position, the Vice-Chair shall assume the duties of the Chair for the remainder of the biennial period.

4.02 Notice

The schedule for regular meetings shall be posted under the "Public Notices" section of Cuyahoga County's main webpage (<http://www.cuyahogacounty.us>). In addition, notices of meetings, meeting agendas and minutes shall be posted on the Commission's webpage (<http://PRC.cuyahogacounty.us>).

Notices of special meetings shall be posted in the manner described above. When a special meeting is held to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and only those issues may be discussed at that meeting.

4.03 Quorum

The physical presence of two members of the Commission at any scheduled meeting constitutes a quorum. The Commission cannot act without a quorum.

4.04 Executive Session

The members of the Commission may hold an executive session at a regular or special meeting for the purpose of considering one of the authorized matters provided in Section 121.22 of the Ohio Revised Code.

4.05 Minutes

The minutes of any meeting of the Commission shall be promptly prepared, filed, and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions.

SECTION 5 RULE-MAKING

5.01 Rule-Making Procedure

As used in this Section:

- (A) “Rule” refers to the PRC Administrative Rules, Cuyahoga County Personnel Policies and Procedures Manual and employee classifications in the County’s Class Plan;
- (B) A “rule change” means the addition of a new rule, or rescission or amendment of an existing rule.

Rule changes may be proposed to the Commission by the PRC Administrator, the Director, or by an individual Commission member. Proposed rule changes shall be submitted with a coversheet containing the following information:

- (1) A statement declaring the intention to consider adopting, amending or rescinding the rule;
- (2) A synopsis of the proposed rule change a general statement of the subject matter to which the proposed rule change relates; and
- (3) A statement of the reason or purpose for the rule change.

Upon receipt, the Commission shall post the proposed rule changes and the coversheet on its webpage (<http://PRC.cuyahogacounty.us>). The posting shall include the date, time and place of the Commission meeting where the proposed rule change will be heard. The public shall be permitted to comment regarding the proposed rule change in accordance with Section 4.01 of these Rules. The Commission may act on a proposed rule change only after such rule change has been posted for a minimum of twenty (20) days.

~~A rule change to the PRC Administrative Rules shall be effective upon adoption by the Personal Review Commission. [Reference Section 301.02 of the County Code]~~

If a proposed rule change to the Cuyahoga County Personnel Policies and Procedures Manual or employee classifications in the County's Class Plan is approved by a majority vote of the Commission, such rule change will be referred to County Council for its consideration and becomes effective only after approval by County Council.

Notwithstanding the foregoing, the PRC Administrator is authorized to approve minor revisions to a rule if such revision does not alter the meaning or intent of the rule. If the PRC Administrator makes such a change, a record will be created to reflect the modification and the purpose of the change.

SECTION 6

CLASSIFICATION AND COMPENSATION PLANS

6.01 Classification Plan

As required by the Charter, the Commission shall administer a countywide classification and compensation plan that includes the classified employees (if any) of the County Executive, County Council, Fiscal Office, Law Department, Sheriff's Department, Public Works, Medical Examiner, Clerk of Courts, Treasurer, Public Defender, Prosecutor, Personnel Review Commission, Inspector General, and the County Audit Committee.

The classification plan shall be adopted and maintained by the Commission and approved by County Council. The plan shall provide for the classification and standardization of all positions in the County's classified service. The classification system will serve to organize the work performed by the County's classified employees, and will organize positions into classifications on the basis of duties and responsibilities. Classifications are organized into class series, which groups two or more classes that are similar in the type of work but differ in levels of complexity, difficulty and managerial responsibility. Each position within the classified service shall have a corresponding classification specification which shall contain the minimum qualifications for appointment to the class.

~~All positions in the service of the County, except those specifically designated by general law, the Charter, or the PRC as unclassified, shall be in the classified service and subject to the rules of the Commission.~~

Each position within the unclassified service shall have a corresponding job description which shall identify the basis upon which the position is exempted from the classified service.

[Reference Sections 303.01 and 303.04(A) of the County Code]

6.02 Competitive and Noncompetitive Classes

Following the effective date of this section and anytime a classification is created thereafter; the Commission shall determine whether the class is to be designated as competitive or noncompetitive. In making this determination, the Commission shall consider the following factors:

- (1) The practicality of testing for the class by competitive examination in accordance with generally accepted psychometric standards;
- (2) Whether the class requires peculiar or exceptional qualifications of a scientific, managerial, professional or educational character as demonstrated by:
 - a. the level of education, the field of study and the degree of specialization required;
 - b. the kind, level and amount of work experience required;
 - c. a special license or certificate required; and/or
 - d. any recruiting or other information relating to the number or availability of qualified applicants.
- (3) Whether the class consists of positions that are impractical to test for competitively; and
- (4) Any other relevant information.

Upon revision of a classification or at the request of the Director, the assignment of a class as competitive or noncompetitive shall be reviewed by the Commission.

6.03 Changes to the Classification Plan

The Commission may consider changes to the class plan upon request via the procedure set forth in Rule 5.01 herein.

6.04 Compensation Plan

The Commission shall administer a compensation plan for the County's non-bargaining unit, classified employees, and shall recommend to County Council such modifications as needed to ensure the system provides for compensation based on merit and fitness and to ensure pay equity in like classifications. The PRC's administration of the classification and compensation plans includes but is not limited to performing job analysis, salary surveys, periodic system reviews, development of position descriptions and classification specifications, and research/recommendation/implementation of best

classification and compensation practices. Job audits performed at the request of classified employees will be conducted by the Human Resources Department.

[Reference Section 303.04(B) of the County Code]

6.05 Unclassified Service

The unclassified service consists of positions that are specifically exempted from the classified service by law. Persons employed in a position in the unclassified service serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time for any lawful reason.

All appointing authorities shall provide reports detailing the appointment of employees to the unclassified service to the Commission in accordance with the procedures that shall be determined by the Commission ~~and will be adopted by resolution of the Commission.~~

[Reference Section 303.04(A) of the County Code]

SECTION 7 ANNOUNCEMENTS & APPLICATIONS

7.01 Examination Announcement

The Commission shall give reasonable notice of the time, place, and general scope of competitive examinations for positions in the classified civil service. Examination announcements shall be posted electronically on both the Personnel Review Commission's and Cuyahoga County's website.

The examination announcement shall contain the title, definition, salary range, and minimum qualifications for the classification. The examination announcement shall also indicate the last day and hour that applications will be accepted.

In addition, if the eligibility list resulting from the examination will be limited to a particular Appointing Authority per Rule 9.02 herein, such limitation shall be set forth in the examination announcement.

The Commission shall establish and publish minimum qualifications for each position, which shall be included in the official announcement of each examination.

[Reference Section 303.03(B) of the County Code]

7.02 Applications

Applicants for classified civil service positions shall file one application that will serve as both the request to take the examination and as the application for employment with the County.

Job postings and Applications are available at the County's Human Resources Department website (<http://hr.cuyahogacounty.us>).

Once filed, applications become the property of the County and shall not be returned to the applicant.

[Reference Section 303.03(B) of the County Code]

7.03 Rejection of Applicants

All applications shall be reviewed by an authorized representative of the Commission. Applications may be rejected for any of the following reasons:

- (1) It was not filed within the prescribed time period.
- (2) That the applicant has not met one or more of the minimum qualifications of the position.
- (3) That the applicant has made a false statement on the application.
- (4) Any just or reasonable cause that is job-related, and not discriminatory, as determined by the Commission.

Upon rejecting any application, the Commission shall promptly notify the applicant of the reason for the rejection at the electronic mail address provided on the application. The applicant may, within five (5) calendar days after the date of the notice, file a written request for reconsideration of such rejection that shall set forth why the rejection was in error and providing evidence of the same.

The Commission will not consider requests that contest the qualifications established for the position. If a request for reconsideration from a rejection is pending at the time an examination is scheduled to be held, the applicant shall be allowed to take the examination pending the resolution of the request. If the Commission, within its sole discretion, finds the rejection justified, the examination paper shall not be graded. Consideration of an applicant's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the applicant to an administrative appeal to the Commission.

[Reference Section 303.03(C) of the County Code]

7.04 Accommodation

The examination announcement will advise potential applicants as to the procedures by which a potential applicant may request reasonable accommodation for a disability, as defined by applicable law, in order to participate in the application process and/or examination process.

7.05 Equal Employment Opportunity

Applications will be accepted without regard to the race, ethnic background, national origin, sex, sexual orientation, genetic information, medical condition, political affiliation or opinion, military status, religious belief, or age of any applicant unless otherwise lawfully required.

SECTION 8 EXAMINATIONS

8.01 Character of Examination

Examinations will be developed so as to be job-relevant and to measure the relative capacity and fitness of the persons examined to discharge the duties of the positions to which they seek to be appointed.

8.02 Scheduling of Examination

The time, place, and type of an examination shall be determined by the Commission. The Commission may cancel, or postpone an examination because of inadequate number of applicants, a change in requirements, or for other sufficient cause. Cancellations or postponements shall be posted on the Commission's website and each applicant shall be notified via electronic email.

8.03 Contents of Examination

Examinations may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. Tests may be written, oral, physical, demonstration of skill or an evaluation of training and experiences and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Tests may include: structured interviews; assessment centers; work simulations; examinations of knowledge, skills and abilities; and any other acceptable testing method.

No question on the examination shall relate to the race, ethnic background, national origin, gender, sexual orientation, genetic information, medical condition, political affiliation or opinion, or religious belief or age of any applicant unless otherwise lawfully required.

A Commission-approved EEO applicant information form shall be furnished to all applicants for employment or examination. The completion of the EEO form shall be wholly voluntary, and no applicant shall be adversely affected in any way for having refused to complete such form. If completed by an applicant, the EEO form shall be physically separated from the application.

8.04 Identity of Examinee Concealed

The identity of all persons taking competitive examinations shall be concealed by the use of an identification number, which shall be used on all examination papers. This number shall be used from the beginning of the examination until after the papers are rated. Any papers bearing the applicant's name or any other identification mark shall be rejected and the candidate so notified.

8.05 Fraud in Examinations

Fraud in examinations is prohibited and shall result in automatic disqualification. No person shall:

- (1) Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing;
- (2) Make any false representations concerning the results of such examination or concerning any person examined;
- (3) Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted;
- (4) Impersonate another person, or permit or aid in any manner another person to impersonate an applicant, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed;
- (5) Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed;
- (6) Make known or assist in making known to any applicant for examination any question to be asked on such examination;

(7) Acquire, through fraudulent means, any exam content or question(s) to be asked on the examination prior to the examination; or

8) Personally solicit a favor from any appointing officer, or have any person on his/her behalf solicit a favor pertaining to the testing procedures of the PRC.

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall be prohibited from taking any examination for employment with the County for a period of two (2) years. If the person is already in the County service, such conduct shall be grounds for disciplinary action.

[Reference Section 303.03(D) of the County Code]

8.06 Method of Grading

The method of grading—including the setting of minimum passing scores, weighting of multiple test components, rank ordering, banding, protests, or any other consideration in determining an applicant's score on an employment test—shall be determined by the Commission on a test-by-test basis.

[Reference Section 303.03(E) of the County Code]

8.07 Credit for Military (Uniformed) Service

Any person who has completed service in the uniformed services and who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission proof of military service, and, upon verification, the person shall receive an additional credit of five (5) numerical points or 5% of his or her score, whichever is greater, provided the applicant has received a passing grade in all phases of the examination before addition of the military service credit.

As proof of military service, the applicant shall file Form DD214, member copy 4 . Credit for military service will not be given if the request for such credit is received by the Commission after the closing date for applications.

As used in these Rules, "service in the uniformed services" and "uniformed services" have the same meaning as the "Uniformed Services Employment and Reemployment Rights Act of 1994,..." 38 U.S.C.A. 4303" which meaning shall be:

The Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or a full-time National Guard duty, the commissioned corps of the Public Health

Service, and any other category of persons designated by the President in the time of war or national emergency.

[Reference Section 303.03(F) of the County Code]

8.08 Examination Records

All selection devices and examination papers are the property of the Commission and shall be treated as confidential records to the maximum extent possible under law.

8.09 Notice of Results

After the grading of the examination has been completed, all applicants shall be notified via electronic mail of their final grade and relative position on the eligibility list established from the examination.

8.10 Noncompetitive Examinations

The Commission may suspend competition for positions which require exceptional qualifications of a scientific, managerial, professional or educational nature as provided in Rule 6.02.

For positions designated as noncompetitive, the applicants shall file an application for employment together with such proof of education, training, experience, ability and character, as shall be set forth in the examination announcement.

The Commission shall evaluate the applications to determine if the applicants meet the minimum requirements of the class specifications for the class being examined. Following this review, an eligibility list shall be prepared including the names of all applicants who met the minimum requirements. Applicants will appear in alphabetical order.

[Reference Section 303.03(G) of the County Code]

SECTION 9 ELIGIBILITY LISTS

9.01 Posting of Lists

From the results of each competitive examination, the Commission shall establish and keep open to public inspection a list of the persons whose grade in any examination meets or exceeds the minimum passing grade and who are otherwise eligible.

9.02 Duration of Lists

Eligible lists created by the Commission shall remain in force not longer than one (1) year; however, the Commission may, at its discretion, extend the eligible list. The Commission may limit an eligibility lists to a particular Appointing Authority, notice of such limitation shall be provided in the examination announcement.

9.03 Breaking Tied Grades

In the event two (2) or more applicants receive the same grade on an open competitive examination in which rank ordering is used in establishing the eligibility list, priority in the time of filing the application shall determine the order in which their names shall be placed on the eligible list; applicants eligible for uniformed service credit shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among applicants receiving military service credit shall be decided by which application was filed earlier with the Commission.

[Reference Section 303.03(I) of the County Code]

9.04 Change of Address

Each person on an eligibility list shall file with the Commission a written notice of any change of address, and failure to do so may be considered sufficient reason for not certifying the applicant's name to the appointing authorities for consideration for appointment.

9.05 Removal from List

Upon receiving notification from the Appointing Authority, Director, or the PRC Administrator, names may be removed from an eligibility list by action of the Commission for the following reasons:

1. At the request of the eligible candidate.
2. After three certifications or considerations without receiving an appointment.
5. Failure to pass a pre-employment background check and/or drug or alcohol screen.
6. Failure to appear for an interview.

7. Inability to locate the eligible at his or her last known address.
8. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.
9. Any other just or reasonable cause.

If a candidate requests removal, and the request is based on illness, military service, or conflict with schooling, that candidate may be restored to the eligibility list when that candidate indicates renewed availability for consideration if the eligibility list is still in effect per Section 9.02.

If a candidate's name is removed for any of the other reasons set forth in this Rule, the candidate may make a written request for reconsideration to the Commission for the restoration of his or her name to the eligibility list. Such request shall be made within five (5) calendar days of date the notification of removal was electronically mailed and shall set forth why the removal was in error, stating the reasons that would justify restoration to the list, and providing evidence of the same. Restoration to the eligibility list is within the sole discretion of the Commission. Consideration of a candidate's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the candidate to an administrative appeal to the Commission.

[Reference Section 303.03(J) of the County Code]

9.06 Creation by Noncompetitive Examination

After the completion of the review as provided in Rule 8.10, an eligibility list shall be prepared including the names of all applicants, placed in alphabetical order, who met the minimum requirements as set forth in the examination announcement.

The Commission shall provide the Appointing Authority with the eligibility list and the application materials of the individuals on the list for interview and subsequent selection.

SECTION 10 CERTIFICATION

Permanent appointments to all positions in the classified service that are not filled by promotion, transfer, or reduction shall be made from those persons whose names are certified to the Appointing Authority in accordance with these Rules.

10.01 Certification Request

When an Appointing Authority desires to fill a vacancy in any position in the classified service, the Appointing Authority shall submit a request to the Commission specifying

the department, title of the position, grade, whether the service is temporary or permanent, and the anticipated date of the vacancy.

[Reference Section 303.03(K)(1) of the County Code]

10.02 Number of Names to be Certified

Following such request from an Appointing Authority, the Commission, through its staff, shall certify the names, addresses, and rank of the top twenty-five percent (25%) or a minimum of ten (10) names of the applicants on the eligibility list for the class or grade to which the position is classified.

When less than 10 names appear on an eligibility list, the Commission may certify less than ten (10) names and a new examination may be scheduled.

[Reference Section 303.03(K)(2) of the County Code]

10.03 Certification Not More Than Three Times

A person certified from the same eligible list three (3) times to the same Appointing Authority may be omitted from future certifications. A person is “certified,” for purposes of this section, each time an appointment is made from a certified eligibility list containing that person’s name.

[Reference Section 303.03(K)(3) of the County Code]

SECTION 11 APPOINTMENTS

11.01 Original Appointments

A person who has been selected by an Appointing Authority from an open competitive eligibility list, certified in accordance with Rules 9.01 and 10.01 to fill a vacancy in the classified service is said to have received an original appointment. Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.

[Reference Section 303.05(A) of the County Code]

11.02 Temporary Appointments

Temporary appointments shall not exceed one hundred eighty (180) days in duration and shall be filled in the following manner:

(1) Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible person to certification for appointment to a permanent position. At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.

(2) No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service.

In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period.

Successive temporary appointments to the same position shall not be made under this Rule.

Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence shall not continue beyond such period of sickness, disability, or other absence.

The HR Department shall provide the Commission with a monthly report identifying the previous month's temporary appointments, the date of the appointment, the date the appointment expires, the position, and department.

[Reference Section 303.05(B) of the County Code]

SECTION 12 EMPLOYMENT ACTIONS

12.01 Notice Requirements

Any action taken by an Appointing Authority, the County Executive or the Director (collectively referred to as “the Employer” for purposes of this Section) that creates a right of appeal for an employee shall be done in the following manner:

- In writing and signed by the Appointing Authority or designee;
- The original or a copy of the action shall be served upon the employee on, before or as soon as practicable after the effective date of the action;
- The document should, on its face, indicate the particulars that form the basis for the action; and
- The document should specifically describe the procedures required for the employee to exercise their appellate rights.

The notice document shall be “served upon the employee” when:

- It is personally served upon the employee;
- It is received by the employee at the employee’s last known address, by certified mail, return receipt requested; or
- It is left at the usual place of residence, or last known address of the affected employee, with an adult residing therein.

If the service by certified mail under this Section is returned with an endorsement showing the service was refused or unclaimed, then the notice may be sent by ordinary mail, evidenced by a certificate of mailing (or employee affidavit). Such notice shall be deemed “served” on the third calendar day after the order is mailed.

An action will not be disaffirmed based upon failure of service where the employee has failed to notify the Employer of a change of address. The burden is on the employee to prove the Employer was notified of a change in the employee’s address.

12.02 Laches

Employees shall not be disciplined for acts that have been known or should have been known to the Employer more than two years prior to the effective date of the disciplinary action.

This rule does not bar discipline based upon a criminal conviction, less than two years old, although the incidents giving rise to such conviction occurred more than two years prior to the imposition of discipline.

12.03 Merger and Bar

All incidents that occurred prior to the incident for which a non-oral disciplinary action is being imposed, of which the Employer has knowledge and for which an employee could be disciplined, are merged into the non-oral discipline imposed by the Appointing Authority. Incidents occurring after the incident for which a non-oral disciplinary action

is being imposed, but prior to the issuance of the non-oral disciplinary order, are not merged and may form the basis for subsequent discipline.

12.04 Inquiries

In furtherance of the Commission's Charter mandated duty to ensure compliance with federal, state and local employment laws, the Commission may conduct an inquiry when, upon receipt of a written complaint or on its own motion, it has reason to believe that an individual is abusing the power of appointment, layoff, removal, reduction, suspension, or otherwise violating laws, rules or ordinances that the Commission is charged with enforcing.

Inquiries shall be conducted by an exchange of correspondence, interviews, and/or requests for documents and information. Unless a party can show good cause for its failure to respond to the Commission, decisions will be based on the information received within the response time allowed by the Commission. In the Commission's discretion, investigations may be set for hearing. Upon completion of the Inquiry, the Commission shall provide County Council with a report of its findings.

The inquiries shall not be quasi-judicial and shall not result in a final order that creates a right of administrative appeal to the Commission.

[Reference Section 303.06 of the County Code]

SECTION 13 APPELLATE PROCEDURE

13.01 Manner of Filing Appeals

All appeals to the Commission shall be in writing and shall include the following information:

- The Employee's name;
- The Employee's address and telephone number;
- Employee's Department; and
- A copy of the action being appealed or a brief summary of the subject of the appeal.

Information regarding how to file an appeal, including initial appeal forms, can be obtained on the PRC's website at <http://PRC.cuyahogacounty.us>. Appeals shall be filed with the Personnel Review Commission by mail, in person, by email

(personnelreviewcommission@cuyahogacounty.us) or facsimile (216-443-3694).

13.02 Time for Filing Appeals

All appeals shall be filed with the Commission within ten (10) calendar days of the date on which the employee was served with the action in question, by the end of the PRC business day at 4:30 p.m. The date the employee receives the notice is not counted as part of the 10 days. In the event the Personnel Review Commission Office is closed due to a holiday or weekend on the 10th calendar day, appeals received the following business day will be deemed filed timely. Appeals filed after that date will not be considered.

An appeal shall be deemed to be “filed” when one of the following occurs:

- The appeal is received in person and date stamped by the Commission;
- The appeal is postmarked; or
- The appeal is received by facsimile or e-mail (date of filing shall be the date marked on the appeal by the Commission’s facsimile machine or e-mail system).

13.03 Interim Appeals

The Commission retains jurisdiction over all applicable employment actions that were taken during the time period from January 1, 2011 through the effective date of these Rules. All employees who properly perfected appeals in accordance with the instruction provided by the Human Resources Department shall be considered to have met all of the filing requirements of this section. Employees who did not properly perfect appeals in accordance with the instruction provided by the Human Resources Department shall be deemed to have waived their right to appeal the underlying employment action.

13.04 Preliminary Jurisdictional Review

Upon receipt of an appeal, the Commission shall conduct a preliminary review to determine the following:

- Whether the appeal was properly perfected in accordance with these Rules; and
- Whether the Commission has jurisdiction to hear the appeal.

If the Commission’s Administrator determines that an appeal was not properly perfected or that the Commission lacks jurisdiction to hear the appeal, the Appellant will be notified in writing of the Administrator’s determination. The Appellant may file written objections to the determination within fourteen (14) calendar days after the date on which the determination was mailed. The Appellant must also send a copy of the objections to the Appellee’s legal representative (Law Department or the Prosecutor’s Office). The Law Department or Prosecutor’s Office shall have fourteen (14) calendar days from receipt of the objections to file a written response to the objections. At the first meeting following the expiration of the period for objection and response (if

applicable), the Commission shall make a final determination of the jurisdictional issue. The Commission may accept jurisdiction over the appeal, dismiss the appeal or assign the appeal to a hearing officer for a determination of the jurisdictional issue. If the Commission accepts jurisdiction, the appeal will proceed in accordance with these Rules.

13.05 Hearings

Discovery/Subpoenas

The Hearing Officer shall have discretion to set dates for the exchange of documents and both parties must agree to these dates, or the default procedure will require that at least fourteen (14) calendar days prior to the scheduled hearing, the parties shall provide the opposing party copies of the documents intended to be introduced at the hearing and a list of witnesses to be called by the party to testify at the hearing. If a party fails to comply with this requirement, the Hearing Officer has discretion to exclude such testimony or documents from the hearing. In all cases, the Hearing Officers should make every effort to ensure that the appeal record is fully developed.

Prior to the hearing, the parties may make requests to the Commission (or Hearing Officer) to issue procedural orders commanding the opposing party to disclose certain documentation and/or information.

Upon the request of either party made on or before the tenth calendar day prior to hearing, the Hearing Officer or the Commission may, in its own discretion, issue subpoenas for such persons, documents, and attendance of witnesses as the requesting party deems necessary.

Parties are limited to five (5) subpoenas absent good cause. Discovery depositions shall not be permitted.

Failure to Appear

Upon failure of the Appellant to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Commission (or Hearing Officer) may dismiss the appeal.

Upon failure of the Appellee to appear for the record hearing within at least 30 minutes of the scheduled hearing time, and on showing of proof of service of the notice of hearing, the Commission (or Hearing Officer) may grant appropriate relief, including the disaffirmance of the employment action.

Burdens of Proof

With regard to a disciplinary action, the Employer is required to prove by a preponderance of the evidence:

- That the Employer has substantially complied with the procedural requirements detailed in Section 6 of these Rules; and

- That the employee committed a sufficient disciplinary offense(s) to justify the discipline received.

With regard to an abolishment (classification or position), the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the abolishment; and
- that the abolishment was undertaken due to a lack of a continuing need for the position based on: a reorganization for the efficient operation of the Appointing Authority, reasons of economy, or a lack of work expected to last one year or longer. Certification of lack of funds or lack of work is not required for abolishments.

With regard to a layoff, the Employer shall demonstrate by a preponderance of the evidence:

- that the Employer substantially complied with the procedural requirements associated with the layoff; and
- that a layoff was undertaken due to a lack of work or lack of funds.

Abolishments (classification or position) and layoffs shall also be disaffirmed if the Commission determines that the action was taken in bad faith. The Employee is required to prove the Employer's bad faith by a preponderance of the evidence.

With regard to reclassifications and assignments to classifications:

When an appeal presents the issue of whether an employee is properly classified, or properly assigned to a classification, the Hearing Officer shall conduct a fact-finding hearing to determine the duties performed by the employee in the position at issue. Prior to the hearing, the parties should file with the Hearing Officer a designation of what classification each contends best matches the employee's duties. The Appellant can request a copy of the most recent audit of the employee's position from Human Resources, and parties can access job descriptions or class specifications for the positions that each party has designated, and the class specifications for any adjacent classifications within the same classification series, through the Human Resources' department website. If the Appellant does not have on-line access to these records, the Appellant may request the Human Resources department to provide hard copies of these records.

- If the employee's position has not been audited within two years, or if either the employee or the Appointing Authority contends that the employee's duties significantly changed since the last audit, the Hearing Officer may recommend to the PRC that the appeal be stayed pending completion of a new position audit.
- In an evidentiary hearing concerning the proper classification of an employee, the witnesses should be limited to the audited employee, the employee's immediate supervisor, and/or the designee of the authority who conducted the position

audit. In this type of evidentiary hearing the Hearing Officer might choose to conduct the primary examination of the witnesses, followed by limited examination by the parties.

- The Hearing Officer's Report and Recommendation should compare the duties performed by the audited employee to the appropriate specifications and determine which classification most appropriately describes the duties performed by the employee. It is not anticipated that evidence about whether other employees are properly classified would be relevant.

The standard of proof for all other appeals before the Commission shall be a preponderance of the evidence.

Determination of Unclassified Status

When an employee has been adversely affected as an unclassified employee, the burden of proving the unclassified status of the employee is on the appointing authority. The Commission will take evidence of the employee's duties over a reasonable period of time, which is generally defined as one calendar year immediately prior to the adverse action, provided that the employee was in an active work status in the position at issue during that time period.

Official Record

All hearings shall be recorded by the use of audio electronic recording devices. The audio record is the official record and shall be maintained / destroyed in accordance with the Commission's record retention schedule.

Post-Hearing Briefs

The Hearing Officer or Commission, in its own discretion, may allow the parties to a hearing to submit post-hearing briefs. A reasonable briefing schedule shall be established by the Hearing Officer or Commission in such cases. The official record shall be held open in such cases until the time for submittal of the briefs has passed. Any brief submitted within this time period shall be included as part of the official record.

Reports and Recommendations

After the official record has been closed, the Hearing Officer or the Commission will consider all evidence and submissions and issue a Report and Recommendation making findings of fact and conclusions of law. The Report and Recommendation shall be sent by electronic mail and regular mail to the last known post office address of the Appellant, and by electronic mail to the Appellee's legal representative.

Either party may file with written objections to the Report and Recommendation with the Commission within fourteen (14) calendar days after the date on which the Report and Recommendation was mailed. For purposes of filing the objection, the written objection must actually be received by the Commission within the fourteen (14) day period. A party filing a written objection must also serve a copy of the objections on the opposing

party. The opposing party shall have fourteen (14) calendar days from receipt of the objections to file a written response to the objections. The response to objections must be actually received by the Commission within this fourteen (14) day period.

The Objections and Responses must be received by the Commission within the time periods set forth in the preceding paragraph and by the end of the PRC's business day at 4:30 p.m.

Motions for extension of time to object or respond to objections shall be submitted to the Commission at the address listed on the PRC's website, by email (personnelreviewcommission@cuyahogacounty.us) or facsimile (216-443-3694). The PRC Chairperson shall have the authority to rule on the parties' motions for extension of time to file Objections or Responses thereto. The parties may request one extension of not more than seven (7) days. Except for good cause shown no further extensions will be granted.

Electronic Filing/Service

The parties may submit documents, including notices, motions, objections and responses along with any attachments/exhibits via the PRC's database which can be accessed through the PRC's website.

Parties will receive service of such filings at the electronic mail address on file with the PRC. If the opposing party does not have an electronic mail address listed on the notice of appeal or the notice of appearance, then the filing party is responsible for effectuating service via regular U.S. Mail.

The deadlines and requirements for filings with the PRC remain as set forth in these Rules.

13.06 Decisions of the Personnel Review Commission

At the first regular meeting of the Commission following the receipt of objections or responses, if applicable, the Commission will, as a regular item of business, consider the Report and Recommendation along with any objections or responses received in a timely manner. At that time, the Commission may take the matter under advisement.

At the point in time when the Commission acts upon a Report and Recommendation, it shall perform one of the following actions:

- Vote to affirm the Report and Recommendation as written;
- Vote to disaffirm the Report and Recommendation and submit a new decision;
- Vote to modify the Report and Recommendation;
- Vote to remand the matter back to the Hearing Officer to reopen the official record for additional evidence.

All votes taken under this Section shall be recorded in the minutes. The Commission shall notify the parties in writing of its decision. The notification shall also inform the parties of their rights (if any) to appeal to the Court of Common Pleas.

13.07 Appeals to the Court of Common Pleas

The decision of the Personnel Review Commission shall be a final order, and may be appealed by either the Appellant or by the County, as provided by general law.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0041

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2016 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; amending Resolution No. R2016-0026 dated 1/26/2016 to reconcile appropriations for 2016; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on December 8, 2015, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2016/2017 (Resolution No. R2015-0209) establishing the 2016/2017 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2016 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 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	40A069 – Capital Projects			BA1607575
	CC768861 – Roof Replacement – Old Courthouse			
	Personal Services	\$	25,000.00	
	Other Expenses	\$	450,000.00	

Additional appropriation is requested to fund the design phase of the roof replacement project at the Old Courthouse. The total project cost is estimated to be \$4.0 million and is part of the 2016 Capital Improvement Plan (CIP). Additional appropriation will be requested once the design phase has been completed and the actual cost of the project will be known. Funding for the roof replacement at the Old Courthouse will come from the General Fund.

	01A001 – General Fund			
	SU514141 – Capital Improvements – General Fund Subsidy			
	Other Expenses	\$	475,000.00	

Appropriation is requested in the General Fund Subsidy account so that the General Fund can fund the roof replacement at the Old Courthouse.

B.	22A795 – CDBG Year 35 2009			BA1600056
	DV713032 – CDBG Project Plan-2009			
	Other Expenses	\$	(8,418.75)	

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2009 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2009 through December 31, 2009.

C.	22A960 – CDBG Year 39 2013			BA1600057
	DV714162 – CDBG Operating 2013			
	Personnel Services	\$	(4,464.00)	
	Other Expenses	\$	(1,900.00)	

Reduce appropriations in the Department of Development Community Development Block Grant Operating 2013 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2013 through December 31, 2013.

D.	22A914 – CDBG Year 41 2015			BA1600058
	DV714436 – CDBG Project Plan 2015			
	Other Expenses	\$	(508,578.00)	

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2015 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2015 through December 31, 2015.

E.	22A046 – CDBG Year 37 2011		BA1600059
	DV713362 – CDBG Project Plan 2011		
	Other Expenses	\$	(39,389.00)

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2011 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2011 through December 31, 2011.

F.	22A960 – CDBG Year 39 2013		BA1600060
	DV714170 – CDBG Project Plan 2013		
	Other Expenses	\$	(74,024.18)

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2013 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2013 through December 31, 2013.

G.	22A685 – CDBG Year 38 2012		BA1600061
	DV713883 – CDBG Admin Operating 2012		
	Other Expenses	\$	(21,219.15)

Reduce appropriations in the Department of Development Community Development Block Grant Administration Operating 2012 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2012 through December 31, 2012.

H.	22A910 – CDBG Year 40 2014		BA1600062
	DV714360 – CDBG Project Plan 2014		
	Other Expenses	\$	(185,483.00)

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2014 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2014 through December 31, 2014.

I.	22A685 – CDBG Year 38 2012		BA1600063
	DV713917 – CDBG Project Plan 2012		
	Other Expenses	\$	(365,930.12)

Reduce appropriations in the Department of Development Community Development Block Grant Project Plan 2012 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2012 through December 31, 2012.

J.	22A910 – CDBG Year 40 2014		BA1600064
	DV714378 – CDBG Administration Operations 2014		
	Personal Services	\$	(46,852.86)
	Other Expenses	\$	(39,460.42)

Reduce appropriations in the Department of Development Community Development Block Grant Administration Operations 2014 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2014 through December 31, 2014.

K.	22A960 – CDBG Year 39 2013		BA1600065
	DV714147 – CDBG Administration Operations 2013		
	Personal Services	\$	(111,871.09)

Reduce appropriations in the Department of Development Community Development Block Grant Administration Operations 2013 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2013 through December 31, 2013.

L.	22A910 – CDBG Year 40 2014		BA1600066
	DV714386 – CDBG Non-Administration Operations 2014		
	Personal Services	\$	(63,694.38)
	Other Expenses	\$	(14,115.79)
	Capital Outlays	\$	(1,000.00)

Reduce appropriations in the Department of Development Community Development Block Grant Non-Administration Operations 2014 to reallocate appropriations in the current plan (see increases on BA1600067) per federal grant guidelines. This prepares this specific grant for closure. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2014 through December 31, 2014.

M.	22A917 – CDBG Year 42 2016		BA1600067
	DV714600 – CDBG Project Plan 2016		
	Other Expenses	\$	1,486,400.74

Increase the appropriations in the Department of Development Community Development Block Grant Project Plan 2016 from appropriations that were reduced in previous years (see decreases on BA1600056 through BA1600066) per federal grant guidelines. Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2016 through December 31, 2016.

N.	22A105 – HUD Section 108		BA1600068
	DV711606 – HUD Section 108		
	Other Expenses	\$	61,592.70

Increase the appropriations in the Department of Development Housing and Urban Development Section 108 account resulting from revenues received on January 8, 2016 (document JE1600011-02) from a revolving loan account that is due the funding sources as repayment.

Funding is from the United States Department of Housing and Urban Development (HUD) covering the period January 1, 2016 through December 31, 2016.

O.	01A001 – General Fund		BA1601507
	CT577106– Risk & Property Management		
	Capital Outlays	\$	(1,525,000.00)

A decrease in appropriation is requested for 2016 capital projects within Public Works. \$1,050,000 is for the County’s portion of 10% for Phase 2 for the Airport Runway project and \$475,000 is for the design phase of the roof replacement at the Old Courthouse. The source of funding is General Fund.

P.	28W037 – Workforce Other Programs		BA1609079
	WI140913 – Workforce Other Programs		
	Personal Services	\$	(353,614.00)
	Other Expenses	\$	(1,601,503.50)

An appropriation decrease is requested for the Workforce Development, Workforce Other Programs account to zero out the account since it is no longer used; there will be a subsequent increase to the Workforce Innovation & Opportunities Act account to accommodate this change. The funding source is 50% Temporary Aid for Needy Families (TANF) and 50% Employment Assistance Program.

Q.	28W038 – WF Innovation & Opportunities Act		BA1609080
	WI150904 – WF Innovation & Opportunities Act		
	Other Expenses	\$	2,000,000.00

An appropriation increase is requested for Workforce Development to the Workforce Innovation & Opportunities Act account to increase the revenue based on revenue from TANF and Employment Assistance Program and to increase appropriation for other expenses based on the additional revenue stream there will be a subsequent decrease to the Workforce Other Programs account to accommodate this change. The funding source is 50% Temporary Aid for Needy Families (TANF) and 50% Employment Assistance Program.

R.	21A157 – Cuyahoga CASA Program		BA1603016
	JC756643 – Cuyahoga CASA – Cleveland Foundation		
	Other Expenses	\$	50,000.00
	21A157 – Cuyahoga CASA Program		
	JC756650 – Cuyahoga CASA – Gund Foundation		
	Other Expenses	\$	50,000.00

Juvenile Court has developed a Court Appointed Special Advocate (CASA) program for volunteers to serve abused, neglected and dependent children in the court system. The Court received grants from the Cleveland Foundation and The George Gund Foundation for the CASA program. These two grants supplement another \$50,000 grant provided in 2015 Ohio CASA Association. The funding periods are December 1, 2015 through November 30, 2016 for the Cleveland Foundation (JC756643) and November 1, 2015 through October 31, 2016 for the George Gund Foundation (JC756650). No cash match is required.

SECTION 2. That the 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund	BA1610559
BE474056 – Special Election	
Contractual Services	\$ 114,606.00
TO: 01A001 – General Fund	
BE472050 – Primary Election	
Contractual Services	\$ 114,606.00

A transfer is requested to correct the Special and Primary Election budgets. The Board of Elections receives funding from General Fund.

B. FROM: 21A034 – Smart Ohio Pilot	BA1600070
CO756049 –Smart Ohio Pilot Funding	
Personal Services	\$ 33,365.06
Capital Outlays	\$ 7,331.66
TO: 21A034 – Smart Ohio Pilot	
CO756049 – Smart Ohio Pilot Funding	
Other Expenses	\$ 40,696.72

Appropriation realignment is requested by the Common Pleas Court to provide sufficient appropriations in the corrected budget lines for anticipated expenses in preparation of grant closure. Funding is from the Ohio Department of Rehabilitation and Corrections covering the grant period March 1, 2014 through June 30, 2016.

C. FROM: 40A069 – Capital Projects	BA1600075
CC768705 –Data Center-IT Printer Relocation	
Other Expenses	\$ 41,610.00
Capital Outlays	\$ 14,247.06
TO: 40A069 – Capital Projects	
CC768713 – Data Center Move Project	
Other Expenses	\$ 7,778.69
Capital Outlays	\$ 48,078.37

Appropriation realignment is requested by the Department of Information Technology to use excess appropriations in the Data Center IT Printer Relocation project to accommodate additional technical requirements in the Data Center Move project. The transfer will also prepare the Data Center IT Printer Relocation project for closure (see remaining residual equity (cash) transfer JR1609076 to the Data Center Move Project). Funding is from bond proceeds repaid by the County's General Fund.

D. FROM: 21A173 – Adult Drug Ct. Project	BA1603016
CO755009 – Adult Drug Court Prj. FY15	
Other Expenses	\$ 15,490.01

TO: 21A173 – Adult Drug Ct. Project
 CO755009 – Adult Drug Court Prj. FY15
 Personal Services \$ 15,490.01

This appropriation transfer would align the grant appropriation to program expenses to close out the grant. Funding comes from ADAMHS and covers the period January 1, 2015 through December 31, 2015.

E. FROM: 01A001 – General Fund **BA1601506**

CT577106 – Risk & property Management
 Personal Services \$ 1,940,781.00

TO: 01A001 – General Fund
 MI512384– Information Technology Enterprise Sys
 Other Expenses \$ 45,000.00

TO: 01A001 – General Fund
 MI512780– Information Technology Capital
 Capital Outlays \$ 1,432,382.00

TO: 01A001 – General Fund
 MI512657– Miscellaneous
 Other Expenses \$ 463,399.00

A transfer in appropriation is requested to move the capital project appropriation to Information Technology and the Miscellaneous accounts for 2016 projects. The source of funding is General Fund.

F. FROM: 01A001 – General Fund **BA1609077**

MI512657 – Miscellaneous
 Other Expenses \$ 365,549.26

TO: 01A001 – General Fund
 FS109629 – Office of Budget & Management
 Personal Services \$ 80,397.71

TO: 01A001 – General Fund
 FS109637 – Financial Reporting
 Personal Services \$ 114,226.23

TO: 01A001 – General Fund
 FS109645 – Fiscal Operations – Records/Licenses
 Personal Services \$ 63,495.19

TO: 01A001 – General Fund
 FS109942 – Consumer Affairs
 Personal Services \$ 107,430.13

An appropriation transfer is requested from the Miscellaneous General Fund account to the Fiscal Office, Office of Budget & Management, Financial Reporting, Fiscal Operations –

Records & Licenses, and Consumer Affairs accounts to cover seven positions that were part of the vacancy contingency fund and have been filled. The source of funding is General Fund.

G. FROM:	28W038 – WF Innovation & Opportunities Act	BA1609081
	WI150904 – WF Innovation & Opportunities Act	
	Personal Services	\$ 258,283.80
TO:	28W038 – WF Innovation & Opportunities Act	
	WI150904 – WF Innovation & Opportunities Act	
	Other Expenses	\$ 258,283.80

An appropriation transfer is requested within the Workforce Development, Workforce Innovation & Opportunities Act account from personal services to other expenses in order to accommodate 2016 operating expenses. The source of funding is from the Department of Labor, Workforce Innovation & Opportunities Act Grant.

SECTION 3. That the 2016/2017 Biennial Operating Budget for 2016 be amended to provide for the following cash transfers between County funds:

A. FROM:	01A001 – General Fund	JT1607576
	SU514141 – Capital Improvements – General Fund Subsidy	
	Transfer Out	\$ 475,000.00
TO:	40A069 – Capital Projects	
	CC768861 – Roof Replacement – Old Courthouse	
	Revenue Transfer	\$ 475,000.00

An appropriation transfer is requested from the General Fund to the Old Courthouse capital project account to fund the design phase of the roof replacement project. The total project cost is estimated at \$4.0 million and is contained in the 2016 Capital Improvement Plan (CIP). The design phase will identify the costs associated with the project at which time another appropriation request will be made. The source of funds is the County’s General Fund.

B. FROM:	40A069– Capital Projects	JR1609076
	CC768705 – Data Center-IT Printer Relocation	
	Transfer Out	\$ 55,857.06
TO:	40A069 – Capital Projects	
	CC768713 – Data Center Move Project	
	Revenue Transfer	\$ 55,857.06

Transfer residual cash from the Data Center-IT Printer Relocation project to the Data Center Move Project to support the appropriation transfer (BA160975) and prepare the IT Printer Relocation project for closure. Funding was from bond issuance repaid by the General Fund carried over into the current budget year covering the period January 1, 2016 through December 31, 2016.

SECTION 4. That items approved in Resolution No. R2016-0026 dated January 26, 2016 be corrected as follows to reconcile appropriations for 2016 in the County’s financial system:

Fund Nos./Budget Accounts

Journal Nos.

Original Item – Section 1

R.	30A919 – Debt Service County Hotel			BA1507570
	DS511543– Debt Service County Hotel			
	Other Expenses	\$.11	
	01A001 – General Fund			
	SU511568– County Hotel Debt Service GF Subsidy			
	Other Expenses	\$.11	

Additional appropriation is requested to correct a rounding error in FAMIS. Funding for the County Hotel comes from the General Fund.

Corrected Item

R.	30A919 – Debt Service County Hotel			BA1607570
	DS511543– Debt Service County Hotel			
	Other Expenses	\$.11	
	01A001 – General Fund			
	SU511568– County Hotel Debt Service GF Subsidy			
	Other Expenses	\$.11	

Additional appropriation is requested to correct a rounding error in FAMIS. Funding for the County Hotel comes from the General Fund.

Original Item – Section 2

F.	FROM: 21A008 – Cleveland Foundation			BA1604506
	EX758367 – Cleveland Foundation – Culture of Innovation Grant			
	Personal Services	\$	173,317.00	
	TO: 21A008 – Cleveland Foundation			
	EX758367 – Cleveland Foundation – Culture of Innovation Grant			
	Personal Services	\$	173,317.00	

The Office of Innovation and Performance requests a transfer to move appropriation originally budgeted for personnel expenses to the other expenses line. After the grant funds were appropriate, it was discovered by OBM that the contract does not allow personnel expenses to be paid with grant funds; the personnel expenses will be covered in the General Fund operating account. These grant dollars will be used for travel, supplies, contractual services, and other miscellaneous expenses. The grant period is May 1, 2015 through April 30, 2016. No County match is required.

Corrected Item

F. FROM: 21A008 – Cleveland Foundation		BA1604506
EX758367 – Cleveland Foundation – Culture of Innovation Grant		
Personal Services	\$	173,316.61
TO: 21A008 – Cleveland Foundation		
EX758367 – Cleveland Foundation – Culture of Innovation Grant		
Personal Services	\$	173,316.61

The Office of Innovation and Performance requests a transfer to move appropriation originally budgeted for personnel expenses to the other expenses line. After the grant funds were appropriate, it was discovered by OBM that the contract does not allow personnel expenses to be paid with grant funds; the personnel expenses will be covered in the General Fund operating account. These grant dollars will be used for travel, supplies, contractual services, and other miscellaneous expenses. The grant period is May 1, 2015 through April 30, 2016. No County match is required.

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 CC021
February 23, 2016



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office
DATE: February 17, 2016
RE: Fiscal Agenda –Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **February 23, 2016**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, meet agency budgetary needs.

This agenda includes requests to appropriate \$475,000 for the design phase of the roof replacement project at the Old Courthouse; this project is included in the County's Capital Improvement Plan (CIP) and was budgeted in the 2016 operating budget. The corresponding cash transfer to fund the project is also included on this agenda. Please note that the General Fund's share of the CIP was budgeted in the Department of Public Works. As these projects and the corresponding subsidy are appropriated, a decrease in appropriation will be requested in Public Works' operating budget; combined, these adjustments do not impact the General Fund budget. The decrease on this agenda includes both the \$475,000 requested for the roof replacement project, as well as the \$1 million for the Airport project requested on February 9th agenda.

Additionally, there are a number of requests to reallocate unspent dollars in prior year Community Development Block Grant (CDBG) awards to the current year Project Plan. These transfers do have the approval of the funder, the Department of Housing and Urban Development. Also included on the agenda are grant awards for both Workforce Development and Juvenile Court.

The Court's grants are from the Cleveland and Gund Foundations in support of the Court newly-implemented Court Appointed Special Advocate (CASA) program. In 2015, the Court was awarded a grant in the amount of \$50,000 from Ohio CASA in support of this program. The CASA program – which has been in place in most other Juvenile Courts – utilizes trained volunteers (unpaid) to serve as Guardians Ad Litem, which are mandated for certain cases in the Court, most notably abuse, dependency, and neglect cases. Until recently, Cuyahoga County's Juvenile Court required that GALs be attorneys and contracted with the Cleveland Metropolitan Bar Association to manage the GALs; the combined cost of the Bar Association contract and the payments made to the GALs totaled approximately \$1.8 million in 2015 and had been steadily increasing over the years. These costs are supported by the County's HHS levies. It is anticipated that implementation of the CASA program will result in a decrease in costs as the workload will be shared between paid and unpaid GALs.

A brief summary of the fiscal items submitted for consideration for adoption on first reading at the regular County Council meeting are presented below by agency/department.

Additional Appropriation Summary – Additional appropriation is requested when there is a new or increased revenue source, or to cover expenditures that exceed the original estimate. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or project or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Capital Projects	\$475,000.00	General Fund Impact
Development	\$61,592.70	Grant – No General Fund Impact
Juvenile Court	\$100,000.00	Grant – No General Fund Impact
Public Works	(\$1,525,000.00)	General Fund
Workforce Development	\$44,882.50	Grant – No General Fund Impact
TOTAL	(\$888,407.30)	

The following represents the overall changes made to the Annual Appropriation Measure for 2016 since its adoption on December 8, 2015 via Resolution R2015-0209. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

	<u>Proposed 01/12/2015</u>	<u>Year-To-Date Amendments</u>	<u>R2015-0209</u>	<u>Adjusted Annual Appropriation</u>
General Fund	\$ 0.00	\$2,777.45	\$373,115,578.00*	\$373,118,355.45
HHS Levy Impact	\$ 0.00	\$0.00	\$237,653,893.00	\$237,653,893.00
Other Fund	\$ (888,407.30)	\$13,944,672.47	\$859,036,267.00	\$872,980,939.47
Total Impact	\$ 194,173.20	\$13,947,449.92	\$1,469,805,738.00	\$1,483,753,187.92

*Please note that the General Fund budget reflected above excludes the activity associated with the 0.25% Sales Tax.

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

Department	Amount Transferred	Funding Source
Board of Elections	\$114,606.00	General Fund
Capital Projects	\$55,857.06	General Fund
Court of Common Pleas	\$40,696.72	Grant – No General Fund Impact
Miscellaneous/Fiscal Office	\$365,549.26	General Fund
Public Works/Information Technology	\$1,940,781.00	General Fund
Workforce Development	\$258,283.80	Grant – No General Fund Impact
TOTAL	\$2,775,773.84	

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.

Department	Amount Transferred	Funding Source
Capital Projects	\$475,000.00	General Fund
Capital Projects	\$55,857.06	General Fund
TOTAL	\$530,857.06	

Thank you for your consideration regarding this matter. Should you have any questions, please do not hesitate to contact me at x8191 or mkeenana@cuyahogacounty.us.

Thank you!

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0042

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Valley View; total estimated project cost \$10,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into and execute an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Valley View; and

WHEREAS, the anticipated cost for the project is \$10,000,000.00; and

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

WHEREAS, this project will be funded as follows: (a) \$5,000,000.00 by Federal Earmark; and (b) \$5,000,000.00 with County Road and Bridge Fund; and

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

WHEREAS, the location of the project is Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Valley View, Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2019; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires replacement of Pleasant Valley Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Valley View.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

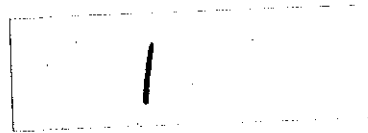
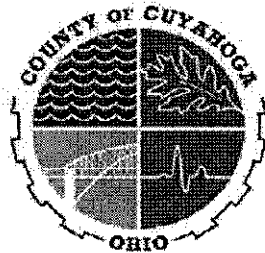
Clerk of Council

Date

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

Journal _____
_____, 20__

NovusAGENDA



Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept. Head Name:** Jamal H. Husani

Type of Request: Other

Request Prepared by: Lori Birschbach-Tober **Telephone No.:** 216-443-7650

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find: a) that the public convenience and welfare requires the Replacement of Pleasant Valley Bridge No. 09.68 in Independence, Valley View over the Cuyahoga River.
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction costs for this improvement is \$10,000,000.00. The project is to be funded \$5,000,000.00 with County Road and Bridge Fund and \$5,000,000.00 with Federal. The anticipated start date for construction is 2019.

2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.

3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A

2. N/A

3a. The location of the project is Pleasant Valley Bridge No. 09.68 over the Cuyahoga River in Independence, Valley View.

3b. The project is located in Council District 6.

D. Project Status and Planning

- 1. The project is new to the County.
 - 2. N/A
 - 3. N/A
 - 4. N/A
 - 5. N/A
- E. Funding
- 1. The project is to be funded \$5,000,000.00 with County Road and Bridge Fund and \$5,000,000.00 from Federal.
 - 2. N/A
 - 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Other	\$5,000,000 County Road and Bridge, \$5,000,000 Federal

Total Amount Requested:
\$

ATTACHMENTS:

Click to download

[Project Data Sheet](#)

History

Time

Who

Approval

Clerk of the Board



County Council of Cuyahoga County, Ohio

Resolution No. R2016-0043

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires rehabilitation of Cedar Point Bridge No. 00.49 over Rocky River located in Cleveland Metropolitan Park District in the City of North Olmsted; total estimated project cost \$2,268,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into and execute all necessary agreements with said District and municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires rehabilitation of Cedar Point Bridge No. 00.49 over Rocky River located in Cleveland Metropolitan Park District in the City of North Olmsted; and

WHEREAS, the anticipated cost for the project is \$2,268,000.00; and

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

WHEREAS, this project will be funded as follows: (a) \$1,814,400.00 by Federal Earmark; and (b) \$453,600.00 with County Road and Bridge Fund; and

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

WHEREAS, the location of the project is Cedar Point Bridge No. 00.49 over Rocky River located in Cleveland Metropolitan Park District in the City of North Olmsted, Council District 5; and

WHEREAS, the anticipated start date for construction of this project is 2019; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires rehabilitation of Cedar Point Bridge No. 00.49 over Rocky River located in Cleveland Metropolitan Park District in the City of North Olmsted.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

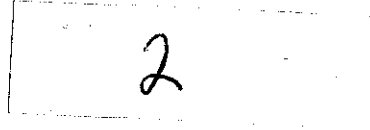
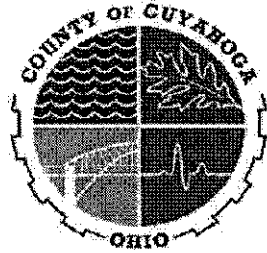
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name: County Engineer **Agency/Dept. Head Name:** Jamal H. Husani

Type of Request:

Request Prepared by: Lori Birschbach-Tober **Telephone No.:** 216-443-7650

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

- 1. Department of Public Works requesting that Council find: a) that the public convenience and welfare requires the Rehabilitation of Cedar Point Bridge No. 00.49 in the Metroparks.
- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction costs for this improvement is \$2,268,000.00. The project is to be funded \$453,600.00 with County Road and Bridge Fund and \$1,814,400.00 with Federal. The anticipated start date for construction is 2019.

- 2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is to properly maintain the County's infrastructure.
- 3. N/A

B. Procurement - N/A

C. Contractor and Project Information

- 1. N/A
- 2. N/A
- 3a. The location of the project is Cedar Point Bridge No. 00.49 over the Rocky River in the Metroparks.
- 3b. The project is located in Council District 5.

D. Project Status and Planning

- 1. The project is new to the County.

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

E. Funding

- 1. The project is to be funded \$453,600.00 with County Road and Bridge Fund and \$1,814,400.00 from Federal.
- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Other	\$453,600 County Road and Bridge, \$1,814,400.00 Federal

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[Project Fact Sheet](#)

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2016-0044

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration and coordination of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2016 - 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>
--	--

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood has recommended an agreement with City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration and coordination of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; and

WHEREAS, the primary goals of this project are to: (a) reduce infant mortality; and (b) reduce low and extremely low birth weight; and

WHEREAS, the funding for this project is 100% 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.

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 City of Cleveland/Department of Public Health in the amount not-to-exceed \$682,276.00 for administration and coordination of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017.

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:

Committee(s) Assigned:

Journal _____
_____, 20__

Novus AGENDA



7

Item Details:

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

Type of Request: Contract/Amendment

Request Prepared by:	Marcos Cortes	Telephone No.	216-698-2586
-----------------------------	---------------	----------------------	--------------

SUMMARY OF REQUESTED ACTION:

Title:
Office of Early Childhood/Invest in Children 2016 City of Cleveland Department of Public Health Contract MomsFirst Program HS-16-36213

A. Scope of Work Summary

1. Office of Early Childhood/Invest in Children is requesting approval of contract with the City of Cleveland Department of Public Health for the anticipated cost of \$682,276.00. The anticipated start-completion dates are January 1, 2016 to December 31, 2017.
2. The primary goals of the project are:
 - Reduce Infant Mortality
 - Reduce Low Birth Weight
 - Reduce Extremely Low Birth Weight
3. N/A

B. Procurement

1. The procurement method for this project was other. The total value is \$682,276.00.00
2. NA
3. The proposed contract has been scheduled to receive a RFP exemption on 02/03/16. The approval letter will be forwarded upon receipt for review.

C. Contractor and Project Information

1. City of Cleveland Department of Public Health
75 Erieview Plaza, Third Floor

Cleveland, OH 44114 2. Natoya Walker Minor, Acting Director
3.a The MomsFirst Program is offered in the City of Cleveland only
3.b.The project is offered County Council Districts: 2, 3, 7, 8, 9, 10.

D. Project Status and Planning

1. The project reoccurs annually.
4. The project's term will begin on January 1, 2016.

E. Funding

1. The project is funded 100% by Health and Human Services Levy Funding.
2. The schedule of payments is by invoice.
3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Purpose:

MomsFirst is a City of Cleveland program that offers case management and home visiting services to pregnant and recently delivered moms. Women who participate in the MomsFirst program receive education on topics such as prenatal care, breastfeeding, family planning, and interconceptual care. MomsFirst links them to services such as locating a medical home, medical insurance, and assisting with transportation to prenatal and postpartum appointments. The goal of MomsFirst is to help women have a healthy pregnancy, and reduce the number of babies that die before they are a year old.

Under the auspices of the Invest in Children Program, the City of Cleveland, Department of Public Health (MomsFirst Program) will expand its integrated, comprehensive, neighborhood-based, outreach program which provides support for case finding, service linkage, risk assessment, preventive health education, care coordination, and ongoing support to high risk pregnant and parenting women, their partners, and infants under the age of one year within the City of Cleveland.

Expected outcomes include:

- 1) Each Community Health Worker will maintain a minimum caseload of thirty-five (35) participants;
- 2) The number of enrolled pregnant women in the program will increase;
- 3) Outreach efforts in those communities determined to have the greatest risk for adverse birth outcomes will increase;
- 4) Participants will be referred to other community services as appropriate;
- 5) Families who complete the MomsFirst program will, where appropriate, be transitioned to other community based family services.

Principal Owner: City of Cleveland Department of Public Health
Contact Person: Natoya J. Walker Minor, Acting Director
75 Erieview Plaza
Cleveland, Ohio 44114
216-664-6790

Explanation for late submittal:

Without a dedicated Business Services Administrator we have had difficulty requesting and

receiving financial information that is needed to move contracts along. Additionally, legal review took longer than expected.

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Other **Explanation:** Health And Human Services Levy
Total Amount Requested:
 \$682,276.00

ATTACHMENTS:

Click to download

- [Signed Contract](#)
- [Signature Authority](#)
- [Exhibit](#)
- [Principal Owners Form](#)
- [Auditors Findings](#)
- [W-9](#)
- [Vendor Compliance Form](#)
- [MF Contract evaluation](#)
- [Contract Cover-TAB](#)
- [Voucher](#)
- [Justification Approval](#)

History

Time	Who	Approval
2/5/2016 10:56 AM	Office of Procurement & Diversity	Yes
2/5/2016 10:59 AM	Clerk of the Board	Yes
2/8/2016 10:15 AM	County Auditor Department of Law	Yes



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

Contractor: City of Cleveland Department of Public Health in conjunction with
MomsFirst Program

Contract/Agreement No.: AG1400022 **Time Period:** 01/01/14 through 12/31/15

Service Description: MomsFirst is a City of Cleveland program that offers case management and home visiting services to pregnant moms until their baby reaches age one. Women who participate in the MomsFirst program receive education on topics such as prenatal care, breastfeeding, family planning, and interconceptual care. MomsFirst links them to services such as locating a medical home, medical insurance, and assisting with transportation to prenatal and postpartum appointments. The goal of MomsFirst is to help women have a healthy pregnancy, and reduce the number of babies that die before they are a year old.

Original Contract/Agreement Amount: \$682,274.00 \$ 682,276

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

Performance Indicators:

- # of prenatal home visits completed
- # of unduplicated participants served
- # of unduplicated adult participants
- # of unduplicated teen participants


Actual performance versus performance indicators (include statistics): for 2015

- 1830 prenatal home visits completed
- 1,830 unduplicated participants served
- 1,338 unduplicated adult participants served
- 492 unduplicated teen participants served in

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: The Community Health Workers under MomsFirst have done a good job of recruiting and engaging new moms who are eligible for their program. MomsFirst has been able to show a significantly less percentage of infant mortality as compared to the rest of the City of Cleveland.



User Department


January 29, 2016
Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases/Contracts)

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

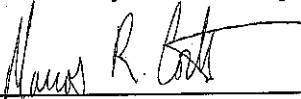
Company Name (Legal name of the business):	The City of Cleveland Department of Public Health
Principal Owner's Name (The legal name of the owner(s) of the business):	Natoya J. Walker Minor
Owner/Officer's Title:	Acting Director
Business Address:	75 Erieview Plaza 3 rd Floor, Cleveland OH 44114
Phone Number:	216-664-6790
Name of Person Completing Form:	Marcos Cortes
Signature:	
Title:	Program Manager

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

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's (IG) website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

(Form is to be dated within 60 days from the Department approval (NOVUS and/or BuySpeed) for the current purchase.)

Signature: 

Date: January 4, 2016

Printed Name: Marcos Cortes

IG Number: 12-0848

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0045

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,429,090.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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>
--	--

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood has recommended a contract with Starting Point in the amount not-to-exceed \$1,429,090.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; and

WHEREAS, the primary goals of this project are to: (a) improve the quality of center based child care by providing technical assistance and training to center based child care providers; (b) provide scholarships, training and technical assistance to individual child care providers through the T.E.A.C.H. component of the program; and (c) recruit and increase the number of centers participating in Step Up To Quality star rating system; and

WHEREAS, the funding for this project is 100% 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.

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 Starting Point in the amount not-to-exceed \$1,429,090.00 for administration and coordination of the Teacher Education and Compensation Help Program, Early Care and Education Professional Development System and Early Care and Education Center Capacity Expansion System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

NovusAGENDA



6

Item Details:

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

Type of Request: Contract/Amendment

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

SUMMARY OF REQUESTED ACTION:

Submitting a contract with Starting Point in the amount not-to-exceed \$1,429,090.00 for administration, management, and ensuring quality assurance of the T.E.A.C.H., Professional Development System & Early Care and Education Capacity Expansion for the period January 1, 2016 through December 31, 2017. \$714,545.00 shall be allocated for each year of the contract .

Title: Office of Early Childhood 2016-2017 Starting Point Contract T.E.A.C.H., Professional Development, Capacity Expansion RQ#16-36433A. **Scope of Work Summary**1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$714,545.00 per year for two years not-to-exceed \$1,429,090.00. The anticipated start-completion dates are 01/01/2016- 12/31/2017.2. The primary goals of the project are to improve the quality of center based child care by providing technical assistance and training to center based child care providers; to provide scholarships, training and technical assistance to individual child care providers through the T.E.A.C.H. component of the program; and to recruit and increase the number of centers participating in Step Up To Quality star rating system.**B. Procurement**1. The proposed contract has been scheduled for a RFP exemption on 01/27/16. The approval letter will be forwarded upon receipt for review. Starting Point has been designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area 3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties through a RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). Their role is complementary to our services and will leverage existing state funds.**C. Contractor and Project Information**1. The address of the

vendor and/or contractor is:Starting Point4600 Euclid Avenue, Suite 500Cleveland, Ohio 44103Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears.**D. Project Status and Planning**1. The project reoccurs annually. 2. The project's term has already begun. The reason there was a delay in this request is to determine budget needed to meet contract deliverables.**E. Funding**1. The project is funded 100% by Health and Human Services levy funds. 2. The schedule of payments is by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PLEASE NOTE: The scope of services in this contract was previously contained in two separate contracts. They have been combined because the activities are so closely related and the contract term is the same. Hence, for some attachments there are two versions attached reflecting the previous history of the individual contracts.

The purpose of the T.E.A.C.H., Professional Development System, & Early Care And Education Capacity Expansion is to develop programs and services that are core elements of a quality early care and education system including the provision of scholarships through the TEACH program in collaboration with the Ohio Child Care Resource and Referral Association. It will also increase the supply of quality child care through start-up or expansion of early care and education programs in neighborhoods where additional needed care has been determined.

Principal Owner: Billie Osborne-Fears, Executive Director

Explanation for late submittal:

Additional time was needed to determine the contract deliverables based upon the approved budget.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

The current request is for a 2-year contract period.

Financial Information:

Funding source:

Other

Explanation:

100% Health & Human Service Levy Dollars

Total Amount Requested:

\$1,429,090.00

ATTACHMENTS:

Click to download

[Contract- S P TEACH, Development, Expansion 2016-17](#)

[Center Prof Devel Budget](#)

[Contract History- S P TEACH & Professional Development 2014-15](#)

[Contract History- S P Capacity Expansion 2014-15](#)

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

Contractor: Starting Point

Contract/Agreement No.: CE1400012

Time Period: 01/01/2014 – 12/31/2015

Service Description: Management and administration of the Early Care and Education Professional Development System and the Teacher Education and Compensation Helps (TEACH) programs for the Office of Early Childhood

Original Contract/Agreement Amount:
\$1,241,864.00

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

Performance Indicators:

- Enroll 28 TEACH scholars.
- Maintain an information system for contractors and providers.
- Develop and implement early care and education provider recruitment activities.
- Attend periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Collect, update and report data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- Work with evaluation team and OEC staff to develop evaluation component to determine impact of professional development on improving quality of care.
- Continue to refine coordinated plan and materials for recruiting providers for participation in professional development activities.
- Review, revise and develop Child Development Associate credential (CDA) training modules that align with the State of Ohio Early Childhood Core Knowledge and Competencies, Step Up to Quality and Center for Early Childhood Development requirements.
- Develop and revise train-the-trainer modules that align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements.
- Develop and implement Leadership Development training.
- Implement a voluntary tiered rating system, Step-Up to Quality, that includes providing assessments, TA, college scholarships, community based training, Quality Achievement Awards, and staff professional development.
- Administer community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Sponsor Early Childhood Leadership Development Summit.
- Disseminate information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education.
- Hold recognition event for early care and education staff completing training and encourage continued participation.
- Negotiate and monitor master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- Staff and support countywide Center Professional Development Committee.
- Maintain a lending library of educational resources and materials.
- Collect, update, and report data on the System's operations, activities and outcomes.
- Submit required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.
- Ensure accountability for the use of all funds provided as a result of this agreement.
- Recruitment and participation of 200 centers in professional development activities.
- Assessment of 50 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and ECERS).
- Revise or create 140 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- The provision of 2 to 24 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- Administer community-based training that leads to the CDA to 250 early care and education practitioners.

Actual performance versus performance indicators (include statistics):

- Starting Point has enrolled 28 TEACH (AAS and Bachelors degrees) scholars to date.
- Starting Point maintains an information system for contractors and providers (the Ohio Professional Development registry).
- Starting Point developed and implemented early care and education provider recruitment activities.
- Starting Point attended periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Starting Point collected, updated and reported data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- An evaluation component for this contract was not implemented in 2011 but Starting point continued to work with OEC staff to determine appropriate indicators to be reported on an ongoing basis.
- Starting Point continues to refine a coordinated plan and materials for recruiting providers for participation in professional development activities (ie. Quarterly training calendar).
- Starting Point revised the Child Development Associate credential (CDA) training modules, as appropriate, so that they align with the State of Ohio Early Childhood Core Knowledge and Competencies; Step Up to Quality Center for Early Childhood Development requirements.
- Starting Point revised the train-the-trainer modules, as appropriate, so that they align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements
- Starting Point developed and implemented Leadership Development training.
- Starting Point continues to play a primary role in the implementation of Ohio's voluntary tiered rating system, Step-Up to Quality, including providing assessments, TA, college scholarships, community based training, and staff professional development.
- Starting Point administers community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Starting Point sponsored an Early Childhood Leadership Development Summit.
- Starting Point disseminated information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education (ie. The Good Child Care Book).
- Starting Point held a recognition event for early care and education staff completing training.
- Starting Point negotiated master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- The countywide Center Professional Development Committee has discontinued meeting as the OEC has engaged in strategic planning resulting in a new organization structure for Invest in Children. Professional development will continue to be a focus within the new structure of the Invest in Children goal committees.
- Starting Point maintains a lending library of educational resources and materials.
- Starting Point collects, updates, and reports data on the System's operations, activities and outcomes.
- Starting Point submitted required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.
- Starting Point provided the required documentation to justify expenses to the program and use of all funds.
- Starting Point has revised and added training to address the Ohio Early Learning Content Standards, approved Ohio Department of Education training, and the State of Ohio Early Childhood Core Knowledge and Competencies including adding all training offerings to the Ohio Professional Development Registry.
- 161 centers are currently participating in Step Up to Quality.
- Starting point assessed 13 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and ECEERS).
- Starting Point assisted with revising or creating 150 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- Starting Point provided 70 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Starting Point continues to track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- 326 early care and education practitioners are enrolled in CDA training.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating:



User Department

01-25-14
Date

s: evaluation

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

Contractor: Starting Point

Contract/Agreement No.: CE1400009 **Time Period:** 01/01/2014 – 12/31/2015

Service Description:
Management, administration, and development of the Early Care and Education Center Capacity Expansion program of the Office of Early Childhood

Original Contract/Agreement Amount: \$187,406.00

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

- Performance Indicators:**
- Develop approximately 300 child care slots in child care centers or Type A Homes in high need neighborhoods.
 - Provide 100 initial technical assistance visits.
 - Provide six (6) "How To Start A Child Care Center" or Management workshop series.
 - Provide forty-nine (49) intensive/individualized technical assistance sessions.

- Actual performance versus performance indicators (include statistics):**
- Starting Point has developed 344 child care slots.
 - Starting Point provided 230 technical assistance sessions.
 - Starting Point conducted 9 workshop series.
 - 45 intensive/individualized technical assistance sessions have been provided +2 in December = 47

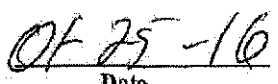
Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating:



User Department




Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases/Contracts)

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

Company Name (Legal name of the business):	Starting Point
Principal Owner's Name (The legal name of the owner(s) of the business):	Billie Osborne-Fears
Owner/Officer's Title:	Executive Director
Business Address:	4600 Euclid Avenue Suite 500, Cleveland, Ohio 44103
Phone Number:	216-575-0061
Name of Person Completing Form:	Anju Abdullah
Signature:	
Title:	Program Officer

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

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's (IG) website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

(Form is to be dated within 60 days from the Department approval (NOVUS and/or BuySpeed) for the current purchase.)

Signature: 

Date: 01/12/16

Printed Name: Anju Abdullah

IG Number: 12-2605

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0046

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$2,867,102.00 for administration and coordination of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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>
---	---

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Starting Point in the amount not-to-exceed \$2,867,102.00 for administration and coordination of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; and

WHEREAS, the primary goals of this project are to provide services to administer, manage and ensure quality assurance of the Family Child Care Home Professional Development System; and

WHEREAS, the purpose of the Family Child Care Home Professional Development System is to support family child care homes in maintaining licenses and in facilitating entry into (or maintaining) the Step Up To Quality (SUTQ) star rating system; and

WHEREAS, the funding for this project is 100% 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.

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 Starting Point in the amount not-to-exceed \$2,867,102.00 for administration and coordination of the Family Child Care Home Professional Development System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided 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__

Novus AGENDA



5

Item Details:

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

Type of Request: Contract/Amendment

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

SUMMARY OF REQUESTED ACTION:

Submitting a contract with Starting Point in the amount not-to-exceed \$2,867,102.00 for management and administration of the Family Child Care Home Professional Development System for the period January 1, 2016 through December 31, 2017. \$1,433,551.00 shall be allocated for each year of the contract.

Title: Office of Early Childhood 2016-2017 Starting Point Contract Family Child Care Home Professional Development System RQ#16-36436A. Scope of Work Summary1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$1,433,551.00 per year for two years not-to-exceed \$2,867,102.00. The anticipated start-completion dates are 01/01/2016- 12/31/2017.2. The primary goals of the project are to improve the quality of family child care homes, support family child care homes in maintaining their license, and to facilitate their entry into the Step Up To Quality (SUTQ) star rating system or maintaining their star rating.B. Procurement1. The proposed contract has been scheduled to receive a RFP exemption on 01/27/16. The approval letter will be forwarded upon receipt for review. Starting Point has been designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area 3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties through a RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). Their role is complementary to our services and will leverage existing state funds.C. Contractor and Project Information1. The address of the vendor and/or contractor is:Starting Point4600 Euclid Avenue, Suite 500Cleveland, Ohio 44103Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears. D. Project Status and Planning1. The project reoccurs annually. 2. The project's term has already begun. The reason there was a

delay in this request is to determine budget needed to meet contract deliverables.E. Funding1. The project is funded 100% by Health and Human Services levy funds. 2. The schedule of payments is by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of the Family Child Care Home (FCCH) Professional Development System is to improve the quality of family child care homes, support family child care homes in maintaining their license, and to facilitate their entry into the Step Up To Quality (SUTQ) star rating system or maintaining their star rating.

Principal Owner: Billie Osborne-Fears, Executive Director

Explanation for late submittal:

Additional time was needed to determine the contract deliverables based upon the approved budget.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

The current request is for a 2-year contract period.

Financial Information:

Funding source:

Explanation:

100% Health & Human Service Levy Dollars

Total Amount Requested:

\$2,867,102.00

ATTACHMENTS:

Click to download

- [CONTRACT - TAB](#)
- [Contract History- S P Family Child Care Homes 2014-15](#)
- [Exhibits I & II- S P Family Child Care Homes 2016-17](#)
- [Exhibit III- S P Family Child Care Homes 2016-17](#)
- [Family Child Care Homes SP Budget](#)
- [Auditor's Findings- S P](#)
- [CQI- Starting Point](#)
- [Evaluation- S P Family Child Care Homes 2014-15](#)
- [Justification- S P Family Child Care Homes 2016-17](#)
- [Legislative Action Request- S P Family Child Care Homes 2016-17](#)
- [MVCF- S P](#)
- [Principal Owner- S P](#)
- [Signature of Authority- S P](#)
- [Verified Signature of Authority- S P](#)
- [W-9- S P](#)
- [Worker's Comp- S P](#)
- [Additional Reso. Nos. - S P Family Child Care Homes 2014-15](#)
- [Revised SOS](#)

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

Contractor: Starting Point

Contract/Agreement No.: CE1400013

Time Period: 01/01/2014 – 12/31/2015

Service Description: Administration, management and ensure quality assurance of the Family Child Care Home Regional System for the Office of Early Childhood

Original Contract/Agreement Amount: \$3,549,202.00

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

Performance Indicators:

- Administration of 380 Family Day Care Rating Scale Assessments of certified homes.
- Serve 854 of the active professional certified family child care providers, approximately 700 Limited Providers and 100 Substitute Providers in Cuyahoga County
- Conduct 88 Technical Assistance visits to Regional Managers and their staff.
- Offer a minimum of 186 community based in-service training sessions
- Recruitment of and re-enrollment of 399 providers in the Care for Kids Program
- Conduct 10 Training sessions for Regional Managers and staff.
- Conduct quarterly assessments (12 total) of each of the three (3) Regions
- Provide 2,251 visits per contract period for providers

Actual performance versus performance indicators (include statistics):

- Starting Point has administered 576 Family Day Care Rating Scale Assessments of certified homes.
- Starting Point served 974 of the active professional certified family child care providers, Limited Providers, and Substitute Providers in Cuyahoga County.
- Starting Point conducted 122 Technical Assistance visits to Regional Managers and their staff.
- 464 community-based in-service training sessions were offered.
- 362 providers participated in Care for Kids.
- 10 training sessions were conducted with Regional Managers and staff.
- Starting Point conducted 12 quarterly assessments of the Regions
- 2,889 visits were provided to family child care home providers

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating:

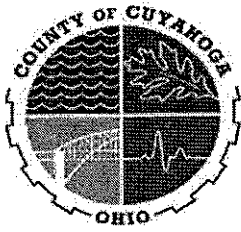


01/25/16

User Department

Date

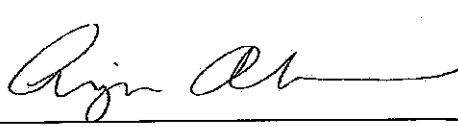
s: evaluation



Principal Owner Form

(Required Document for Award Recommendations/Purchases/Contracts)

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

Company Name (Legal name of the business):	Starting Point
Principal Owner's Name (The legal name of the owner(s) of the business):	Billie Osborne-Fears
Owner/Officer's Title:	Executive Director
Business Address:	4600 Euclid Avenue Suite 500, Cleveland, Ohio 44103
Phone Number:	216-575-0061
Name of Person Completing Form:	Anju Abdullah
Signature:	
Title:	Program Officer

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

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's (IG) website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

(Form is to be dated within 60 days from the Department approval (NOVUS and/or BuySpeed) for the current purchase.)

Signature: 

Date: 01/12/16

Printed Name: Anju Abdullah

IG Number: 12-2605

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0047

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration and coordination of the Special Needs Child Care System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; 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>
---	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for administration and coordination of the Special Needs Child Care System in connection with the Invest in Children Program for the period 1/1/2016 - 12/31/2017; and

WHEREAS, the primary goals of this project are to provide services to administer, manage and ensure quality assurance of the Special Needs Child Care Program; and

WHEREAS, the purpose of the Special Needs Child Care Program is to increase inclusion of young children with identified disabilities, challenging behaviors, medical needs, and children who are “at risk” of expulsion when served in typical child care settings (Centers and Family Child Care Homes); and

WHEREAS, the funding for this project is 100% 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.

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 Starting Point in the amount not-to-exceed \$3,967,986.00 for administration and

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

Journal _____
_____, 20__

Novus AGENDA



4

Item Details:

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

Type of Request: Contract/Amendment

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

SUMMARY OF REQUESTED ACTION:

Submitting a contract with Starting Point in the amount not-to-exceed \$3,967,986.00 for management and administration of the Special Needs Child Care (SNCC) program for the period January 1, 2016 through December 31, 2017. \$1,983,993.00 shall be allocated for each year of the contract.

Title: Office of Early Childhood 2016-2017 Starting Point Contract Special Needs Child Care RQ#16-36438A. **Scope of Work Summary**1. Office of Early Childhood requesting approval of a contract with Starting Point for the anticipated cost of \$1,983,993.00 per year for two years not-to-exceed \$3,967,986.00. The anticipated start-completion dates are 01/01/2016- 12/31/2017.2. The primary goals of the project are to increase inclusion of young children with identified disabilities, challenging behaviors, medical needs, and children who are "at risk" of expulsion when served in typical child care settings (Centers and Family Child Care Homes. It provides child assessments, technical assistance, training, special equipment, and resources for families who are in need of specialized child care.**B. Procurement**1. The proposed contract has been scheduled to received a RFP exemption on 01/27/16. The approval letter will be forwarded upon receipt for review. Starting Point has been designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area 3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties through a RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). Their role is complementary to our services and will leverage existing state funds.**C. Contractor and Project Information**1. The address of the vendor and/or contractor is:Starting Point4600 Euclid Avenue, Suite 500Cleveland, Ohio 44103Council District 72. The Executive Director for the contractor/vendor is Billie Osborne-Fears.**D. Project Status and**

Planning1. The project reoccurs annually. 2. The project's term has already begun. The reason there was a delay in this request is to determine budget needed to meet contract deliverables.**E. Funding**1. The project is funded 100% by Health and Human Services levy funds. 2. The schedule of payments is by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Special Needs Child Care (SNCC) program purpose is to increase inclusion of young children with identified disabilities, challenging behaviors, medical needs, and children who are "at risk" of expulsion when served in typical child care settings (Centers and Family Child Care Homes). This program provides child assessments, technical assistance, training, special equipment, and resources for families who are in need of specialized child care.

Principal Owner: Billie Osborne-Fears, Executive Director

Explanation for late submittal:

Additional time was needed to determine the contract deliverables based upon the approved budget.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

The current request is for a 2-year contract period.

Financial Information:

Funding source:

Other

Explanation:

100% Health & Human Service Levy Dollars

Total Amount Requested:

\$3,967,986.00

ATTACHMENTS:

Click to download

- [Contract- S P Special Needs Child Care 2016-17](#)
- [Contract Evaluation- S P Special Needs Child Care 2014-15](#)
- [Contract History- S P Special Needs Child Care 2014-15](#)
- [Special Needs Child Care Budget](#)
- [Exhibit III- S P Special Needs Child Care 2016-17](#)
- [Auditor's Findings- S P](#)
- [COI- S P](#)
- [Evaluation- S P Special Needs Child Care 2014-15](#)
- [Justification- S P Special Needs Child Care 2016-17](#)
- [Legislative Actuion Request- S P Special Needs Child Care 2016-17](#)
- [MVCF- S P](#)
- [SOS- S P](#)
- [Principal Owner- S P](#)
- [Signature of Authority- S P](#)
- [Verified Signature of Authority- S P](#)

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

Contractor: Starting Point

Contract/Agreement No.: CE1400013

Time Period: 01/01/2014 – 12/31/2015

Service Description: Management and coordination of the Special Needs Child Care program for the Office of Early Childhood

Original Contract/Agreement Amount: \$3,967,986.00

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

Performance Indicators:

- Conduct three trainings on the Individualize Family Service Plan for child care providers
- Collect, update and report data on operations, activities and outcomes
- As System Coordinator for the Special Needs Child Care program, subcontract with at least six Training and Technical Assistance Providers.
- Maintain MIS and provide quarterly performance measures and reports.
- Submit required program and financial reports.
- Coordination of the Special Needs Child Care component with Invest in Children's Evaluation process.
- Maintain inventory of providers who are available to accommodate children with special needs.
- Collaborate and coordinate sharing of data with other Service Providers, and community organizations that provide services to children with special needs.
- Conduct four (4) Quarterly Assessments for each Training and Technical Assistance Provider.
- Provide 70 Technical Assistance sessions for Training and Technical Assistance providers and/or their staff.
- Conduct 4 training sessions for Training and Technical Assistance providers and/or their staff.
- Service Coordination (enhanced referrals) for at least 300 children with special needs
- Maintain the equipment fund to be used by sub-contracting agencies.
- Provide technical assistance and consultation on behalf of at least 1,193 children with special needs.
- Conduct Twenty-two (22) Community- wide training sessions for child care providers on working with children with special needs.
- Develop and maintain on-site lending library for child care providers.

Actual performance versus performance indicators (include statistics):

- Starting Point conducted **10** trainings on the Individualize Family Service Plan for child care providers
- Conducted **5** trainings on the Ages and Stages Questionnaire.
- Starting Point collected, updated and reported data on operations, activities and outcomes
- Starting Point subcontracts with eight Training and Technical Assistance Providers.
- Starting Point maintains MIS and provides quarterly performance measures and reports.
- Starting Point submits required program and financial reports.
- Starting Point provides appropriate coordination of the Special Needs Child Care component with Invest in Children's Evaluation process in collaboration with contractors and Case Western Reserve University.
- Starting Point maintains a database of providers who are available to accommodate children with special needs.
- Starting Point collaborates and coordinate sharing of data with other Service Providers, and community organizations that provide services to children with special needs.
- Starting Point conducted **4** Quarterly Assessments for each Training and Technical Assistance Provider.
- Starting Point provided **70** Technical Assistance sessions for Training and Technical Assistance providers and/or their staff.
- Starting Point conducted **4** training sessions for Training and Technical Assistance providers and/or their staff.
- Starting Point provided Service Coordination (enhanced referrals) for **341** children with special needs
- Starting Point maintains an equipment fund to be used by sub-contracting agencies.
- Starting Point provided technical assistance and consultation on behalf of **1,144** children with special needs.
- Starting Point conducted **22** Community- wide training sessions for child care providers on working with children with special needs.
- Starting Point maintains an on-site lending library for child care providers.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating:



01/25/16

User Department


Date



Principal Owner Form

(Required Document for Award Recommendations/Purchases/Contracts)

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

Company Name (Legal name of the business):	Starting Point
Principal Owner's Name (The legal name of the owner(s) of the business):	Billie Osborne-Fears
Owner/Officer's Title:	Executive Director
Business Address:	4600 Euclid Avenue Suite 500, Cleveland, Ohio 44103
Phone Number:	216-575-0061
Name of Person Completing Form:	Anju Abdullah
Signature:	
Title:	Program Officer

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

CUYAHOGA COUNTY STAFF:

I certify that I have checked the Debarment/Suspension lists on the Cuyahoga County Inspector General's (IG) website and the Debarment/Suspension lists did not contain the above detailed vendor and/or principal owner.

(Form is to be dated within 60 days from the Department approval (NOVUS and/or BuySpeed) for the current purchase.)

Signature: Anju Abdullah

Date: 01/12/16

Printed Name: Anju Abdullah

IG Number: 12-2605

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0039

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Councilmember Gallagher</p>	<p>A Resolution making awards to various municipalities, in the total amount of \$1,486,400.00, for various municipal grant projects for the 2016 Community Development Block Grant Municipal Grant Program for the period 4/1/2016 - 12/31/2016; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, the County Executive/Department of Development has recommended awards to various municipalities, in the total amount of \$1,486,400.00, for various municipal grant projects for the 2016 Community Development Block Grant (“CDBG”) Municipal Grant Program for the period 4/1/2016 - 12/31/2016; and

WHEREAS, the participants of the 2016 CDBG Municipal Grant Program have been chosen from the fifty one (51) communities that are members of the Cuyahoga Urban County; and

WHEREAS, each of those 51 communities are eligible to apply to receive a grant in an amount not-to-exceed \$150,000.00; and

WHEREAS, the Department of Development reviews and analyzes each of the applications based on scoring criteria which evaluates participants based on project description, proposed project feasibility, and implementation plan; and

WHEREAS, based on the scoring criteria, the following is a list of the municipal grant projects recommended for awards:

- a) City of Berea in the amount not-to-exceed \$150,000.00 for the North Rocky River Drive Corridor Improvement Project.
- b) City of Fairview Park in the amount not-to-exceed \$136,400.00 for the Sidewalk Improvement Project.
- c) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Dressler Avenue Pavement Resurfacing Project.
- d) Village of Highland Hills in the amount not-to-exceed \$150,000.00 for the Targeted Beautification Program.

- e) City of Maple Heights in the amount not-to-exceed \$150,000.00 for the Stafford Park Entrance Road Resurfacing Project.
- f) City of Mayfield Heights in the amount not-to-exceed \$150,000.00 for the West Minor Road Repair and Resurfacing Project.
- g) Village of Newburgh Heights in the amount not-to-exceed \$150,000.00 for the East 44th Street Reconstruction Project.
- h) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the Pearl Road Corridor ADA Curb Ramp Replacement Program.
- i) City of University Heights in the amount not-to-exceed \$150,000.00 for the Cedarbrook Road Resurfacing Project.
- j) Village of Woodmere in the amount not-to-exceed \$150,000.00 for the Brainard Road Improvement Project.

WHEREAS, the awards are funded 100% from federal Community Development Block Grant Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards to various municipalities, in the total amount of \$1,486,400.00, for various municipal grant projects for the 2016 Community Development Block Grant Municipal Grant Program for the period 4/1/2016 - 12/31/2016:

- a) City of Berea in the amount not-to-exceed \$150,000.00 for the North Rocky River Drive Corridor Improvement Project.
- b) City of Fairview Park in the amount not-to-exceed \$136,400.00 for the Sidewalk Improvement Project.
- c) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Dressler Avenue Pavement Resurfacing Project.
- d) Village of Highland Hills in the amount not-to-exceed \$150,000.00 for the Targeted Beautification Program.
- e) City of Maple Heights in the amount not-to-exceed \$150,000.00 for the Stafford Park Entrance Road Resurfacing Project.
- f) City of Mayfield Heights in the amount not-to-exceed \$150,000.00 for the West Minor Road Repair and Resurfacing Project.
- g) Village of Newburgh Heights in the amount not-to-exceed \$150,000.00 for the East 44th Street Reconstruction Project.
- h) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the Pearl Road Corridor ADA Curb Ramp Replacement Program.
- i) City of University Heights in the amount not-to-exceed \$150,000.00 for the Cedarbrook Road Resurfacing Project.

First Reading/Referred to Committee: February 9, 2016
Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: February 9, 2016

Committee Report/Second Reading: February 23, 2016

Journal _____
_____, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0027

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Scot M. Rourke, upon his taking the oath of office, as Chief Information Officer; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Council established a Department of Information Technology and the powers and duties of the Chief Information Officer in Ordinance No. O2012-0012;

WHEREAS, Section 202.15 of the Cuyahoga County Code provides for the functions, goals and activities of the Department of Information Technology; and

WHEREAS, the County Executive has nominated Scot M. Rourke to the position of Chief Information Officer; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on February 9, 2016; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Scot Rourke to the position of Chief Information Officer; 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 Scot M. Rourke to service as Chief Information Officer upon his 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: January 26, 2016

Committee(s) Assigned: Committee of the Whole

Journal CC021

February 23, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0028

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Douglas M. Dykes, upon his taking the oath of office, as Director of Human Resources; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, pursuant to Article IX, Section 9.06 of the Charter of Cuyahoga County, the Director of Human Resources shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article XI, Section 9.06 of the Charter provides for the powers, duties and qualifications of the Director of Human Resources; and

WHEREAS, the County Executive has nominated Douglas M. Dykes for appointment to the position of Director of Human Resources; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on February 9, 2016; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Douglas M. Dykes to the position of Director of Human Resources; 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 Douglas M. Dykes to serve as Director of Human Resources upon his 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: January 26, 2016
Committee(s) Assigned: Committee of the Whole

Journal CC021
February 23, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0040

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution making awards on RQ34757 to various providers for staff secure and secure shelter care services for the period 3/1/2016 - 2/28/2018; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended awards on RQ34757 to various providers, in the total amount not-to-exceed \$2,626,649.00, for staff secure and secure shelter care services for the period 3/1/2016 - 2/28/2018; as follows:

- a) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,038,634.00;
- b) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$588,015.00; and

WHEREAS, the primary goal of the program is to provide Staff Secure Shelter Care services to Court-involved youth as an alternative to secure detention; and

WHEREAS, this project is funded as follows: (a) 52% from Health and Human Services Levy funds and (b) 48% with Title IV-E funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ34757 to various providers for staff secure and secure shelter care services for the period 3/1/2016 - 2/28/2018 as follows:

- a) Carrington Youth Academy, LLC in the amount not-to-exceed \$2,038,634.00; and

First Reading/Referred to Committee: February 9, 2016
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC021
February 23, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0030

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Evan T. Byron to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2016 - 1/31/2021, and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the Cuyahoga County Debarment Law and Procedures and Review Board were established pursuant to Ordinance No O2012-0026; and

WHEREAS, County Code Section 205.06 provides for the creation of the Cuyahoga County Debarment Review Board and the means by which appointments are made; and

WHEREAS, members of the Cuyahoga County Debarment Review Board who are appointed by the County Executive and confirmed by the Cuyahoga County Council shall be appointed to serve a five (5) year staggered term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, County Executive Budish has nominated Evan T. Byron to be appointed to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2016 - 1/31/2021; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Evan T. Byron to serve on the Cuyahoga County Debarment Review Board for the term 2/1/2016 - 1/31/2021.

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 (8) 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: January 26, 2016

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

Committee Report/Second Reading: February 9, 2016

Journal CC021
February 23, 2016