



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JUNE 14, 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) May 24, 2016 Committee of the Whole Meeting (See Page 10)
 - b) May 24, 2016 Regular Meeting (See Page 12)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2016-0101: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2016; authorizing payments to various providers, in the total amount of \$355,681.00, for said

services and programs for the period ending 12/31/2017; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective. (See Page 24)

Sponsor: Councilmember Greenspan

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

- 1) R2016-0082: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 28)

Sponsors: Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission

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

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

- 1) O2015-0003: An Ordinance amending Title 7 of the Cuyahoga County Code to include community development as an allowable use for the Casino Revenue Fund and to establish the County Community Development Supplemental Grant Fund Program, and declaring the necessity that this Ordinance become immediately effective. (See Page 168)

Sponsors: Councilmembers Greenspan, Simon, Germana, Gallagher, Conwell and Hairston

Committee Assignment and Chair: Community Development – Hairston

- 2) O2016-0010: An Ordinance amending Section 205.06 of the Cuyahoga County Code to modify the appointment process for the Chair of the Debarment Review Board, the qualifications for members of the Board, and to provide that all members of the Board shall serve without compensation; and declaring

the necessity that this Ordinance become immediately effective. (See Page 175)

Sponsors: Councilmember Simon on behalf of Debarment Review Board

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2016-0102: 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. (See Page 181)

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

- 2) R2016-0103: A Resolution accepting/rejecting the report containing findings and recommendations of Fact-finder Thomas J. Nowel regarding negotiations between Cuyahoga County and Ohio Patrolmen's Benevolent Association for a collective bargaining agreement representing approximately 15 employees in the classification of Deputy Sheriff Sergeant at the Sheriff's Department, and declaring the necessity that this Resolution become immediately effective. (See Page 195)

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

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

- 1) R2016-0104: A Resolution confirming the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an

unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 198)

Sponsor: County Executive Budish

- 2) R2016-0105: A Resolution confirming the County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; confirming the appointment of Christopher George to serve as alternate to David Marquard; confirming the appointment of Nichole English to serve as alternate to Michael W. Dever; and declaring the necessity that this Resolution become immediately effective. (See Page 208)

Sponsor: County Executive Budish

- 3) R2016-0106: A Resolution making an award on RQ35433 to CHMWarnick, LLC in the amount not-to-exceed \$675,000.00 for asset management services for the Hilton Cleveland Downtown Hotel for the period 6/28/2016 - 6/28/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 212)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2016-0107: A Resolution making an award on RQ36580 to Burton Scot Contractors, LLC in the amount not-to-exceed \$8,929,682.81 for County Airport Runway 6/24 Safety Area Improvement Project No. 2; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 215)

Sponsor: County Executive Budish/Department of Public Works

- 5) R2016-0108: A Resolution authorizing an amendment to Contract No. CE1100414-01 with Toshiba Business Solutions, (USA), Inc. for Countywide enterprise digital and print management services using "green" friendly technology for the period 7/1/2011 - 6/30/2016 to extend the time period to 6/30/2019 and for additional funds in the amount not-to-

exceed \$3,900,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 218)

Sponsor: County Executive Budish/Departments of Information Technology and Public Works

- 6) R2016-0109: A Resolution authorizing an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$740,000.00 to Kanan Enterprises, Inc. for the benefit of a project located at 31900 Solon Road, Solon; 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. (See Page 221)

Sponsor: County Executive Budish/Department of Development

- 7) R2016-0110: A Resolution adopting the 2016 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective. (See Page 225)

Sponsor: County Executive Budish/Department of Development

- 8) R2016-0111: A Resolution authorizing a contract with Taser International, Inc. in the amount not-to-exceed \$724,621.43 for Taser body cameras for the period 7/1/2016 - 6/30/2021; 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 244)

Sponsor: County Executive Budish/County Sheriff

- 9) R2016-0112: A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,658,692.00 for rental assistance for homeless individuals and families for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the FY2015 HEARTH Act Continuum of Care Homeless

Assistance Programs for the period 5/1/2016 - 4/30/2017; 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 250)

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

- 10) R2016-0113: A Resolution making an award on RQ35953 to various providers for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 6/30/2017; authorizing the County Executive to execute the contracts and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 253)

- i) The Centers for Families and Children in the amount not-to-exceed \$697,455.00.
- ii) Verge Inc. in the amount not-to-exceed \$717,424.50.

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

- 11) R2016-0114: A Resolution making an award on RQ36191 to The Centers for Families and Children in the amount not-to-exceed \$525,000.00 for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 257)

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

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

- 1) R2016-0099: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga

Community College Board of Trustees for the term 6/23/2016 - 6/22/2021, and declaring the necessity that this Resolution become immediately effective: (See Page 260)

- i) Reverend Cory Jenkins
- ii) Geralyn Presti

Sponsor: County Executive Budish

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

- 2) R2016-0100: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2016 to extend the time period to 6/30/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 262)

i) Agreements:

- a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
- c) No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a) No. CE1400181-01 with Career Development and Placement Strategies

Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.

- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.
- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmember Hairston

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

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

NEXT MEETINGS

COMMITTEE OF THE WHOLE MEETING:

TUESDAY, JUNE 28, 2016
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JUNE 28, 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, MAY 24, 2016

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

4:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:04 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO AGENDA

The following individuals addressed Council regarding proposed legislation relating to fare increases and service reductions by the Greater Cleveland Regional Transit Authority:

- 1) Ms. Carol Gibson**
- 2) Ms. Melinda Davis**
- 3) Mr. Rich Rapheal**
- 4) Ms. Mary McNeal**
- 5) Mr. Nathan Malachowski**
- 6) Ms. Linda Brown**
- 7) Ms. Mary Keith**
- 8) Ms. Terri Jones**
- 9) Ms. Alanna Faith**
- 10) Mr. Camilo Villa**
- 11) Ms. Susan Bradfield**
- 12) Ms. Audray Johnson**
- 13) Mr. Akshai Singh**

- 14) Ms. Caitlin Johnson
- 15) Ms. Destinee Henton
- 16) Mr. Rico Dancy
- 17) Ms. Alana Garrett Ferguson
- 18) Mr. Joseph Calabrese

4. DISCUSSION:

- a) Proposed legislation urging the Greater Cleveland Regional Transit Authority to exhaust all available options and identify all potential resources in order to avoid or mitigate reductions in services and increased fares for riders and to urge the State of Ohio and U.S. Department of Transportation to increase available funding for public transportation.

Council President Brady thanked all of the speakers for addressing Council and announced that the Resolution will be discussed at the 5:00 p.m. Council meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:51 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 24, 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 5:05 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

The following individuals addressed Council regarding the closure of Lakewood Hospital:

- a) Ms. Bonnie Sikes**
- b) Ms. Jeanne Mackay**
- c) Ms. Tara Peppard**

Mr. Rico Dancy addressed Council regarding interpreter and Text 9-1-1 services for hearing impaired citizens.

Rev. Pamela Pinkney Butts addressed Council regarding various agenda and non-agenda items.

6. APPROVAL OF MINUTES

- a) May 10, 2016 Committee of the Whole Meeting
- b) May 10, 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 May 10, 2016 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Brady.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported the following:

- a) **Thanked the citizens who addressed Council during the Committee of the Whole meeting regarding the Greater Cleveland Regional Transit Authority; and**
- b) **Stated that winners of the \$25,000.00 Senior Center Innovation Grant awards were announced at the Senior Center Knowledge Forum last week.**

9. RECEIPT OF DOCUMENT SUBMITTED TO COUNCIL

- a) Cuyahoga County Veterans Service Commission 2017 Tax Budget

Council President Brady noted that the Cuyahoga County Veterans Service Commission had submitted its 2017 Tax Budget in accordance with the Ohio Revised Code.

10. LEGISLATION INTRODUCED BY COUNCIL

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2016-0094.

- 1) R2016-0094: A Resolution urging the Greater Cleveland Regional Transit Authority to exhaust all available options and identify all potential resources in order to avoid or mitigate reductions in services and increased fares for riders and to urge the State of Ohio and U.S. Department of Transportation to increase available funding for public transportation.

Sponsors: Councilmembers Brady, Brown, Conwell, Jones, Hairston, Miller, Gallagher, **Germana and Simon**

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2016-0094 was considered and adopted by unanimous vote.

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

- 1) R2016-0095: A Resolution appointing Valerie J. Harry, upon her taking the oath of office, to serve as Director of Internal Auditing of Cuyahoga County for the term 7/1/2016 - 6/30/2020; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of County Audit Committee

Council President Brady referred Resolution No. R2016-0095 to the Committee of the Whole.

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

- 1) R2016-0074: A Resolution supporting the County's efforts to collaborate with members of the Aerozone Alliance, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Gallagher, Greenspan and Hairston and County Executive Budish/Department of Development **and Councilmember Simon**

Mr. Miller introduced a proposed substitute to Resolution No. R2016-0074. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Brady and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2016-0074 was considered and adopted by unanimous vote, as substituted.

11. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2016-0096 and R2016-0097.

- 1) R2016-0096: 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. R2016-0087 dated 03/10/2016 to reconcile appropriations for 2016; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Greenspan introduced a proposed substitute to Resolution No. R2016-0096. Discussion ensued.

A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to accept the proposed substitute and to also refer the deleted item to the Finance & Budgeting Committee for discussion.

On a motion by Mr. Greenspan with a second by Mr. Miller, Resolution No. R2016-0096 was considered and adopted by unanimous vote, as substituted.

- 2) R2016-0097: A Resolution amending the 2016/2017 Capital Improvements Program by revising projects, estimated costs

and schedules, and declaring the necessity that this Resolution become immediately effective.

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

Mr. Greenspan introduced a proposed substitute to Resolution No. R2016-0097. Discussion ensued.

A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to accept the proposed substitute.

On a motion by Mr. Greenspan with a second by Mr. Schron, Resolution No. R2016-0097 was considered and adopted by unanimous vote, as substituted.

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

- 1) R2016-0098: A Resolution confirming the County Executive's appointment of Brandy R. Carney, upon her taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2016-0098 to the Committee of the Whole.

- 2) R2016-0099: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021, and declaring the necessity that this Resolution become immediately effective:

- i) Reverend Cory Jenkins
- ii) Geralyn Presti

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2016-0099 to the Human Resources, Appointments & Equity Committee.

- 3) R2016-0100: A Resolution authorizing amendments to agreements and contracts with various providers for the

Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2016 to extend the time period to 6/30/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

i) Agreements:

- a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
- c) No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a) No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.

- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad’s Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.

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

Council President Brady referred Resolution No. R2016-0100 to the Health, Human Services & Aging Committee.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2016-0088, R2016-0089, R2016-0090, R2016-0091, R2016-0092 and R2016-0093.

- 1) R2016-0088: A Resolution making an award on RQ35625 to Perk Company, Inc. in the amount not-to-exceed \$7,946,652.90 for resurfacing West 130th Street from Brookpark Road to Lorain Road in the Cities of Brook Park and Cleveland; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$3,099,194.63 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Miller

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

On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2016-0088 was considered and adopted by unanimous vote.

- 2) R2016-0089: A Resolution making an award on RQ35901 to The Ruhlin Company in the amount not-to-exceed \$1,382,353.88 for replacement of Lakeshore Boulevard Bridge No. 01.12 over Nine Mile Creek in the Village of Bratenahl; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$276,470.78 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Hairston

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

On a motion by Mr. Germana with a second by Mr. Hairston, Resolution No. R2016-0089 was considered and adopted by unanimous vote.

- 3) R2016-0090: A Resolution making an award on RQ36115 to CATTs Construction, Inc. in the amount not-to-exceed \$1,578,431.43 for 2016 Operations Resurfacing Program – Group 5, located in the City of Cleveland; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- i) West 73rd Street from Denison Avenue to Lorain Road.
- ii) Munn Road from Rocky River Drive to Warren Road.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer **and Councilmember Miller**

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

On a motion by Mr. Germana with a second by Ms. Conwell, Resolution No. R2016-0090 was considered and adopted by unanimous vote.

- 4) R2016-0091: A Resolution making an award on RQ36175 to Schirmer Construction LLC in the amount not-to-exceed \$2,287,223.15 for replacement of Bagley Road Bridge No. 03.45 over Plum Creek in the City of Olmsted Falls; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Gallagher

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

On a motion by Mr. Germana with a second by Ms. Conwell, Resolution No. R2016-0091 was considered and adopted by unanimous vote.

- 5) R2016-0092: A Resolution authorizing a revenue generating agreement with United Cerebral Palsy Association of Greater Cleveland, Inc. in the amount not-to-exceed \$3.00 for lease of office space at the Green Road Services Center, located at 4329 Green Road, Highland Hills, for the period 5/1/2016 - 4/30/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities

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

On a motion by Mr. Germana with a second by Mr. Miller, Resolution No. R2016-0092 was considered and adopted by unanimous vote.

- 6) R2016-0093: A Resolution authorizing a revenue generating agreement with Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. in the amount not-to-exceed \$3.00 for lease of office space at the Beachwood Adult Activities Center, located at 23750 Mercantile Road, Beachwood, for the period 5/1/2016 - 4/30/2019; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities **and Councilmember Simon**

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

On a motion by Mr. Germana with a second by Mr. Schron, Resolution No. R2016-0093 was considered and adopted by unanimous vote.

- d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2016-0085: A Resolution confirming the County Executive's appointment of Michael Jeans to serve on the Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2016-0085 was considered and adopted by unanimous vote.

- 2) R2016-0086: A Resolution confirming the County Executive's appointment of Chief Christopher Viland to serve on the Cuyahoga County Corrections Planning Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2016-0086 was considered and adopted by unanimous vote.

12. MISCELLANEOUS COMMITTEE REPORTS

Mr. Jones reported that the Health, Human Services & Aging Committee will meet on Wednesday, June 8, 2016 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, June 7, 2016 at 10:00 a.m.

Mr. Miller reported that the Council Operations & Intergovernmental Relations Committee will meet on Tuesday, May 31, 2016 at 3:00 p.m.

Mr. Greenspan reported that the Finance & Budgeting Committee will meet on Tuesday, May 31, 2016 at 2:00 p.m.

Mr. Hairston reported that the Community Development Committee will meet on Tuesday, May 31, 2016 at 1:00 p.m.

13. MISCELLANEOUS BUSINESS

Mr. Jones announced that the Closing the Achievement Gap Initiative (CTAG) received federal funding to institute a mentoring program in Arizona.

14. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

15. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Hairston with a second by Mr. Germana, the meeting was adjourned at 5:54 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0101

Sponsored by: Councilmember Greenspan	A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2016; authorizing payments to various providers, in the total amount of \$355,681.00, for said services and programs for the period ending 12/31/2017; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing for the “administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

WHEREAS, the Veterans Service Commission of Cuyahoga County is required to annually determine the amount it needs to provide assistance to veterans and must prepare and submit a budget to the Cuyahoga County Council, such budget to be within a statutorily prescribed formula; and

WHEREAS, the Council may review the proposed budget, but is required to appropriate the requested amount so long as the proposed budget is within the statutorily prescribed formula; and

WHEREAS, by Ordinance No. O2012-0013, Cuyahoga County Council established the Veterans Services Fund, whereby the amounts appropriated and unspent by the Veterans Service Commission of Cuyahoga County are to be placed in a Veterans Services Fund and used to benefit veterans of the county; and

WHEREAS, \$355,681.00 remains available in the Veterans Services Fund for 2016; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Cuyahoga County Council shall determine the services and programs that shall be provided or funded from the Veterans Services Fund, consistent with the amount of funds available and with the purpose of the Fund; and

WHEREAS, pursuant to Chapter 711 of the Cuyahoga County Code, Council directed that 20% of the available funds each year shall be used for a workforce development program to assist veterans with the costs of post-secondary education; and

WHEREAS, Council now desires to determine the services and programs that shall be provided or funded from the remaining available Veterans Service Commission 2015 funds, and the amounts to be designated for the services and programs; and

WHEREAS, in order to provide for the beneficial and immediate impact of these funds, Council has determined that it would be advantageous to the County to distribute the funds to public bodies with veterans related programs or services that benefit or exist to serve veterans or to non-profit agencies with existing or prior contracts with the County or other governmental agencies and programs or services dedicated to veterans.

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

SECTION 1. The Cuyahoga County Council hereby authorizes the Fiscal Officer to make one-time expenditures of available 2016 Veterans Services Funds, in the total amount of \$355,681.00, for the following services and programs through the 2017 calendar year:

- 1) Cuyahoga Community College, Veterans Services & Program Office for scholarships for veterans residing in Cuyahoga County in the amount of **\$28,069.00.**
- 2) Cleveland State University, Veterans Benefit Office, for scholarships for veterans residing in Cuyahoga County in the amount of **\$28,069.00.**
- 3) Towards Employment Career Pathway Services for job readiness training, job search and placement, coaching and support for professional development of low-income veterans in the amount of **\$15,000.00.**
- 4) The Cuyahoga County Office of Homeless Services for the Supportive Services for Veterans Families Program and for move-in kits for veterans entering permanent supportive housing in Cuyahoga County in the amount of **\$100,000.00.**
- 5) The Legal Aid Society of Cleveland for its Legal Services for U.S. Veterans program in the amount of **\$65,000.00.**
- 6) United Way 2-1-1 for its Help2Veterans program in the amount of **\$65,000.00.**
- 7) Joseph's Home for wraparound services and transition to permanent housing for medically fragile, homeless veterans in Cuyahoga County in the amount of **\$24,543.00.**

SECTION 2. The Council hereby pledges a one-time contribution to the Greater Cleveland Fisher House for the creation of a facility to provide free lodging for families of veterans hospitalized and being treated at the Louis B. Stokes Cleveland VA Medical Center, Cleveland Clinic, University Hospitals, MetroHealth System, and other area hospitals in the amount of **\$30,000.00**, provided however that the Greater Cleveland Fisher House must have met its community fundraising goal of \$3,000,000.00 on or before December 31, 2017. The Fiscal Officer shall reserve \$50,000.00 in the Veterans Services Fund, inclusive of the \$30,000.00 pledged herein and the \$20,000.00 pledged pursuant to Resolution No. R2014-0264, until the Fiscal Officer is presented with sufficient evidence, in his or her reasonable determination, that the Greater Cleveland Fisher House has met its community fundraising goal, or until January 1, 2018, whichever occurs earlier. Upon the timely presentation of such evidence, the Fiscal Officer shall make the one-time expenditure of funds in the amount of \$50,000.00 to the Greater Cleveland Fisher House for the purposes stated herein. To the extent that this Section conflicts with the terms of Resolution No. R2014-0264, the terms of this Section shall prevail.

SECTION 3. Each of the offices, agencies, departments, or other bodies, granted pursuant to this resolution shall provide written reports to Council by June 30, 2017 and November 30, 2017, summarizing the uses, amounts, and impacts of the distributed funds. Council may request additional information, in the form of oral or written reports.

SECTION 4. The County Executive is hereby authorized to negotiate and execute any necessary agreements or contracts in connection with the authorized expenditures and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

SECTION 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

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2015

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0082

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

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on April 20, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Z), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

New Classifications: (See Attached Classification Specifications)

- Exhibit A: Class Title: *Communications/9-1-1 Planner*
Number: 1062441
Pay Grade: 9
- Exhibit B: Class Title: *Emergency Management Specialist*
Number: 1062421
Pay Grade: 8
- Exhibit C: Class Title: *Emergency Management Supervisor*
Number: 1062422
Pay Grade: 13
- Exhibit D: Class Title: *Forensic Scientist 3 – Drug Chemistry*
Number: 1071252
Pay Grade: 12
- Exhibit E: Class Title: *Forensic Scientist 1 – Firearms & Toolmarks*
Number: 1071281
Pay Grade: 10
- Exhibit F: Class Title: *Hazardous Materials (HazMat) Coordinator*
Number: 1062412
Pay Grade: 10
- Exhibit G: Class Title: *Quality Assurance Supervisor*
Number: 1062432
Pay Grade: 10
- Exhibit H: Class Title: *Wellness Coordinator*
Number: 1053671
Pay Grade: 11

Proposed Revised Classifications:

- Exhibit I: Class Title: *9-1-1 Coordinator*
Number: 1062451
Pay Grade: 7

*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 7 to 8.

- Exhibit J: Class Title: *CECOMS Operations Supervisor*
Number: 1041311
Pay Grade: 9
*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit K: Class Title: *Development Housing Specialist*
Number: 1055221
Pay Grade: 8
*Revised essential job functions to reflect the current duties.
Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit L: Class Title: *Emergency Operations Supervisor*
Number: 1062432
Pay Grade: 10
*Revised pay grade from 10 to 11 and changed title to *Senior CECOMS Operations Supervisor*.
- Exhibit M: Class Title: *Emergency Services Administrator*
Number: 1062435
Pay Grade: 16
*Changed title to *CECOMS Manager* and changed pay grade from 16 to 17.
- Exhibit N: Class Title: *Environmental Specialist*
Number: 1062411
Pay Grade: 6
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from 6 to 5.
- Exhibit O: Class Title: *GIS Analyst*
Number: 1053192
Pay Grade: 9B
*The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from 9B to 10B.

- Exhibit P: Class Title: *GIS Planning and Development Manager*
Number: 1053193
Pay Grade: 17B
*Classification number changed from 1053193 to 1053194 to accommodate for a new classification.
- Exhibit Q: Class Title: *GIS Specialist*
Number: 1053191
Pay Grade: 7
*The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from pay grade 7 to 7B.
- Exhibit R: Class Title: *Kennel Manager*
Number: 1022433
Pay Grade: 13
*The classification title is changing to *Animal Shelter Administrator*. The essential job functions have been updated. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from 13 to 15.
- Exhibit S: Class Title: *Kennel Operations Supervisor*
Number: 1022431
Pay Grade: 7
*The classification title is changing to *Animal Shelter Medical Supervisor* to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit T: Class Title: *Parking Facility Manager*
Number: 1042422
Pay Grade: 10
*The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit U: Class Title: *Printing Coordinator*
Number: 1061211
Pay Grade: 7
* The essential job functions have been updated to better reflect the current duties. Updated spec to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit V: Class Title: *Forensic Pathologist 2*
Number: 1071412
Pay Grade: 27
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit W: Class Title: *Forensic Pathologist 3*
Number: 1071413
Pay Grade: 28
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit X: Class Title: *Forensic Scientist 1 - Toxicology*
Number: 1071241
Pay Grade: 10
*The minimum requirements and training have been revised to better reflect the classification.

Exhibit Y: Class Title: *Web Maintenance Technician*
Number: 1011251
Pay Grade: 4B
*Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

Proposed Deleted Classifications:

Exhibit Z: Class Title: *Support Officer Supervisor*
Number: 1056611
Pay Grade: 11

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 Vice-President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: April 26, 2016

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

Journal CC022

June 14, 2016

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062441	Communications / 9-1-1 Planner	Public Safety and Justice Services	Exempt	9

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications / 9-1-1 Planner	Class Number:	1062441
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to complete assignments/projects related to the operation and maintenance of the 9-1-1 systems, radio, phone or other assigned Public Safety communication systems.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 35% +/- 10%
- Handles maintenance, contracts, program/usage, upkeep, transportation, and any other assigned tasks related to radio/radio equipment, 9-1-1 systems, telephone, Public Safety IT, other Communications Center technology; coordinates radio interoperability within the County; prepares and implements communication plans.
- 25% +/- 10%
- Coordinates and completes special projects assigned by the CECOMS Manager.
- 40% +/- 10%
- Performs related administrative responsibilities; coordinates time and location to program radios; updates data and produces maps; reviews radio licensing for all radio systems at the County; reviews and edits RFP's; reviews billing paperwork; reviews 9-1-1 system infrastructure and usage; collaborates with State personnel about communications center related issues; attends various related meetings; participates in various webinars and conference calls; documents meeting minutes and prepares meeting agenda; instructs various courses as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three (3) years of public safety communications, radio, IT, or 9-1-1 experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including billing invoices, radio system status reports, CECOMS 9-1-1 call report, EAS system status report, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and FCC Rules and Regulations.
- Ability to prepare correspondence, radio interoperability map, radio tower maintenance, CECOMS employee network and systems, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic networking, 9-1-1 system, and communication terminology and language.
- Ability to communicate with managers, supervisors, coworkers, cellular carriers, outside organizations, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062421	Emergency Management Specialist	Public Safety and Justice Services	Exempt	8

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	5
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Specialist	Class Number:	1062421
FLSA:	Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist in the development and update of emergency preparedness exercises, emergency response plans, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 40% +/- 10%
- Assists in the development, update, and implementation of emergency preparedness exercises and emergency response plans; performs damage assessments; reviews plans and trainings; researches trainings; coordinates and conducts trainings.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheet; develops publications.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur; coordinates with public officials; completes Incident Action Plans; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments.
- 25% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with one (1) year of Public Safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 25 pounds.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including publications, memorandums, email announcements, reports, plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, excel spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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



PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062422	Emergency Management Supervisor	Public Safety and Justice Services	Exempt	13

Requested By: George Taylor, Director of Public Safety and Justice Services

Rationale: This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.

No. of Employees Affected: 3

Dept.(s) Affected: Public Safety and Justice Services

Fiscal Impact: PG 13 \$57,033.60 - \$ 79,830.40
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Brandy Carney, Administrator
George Taylor, Director of Public Safety and Justice Services

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Management Supervisor	Class Number:	1062422
FLSA:	Exempt	Pay Grade:	13
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop, coordinate, maintain, and implement emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs.

Distinguishing Characteristics

This is a supervisor level classification that provides direct supervision to a unit of Office of Emergency Management. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
 - Develops, coordinates, maintains, and implements emergency management plans, emergency preparedness exercises, public safety training programs, and public outreach programs; provides emergency planning support to other agencies and municipalities; coordinates Damage Assessments with municipalities to record and assess the damage from naturally occurring incidents; prepares and monitors grant applications and grant compliance; manages compliance with various requirements, guidelines, and laws; makes recommendations for program improvement; prepares and executes public information campaigns.
- 30% +/- 10%
 - Supervises and manages branch staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; prepares department work schedule; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions.
- 15% +/- 10%
 - Serves as a Section Chief when Emergency Operations Center activations occur; provides support during emergency situations; coordinates allocation of resources and materials; acts as a liaison during other County EOC activations; coordinates and executes plans for operational emergency support; leads damage assessment teams.

Emergency Management Supervisor

15% +/- 10%

- Performs related administrative responsibilities; attends various training, workgroups, exercises, and meetings; manages and edits outreach publications; creates reports and other documents; coordinates training and exercise schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Emergency Management, Public Administration, or other public safety discipline with five (5) years of emergency management or public safety experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Emergency Management Supervisor

- Ability to comprehend a variety of informational documents including time sheets, emergency management plans, publications, newsletters, memorandums, time off requests, applications, expense reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and the Ohio Revised Code.
- Ability to prepare correspondence, reports, performance evaluations, documents, memorandums, county stat slides, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret emergency management terminology and language.
- Ability to communicate with supervisors, coworkers, other County employees, Administrator, committees, outside boards, various state and federal agencies, police, firefighters, EMS, NGOs, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071252	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	12

Requested By:	Human Resources
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12 \$54,184.00 – \$75,857.60 Step Placement TBD by Human Resources
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Staffing Implications:	TBD
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	12
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to receive evidence from various law enforcement agencies and perform analytical assays to detect and quantify drugs, alcohol, and other chemicals, and provide expert testimony in court regarding findings as needed.

Distinguishing Characteristics

This is an advanced journey-level classification working under general supervision of the Drug Chemistry Laboratory Supervisor. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

Essential Job Functions

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

- 45% +/- 10%
- Prepares and performs chemical analysis to determine drug evidence; retrieves evidence from storage; verifies information on evidence bag and compares with submission form; opens evidence following proper procedure; weighs contents of evidence; performs preliminary color tests; takes samples for confirmation tests; repackages and reseals evidence; places samples on appropriate instrument for confirmation; transports evidence back to controlled substance holding area.
- 35% +/- 10%
- Maintains and troubleshoots laboratory instruments and ensures integrity of analysis methods and overall quality of results; performs Quality Assurance duties including, maintenance and calculation of measurement uncertainty, coordinates Valpro Calibration on FTIR instruments; system checks on Shimadzu Instrument; requires maintenance on all other instruments used in lab; monitors refrigerator temperature; prepares chemical reagents following prescribed processes; weight checks on balances; and color tests with Test Mix; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use.
- 10% +/- 5%
- Reviews, processes, and report chemical analysis results; reviews data on instruments; enters analytical results into computer database; writes case reports; copies, files, and forwards individual case results to appropriate individuals and/or agencies; prepares for court testimony and testifies in court as an expert witness.
- 5% +/- 2%
- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Biology, Chemistry, Biochemistry, Genetics or related field and five (5) laboratory experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a variety of laboratory tools and equipment including a dremel tool, scalpel, pipettes, camera, tubes, a variety of microscopes, and reagent kits.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including evidence submission forms, instrument data reports, subpoena, and case history information.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, Ohio Revised Codes, online drug identification databases, training manual, instrument/equipment manuals, safety manual, and quality assurance manual.
- Ability to prepare drug chemistry reports, evidence discrepancy forms, color tests and balance check logs, drug chemistry worksheets, communication record forms, literature review forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office and laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment and machinery.

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



PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071281	Forensic Scientist 1 – Firearms and Toolmarks	Medical Examiner's Office	Exempt	10

Requested By: Human Resources

Rationale: This is a new classification requested by the Medical Examiner's Office based on the operational needs of the department.

No. of Employees Affected: None

Dept.(s) Affected: Medical Examiner's Office

Fiscal Impact: PG 10 \$48,505.60 – \$67,912.00
Step Placement TBD by Human Resources

Staffing Implications: TBD

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Hugh Shannon, Program Officer Manager

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Firearms and Toolmarks	Class Number:	1071281
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and interpret firearms/toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

Essential Job Functions

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

- 85% +/- 10%
- Uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 10% +/- 5%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 5% +/- 2%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in natural/physical science and six (6) months of laboratory experience performing firearm/toolmark evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

Competency and annual proficiency testing required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Forensic Scientist 1 – Firearms & Toolmarks

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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

PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062412	Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Exempt	10

Requested By:	George Taylor, Director of Public Safety and Justice Services
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications for working with hazardous materials. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$48,505.60 – \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hazardous Materials (HazMat) Coordinator	Class Number:	1062412
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to create and maintain emergency response plans and serve as the Hazardous Materials (HazMat) Coordinator for the County.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

Essential Job Functions

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

- 40% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; provides information and assistance to various organizations to help them prepare for emergencies and disasters; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; conducts damage assessment field evaluations; maintains record and inventory of hazardous materials across the County.
- 15% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; collaborates with Ohio EMA to schedule training courses and required exercises; coordinates training and exercises for emergency response.
- 15% +/- 10%
- Assists with operations of County Emergency Operations Center when activations occur; provides Geographic Information Systems support; provides HazMat subject matter expertise; maintains working knowledge of Computer Aided Management of Emergency Operations systems; maintains EOC state of readiness; performs damage assessments; enters incident management data into automated systems.
- 30% +/- 10%
- Performs related administrative responsibilities; maintains records and responds to information requests; maintains and updates LEPC website; writes various reports; manages and monitors grant programs; submits grants and applications; monitors grant activities; prepares grant reports and county-wide hazardous material database reports; monitors operational budget; prepares resolutions and correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Public Administration, or other public safety discipline with two (2) years of hazardous materials experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

Must complete Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Physical requirements include the ability to lift up to 30 lbs and the ability to walk and stand for extended periods of time and navigate various structures such as warehouses.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, FEMA/DHS/SERC/LEPC guidance documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides.
- Ability to prepare spill reports, inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, SERC forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning, hazardous materials, and marketing terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, Hazardous Material storage locations, and various other locations across the County.
- Work may involve exposure to toxic and poisonous agents.

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

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PROPOSED NEW CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Quality Assurance Supervisor	Public Safety and Justice Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. The position is currently classified as a Program Officer.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Quality Assurance Supervisor	Class Number:	1062432
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services, only		

Classification Function

The purpose of this classification is to conduct quality assurance evaluations and oversee the re-certification process for all CECOMS staff.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for conducting quality assurance evaluations and overseeing the re-certification process for all CECOMS staff. This class requires the solution of operational, technical, administrative, and management problems related to CECOMS. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 60% +/- 10%
- Conducts quality assurance evaluations and oversees the re-certification process for all CECOMS staff; conducts random and target quality assurance evaluations; assists in new hire training; instructs emergency medical dispatch class; coordinates opportunities for employees to obtain required CDE credits; tracks employee CDE credits obtained.
- 30% +/- 10%
- Supervises CECOMS staff; conducts interviews; prepares employee performance evaluations; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge.
- 10% +/- 5%
- Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center; creates, implements, and updates standard operating guidelines; prepares various compliance documents; handles general public inquiries; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software; acts as a co-chair of the Cuyahoga County Emergency Medical Dispatch Committee.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with four (4) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including LEADS inquiry results, payroll forms, CAD call reports, 9-1-1 phone reports, attendance reports, daily operations schedules, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, OPBA Contract, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quality assurance evaluations, monthly quality assurance summaries, LEADS inquiry printouts, training affidavits, CAD entries, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, dispatchers, call takers, department managers, police personnel, fire department personnel, APCO International staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center environment.

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



PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053671	Wellness Coordinator	Human Resources	Exempt	11

Requested By:	Human Resources
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Rationale:	Creation of a new classification based on operational needs of the department
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No. of Employees Affected:	No incumbents
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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Staffing Implications:	Anticipate hiring 1 FTE
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Douglas Dykes, Chief Talent Officer Marcell Spencer, HR Analyst
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Wellness Coordinator	Class Number:	1053671
FLSA:	Exempt	Pay Grade:	11
Dept:	Human Resources		

Classification Function

The purpose of this classification is to plan, develop, implement, and assess total wellbeing programming and initiatives with the intent on curbing healthcare costs by creating awareness, motivating, and providing tools to County employees and their dependents that assists them in adapting and maintaining a healthy lifestyle.

Distinguishing Characteristics

This is a journey level classification with responsibility for training, motivating, and bringing awareness to County employees on the topic of health and wellness. Assignments are varied in nature. The employee works within a framework of established regulations, policies, and procedures and is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Develops, coordinates, manages, and assesses total wellbeing programming and educational classes; implements the County's Wellness related activities like health screenings, flu-shots, fitness classes, bloodmobile, etc.; searches new ideas and opportunities to increase employee and dependents participation; conducts and coordinates onsite group educational classes such as weight management, smoking cessation, diabetes control, etc.; coordinates health food choices with vending machine suppliers; tracks wellness activities and participation; conducts surveys and facilitates focus groups; analyzes wellness program data to measure the success of wellness programs and initiatives; performs benchmark analysis to aid in program development; compiles and generates comprehensive objective reports on participation, programs, financial impact, and outcomes.

25% +/- 10%

- Develops and manages relationships with vendors and human resources associates; assists vendors and human resources associates to align the wellness program with benefit program; manages and tracks monthly billings and premium payments; works with vendors to leverage the wellness plan.

30% +/- 10%

- Performs related administrative duties; manages and participates in Wellness Committee; answers questions and inquires about the wellness programs; drafts County-wide communications regarding wellness programs and education; keeps up-to-date with national wellness initiatives; develops a network of resources and contacts; act as a liaison to gather ideas and sponsor events; makes budget recommendations; coordinates and leads special projects, as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree, preferably in Health & Wellness, Health Promotion Management, Exercise Science, Physical Education, Nutrition, Dietetics, or a related field of study with three (3) years of professional experience that includes various methods of communications including written and verbal; planning and facilitating programming; and developing and presenting professional presentations for an organization.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including surveys, benefits packages, internal wellness data, external wellness data, vendor contracts, vendor billing, budget.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Benefits Manual.
- Ability to prepare wellness communications, presentations, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources, health and wellness terminology and language.
- Ability to communicate effectively with coworkers in Human Resources, other County employees, County employee's dependents, vendors, and the general public

Wellness Coordinator

Environmental Adaptability

- Work is typically performed in an office environment.

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



PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062451	9-1-1 Coordinator	Public Safety and Justice Services	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade increased from a 7 to pay grade 8.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	9-1-1 Coordinator	Class Number:	1062451
FLSA:	Non-Exempt	Pay Grade:	8
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

Distinguishing Characteristics

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to 9-1-1 services. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Assists the Public Safety Answering Points with 9-1-1 services; assists with special projects at PSAP and CECOMS center; responds to questions and requests from PSAPs; assists PSAPs with quality assurance and quality improvement; visits every PSAP at least yearly.
- 30% +/- 10%
- Maintains MSAG/ANI/ALI discrepancies; manages and maintains County EMD program; develops and maintains monthly call matrix reports; prepares call counts for CECOMS and other dispatch centers; updates 9-1-1 plans; researches industry standards and local national trends; maintains social media account for PSAP and CECOMS.
- 30% +/- 10%
- Develops, organizes, and attends various education programs and meetings; prepares and conducts regular EMD/PST certification classes; attends state 9-1-1 meetings; manages and maintains County training programs for 9-1-1; creates and presents PowerPoint presentations at PSAP meetings; attends various committee meetings.
- 5% +/- 2%
- Responds to requests for information, reports, and data from supervisors and other County employees; answers inquiries, questions, and concerns from the general public; responds to inquiries, requests, and assistance from telephone companies; provides support or back-up to on duty CECOMS supervisors.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three (3) years of Public Safety experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and copy machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly call counts from vendor, regular notification of certification, and County 9-1-1 Plan.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures, white papers, professional standards, and Ohio Revised Code.
- Ability to prepare Monthly Call Matrix Report, County 9-1-1 Plan, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret communications terminology and language.
- Ability to communicate effectively with CECOMS supervisor, CECOMES staff, PSAP managers, PSP chiefs, telephone companies, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment with prolonged sitting.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	9-1-1 Coordinator	Class Number:	1041301
		Pay Range	7

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to assist the Public Safety Answering Points (PSAP) with 9-1-1 services including database management.

Essential Job Functions

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

- Assists the Public Safety Answering Points with 9-1-1 services including database management and public education (e.g. - assists with coordination of policies and procedures regarding handling 9-1-1 calls and changes in the geographical area of the (PSAP); troubleshoots equipment failures and network failures; coordinates Automatic Number Identification and Automatic Identification inquiry forms; ensures accuracy of the 9-1-1 database;
- Coordinates and prepares Master Street Address Guide with the PSAP's.
- Develops education programs (e.g. - develops training program for use of the 9-1-1 system; presents education programs to schools; coordinates public education programs with municipalities and agencies).
- Performs administrative duties (e.g. - maintains logs and records; compiles and evaluates information; prepares recommendations; completes daily travel and expense reports; prepares various reports and records; assists in establishing investigative procedures for the unit).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical training in public safety or related field with six months computer experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and copy machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including 9-1-1 database, street maps and educational material.
- Ability to comprehend a variety of reference books and manuals including operating policies and procedures and Ohio Revised Code.
- Ability to prepare reports, records, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret communications terminology and language.
- Ability to communicate effectively with supervisor, PSAP managers, vendors, other County employees, and the general public.

Environmental Adaptability

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

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1041311	CECOMS Operations Supervisor	Public Safety and Justice Services	Exempt	9

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The classification number (1062435) will be changed to better fit the new organizational structure at PSJS.
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No. of Employees Affected:	4
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 9 \$45,656.00 - \$63,897.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Keili Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	CECOMS Operations Supervisor	Class Number:	1062431
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise subordinate personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Distinguishing Characteristics

This is a supervisor level classification, working under direction of a senior supervisor within the Cuyahoga Emergency Communications Systems (CECOMS) Center. The employee may supervise subordinate personnel or supervise a program requiring project management. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact in ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 60% +/- 10%
 - Supervises subordinate personnel at CECOMS; assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge; prepares schedules for personnel; completes time adjustment and payroll forms; calls in personnel to cover shifts or fulfill manpower requirements; ensures the emergency call center is adequately staffed; completes payroll forms for employees.
- 20% +/- 10%
 - Provides emergency communications services; operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 9-1-1 and nonemergency cellular telephone calls; evaluates situation and dispatches appropriate personnel; maintains County Hospital Restriction website; provides Emergency Medical Dispatch (EMD) for County PSAPS; coordinates radio communications between emergency medical service personnel, hospitals, and disaster service agencies during emergencies; provides assistance to callers; assists hearing and speech impaired with emergency calls by using TTY or TTD; notifies hospitals, police and fire departments of hazardous conditions using countywide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized; accurately enters emergency and non-emergency call information into CAD system; prioritizes and assigns emergency and non-emergency calls for service to appropriate emergency service units; reviews audio 9-1-1 tapes and completes public record requests; completes weekly or daily tests for EAS/Amber Alert/NWS/OHTRAC/MABAS/ALPR; changes tapes on recording devices and ensures equipment is in proper working order.

CECOMS Operations Supervisor

- 5% +/- 2%
 - Assists CECOMS Center Manager in managing and coordinating operations of CECOMS; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs.
- 5% +/- 2%
 - Prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS issues; maintains accurate list of emergency medical service providers, police, fire departments, and hospitals.
- 5% +/- 2%
 - Attends meetings for ongoing training or subcommittees concerning emergency medical services and emergency communications issues; represents CECOMS Center at meetings and conferences; serves as agency TAC, ATAC, LASO for the Law Enforcement Automated Data Systems (LEADS).
- 5% +/- 2%
 - Prepares and broadcasts emergency messages for various systems (e.g.- Emergency Alert Systems (EAS), Cuyahoga County Ready Notify System, Amber Alert, Mutual-Aid Box Alarm System, OHTRAC System, MARCS, ECOMM, XMTAC, Motorola Radio Counsel, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with three (3) years of public safety communications or public safety experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain LEADS, FEMA, EMD, and CPR certification within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including personnel forms (i.e.- time adjustment forms and vacation requests), MABAS requests, EAS requests, hazardous spill reporting form, Amber Alert form, hospital restrictions form, severe weather notification, attendance records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Operation Manual, MSAG, Cuyahoga County Atlas, SOG book, OPBA contract, Emergency Operations Plan, Haines address/TEL-KEY, Mile Marker Reference book.
- Ability to prepare media alerts, Amber Alert, hazardous materials report, MABAS requests, public records request, OHTRAC request, time adjustment form, hospital restriction form, monthly personnel schedule, standard operating guidelines, LEADS validation, employee evaluations, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, maintains confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with police departments, fire departments, CECOMS dispatchers, local hospitals, other County department directors and managers, and the general public.

Environmental Adaptability

- Work is typically performed in an office and dispatch center environment with varying levels of light and noise due to the 24 hours a day call center environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	CECOMS Operations Supervisor	Class Number:	1041311
		Pay Grade:	9

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to supervise lower-level personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center and to provide emergency communications services.

Essential Job Functions

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

- Supervises lower-level personnel at the Cuyahoga Emergency Communications Systems (CECOMS) Center (e.g.- assigns, reviews, plans and coordinates work; provides job training and instruction; prepares employee performance evaluations; responds to employee problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Provides emergency communications services (e.g.- operates radio communications system to dispatch police, fire and paramedics to emergency situations; receives 911 calls; operates tape recording system to record each communication; evaluates situation and dispatches appropriate personnel; clears traffic routes; makes telephone relays of patient reports between emergency medical service personnel and hospitals; assists out-of-county emergency medical service personnel with hospital communications; coordinates radio communications between emergency medical service personnel, hospitals and disaster service agencies during emergencies; provides assistance to callers; assists hearing impaired with emergency calls; notifies hospitals, police and fire departments of hazardous conditions using county-wide computerized information network; notifies emergency medical services personnel of hospital restrictions such as full capacity so that other facilities are utilized).
- Assists CECOMS Center Manager in managing and coordinating operations of CECOMS system (e.g.- assists with planning County-wide programs to improve emergency medical services; recommends emergency communications policies and procedures; assists in developing and implementing staff training programs).
- Prepares and maintains reports and records (e.g. - prepares notifications; prepares Hazardous Materials (HAZMAT) release reports; prepares hospital changes and notifications; assists in preparing correspondence regarding CECOMS system issues; maintains accurate list of emergency medical service providers, police and fire departments and hospitals).
- Changes tapes on recording devices and ensures equipment is in proper working order.
- Attends meetings concerning emergency medical services and emergency communications issues; represents Manager/CECOMS Center at meetings and conferences.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in emergency medical telecommunications or related field with three years of emergency communications experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including adding machine, copier, FAX, Merlin Telephone System, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including attendance records, time cards, job applications, billing invoices, E 9-1-1 forms and messages, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, CECOMS Operation Manual, CMEIMS Manual, COPS Manual, E 9-1-1 manual, etc.
- Ability to prepare employee evaluations, memos, directives, time sheets, minutes, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret emergency medical and telecommunications terminology and language.
- Ability to communicate effectively with communications operators, supervisors, law enforcement and fire chiefs, attorneys, other County department directors and managers, sales representatives, equipment maintenance personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055221	Development Housing Specialist	Development	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 8 \$42,806.40 - \$59,904.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Dorinda Miller, Business Administrator 3 Sara Parks Jackson, Community Development Officer Paul Herdeg, Development Administrator Ted Carter, Director of Economic Development
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	1055221
FLSA:	Exempt	Pay Grade:	8
Dept:	Development		

Classification Function

The purpose of this classification is to administer community and housing development programs.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Development. This class works under direction from senior management of the Department, and is responsible for administering community and housing development programs. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%
- Administers community and housing development programs; reviews and recommends reimbursement requests; prepares payment requests; reviews eligibility criteria and performs loan underwriting; performs loan closing duties; obtains and submits client's loan information; reviews client's loan application and loan modification applications; provides loan servicing; verifies loan pay-off information with title company; runs a comparative analysis on existing and proposed first mortgage loans and composes a recommendation; reviews subordination requests.
- 20% +/- 10%
- Assists with program funding and budget; develops and reviews budgets; monitors account balances; approves expenditures; disburses funds; determines eligibility for county programs; prepares financial forms and reports; maintains financial spreadsheet; assists in the preparation for the program budget.
- 10% +/- 5%
- Provides technical assistance new programs for funded agencies; collaborates with management to develop new programs, improve existing programs, and improve efficiency; assists in the review of goals and plans for funded agencies; answers questions and makes recommendations for funded agencies.
- 30% +/- 10%
- Performs related administrative responsibilities; prepares various documents such as RFPs, agreements, amendments, contracts; enters documents into automated systems for review and approval; attends staff meetings and training sessions; performs site visits; oversees preparation and maintenance of records, reports, studies, and correspondence; collects data and inputs data for various reports; compiles information into reports; receives and sends mail; reviews documents; answers questions via telephone or email; screens applications for required documents; maintains and audits loan accounts; recommend changes to policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business administration or related field with two (2) years of community or economic development experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests (i.e.- Requests for Subordination, Request for Loan Payoff, Request to Accept Reduced Payoff, Request for modification of Rehab Loan), statements (i.e.- profit and loss statement, checking and saving statements, mortgage statement, bid summary), agreements (i.e.- landlord agreement, current tenant lease agreement), Rehabilitation Loan Application, Demolition Fund Application, income documents, federal tax return, billing invoices, monthly reports, credit report, various documentation, reimbursement Request for Payment, Requests for Proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HUD Income and Allowances Guidelines, Mortgage Loan Originator Compensation Guide, Ohio Revised Code, Federal Code of Regulations, Consumer Financial Protection Bureau Rules, Personnel Policies and Procedures Manual, maps, and Cuyahoga County Inspector General Guidelines.
- Ability to prepare correspondence, monitoring record and monitoring follow-up analysis, letters, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret loan underwriting, financial counseling, legal terminology and language.

Development Housing Specialist

- Ability to communicate with supervisor, clients, corporate representatives, Board of Health Staff, banks, non-profit representatives, home owners, attorneys, city officials, appraisers, caseworkers, other County employees, and general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Housing Specialist	Class Number:	1055221
		Pay Grade:	8

Departments:	Development, only
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Classification Function

The purpose of this classification is to administer Community Development Block Grant (CDBG) Housing Program.

Essential Job Functions

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

- Administers Community Development Block Grant (CDBG) Housing Program (e.g.- analyzes and underwrites various loan funds including housing revenue bonds; reviews and recommends reimbursement requests; prepares payment requests; prepares correspondence; provides technical assistance; prepares quarterly and annual reports).
- Assists in the preparation of program elements & work plans (e.g.- assists in implementation of proposed course of action; provides technical assistance and advice to local communities to facilitate program improvements during implementation of goals and counsels clients regarding plans, packaging, advertising, grant qualifications and application process; conducts education seminars for clients and non-government officials on program regulations and eligibility information; interprets data concerning international markets and trade).
- Maintains contact with clients and represents the County at various meetings and conferences (e.g.- maintains contact with corporate representatives regarding needs, availability, requirements and resources; initiates and maintains contact with local and state government officials explaining rules, regulations and policies, providing referral service, formalizing requests for assistance and disseminating information; coordinates financing with clients; facilitates business relationships between clients and contractors; makes regular and continuing contacts with parties in international trade; attends conferences, staff meetings and task groups).
- Performs related administrative duties (e.g.- monitors and maintains statistics on program implementation and effectiveness; monitors participation process and evaluates local government compliance with citizen participation requirements; writes reports and prepares graphs and tables summarizing results of data collection and analysis; updates training files by compiling user guides and instruction manuals; prepares correspondence as necessary).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with TWO YEARS of development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, requests for proposal (RFP), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare correspondence, requests for proposal (RFP's), requests for grant applications, newspaper copies and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisor, source persons, clients, corporate representatives, elected and public officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062432	Emergency Operations Supervisor	Public Safety and Justice Services	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 1997. The classification has changed titles (Senior CECOMS Operations Supervisor) and classification number (1062433). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade changed from a 10 to a pay grade 11.
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No. of Employees Affected:	1-2
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10 \$48,505.60 - \$67,912.00 PG 11 \$51,313.60 - \$71,884.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior CECOMS Operations Supervisor	Class Number:	1062433
FLSA:	Exempt	Pay Grade:	11
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to supervise CECOMS Supervisors and assist in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center.

Distinguishing Characteristics

This is a management level classification with responsibility for planning and supervising the CECOMS section of the Department of Public Safety and Justice Services under general direction of the CECOMS Manager. This class requires the solution of operational, technical, administrative and management problems related to CECOMS. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- Supervises CECOMS Supervisors; assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; conducts interviews; prepares employee performance evaluations; approves payroll; approves time off requests; recommends personnel actions including selection, promotion, discipline, demotion or discharge; attends union contract negotiations. 70% +/- 10%
- Assists in administering and planning the Cuyahoga Emergency Communications Systems (CECOMS) Center and performs advisory functions; creates, implements, and updates standard operating guidelines; assists CECOMS Manager with getting new clients; advises and assists with budget; prepares various reports, financial packages, RFPs, PowerPoint presentations, and plans; provides planning assistance; reviews and assists with special projects; holds meetings with CECOMS supervisors; handles general public inquiries; presents proposals to administration; attends meetings as a representative of CECOMS and the Cuyahoga County Department of Public Safety; answers 9-1-1 calls and enters information in the computer aided dispatch software as needed. 30% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training with six (6) years of public safety communications or public safety experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Must obtain and maintain EMD, LEADS, and Public Safety Telecommunications training/certifications within one year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including time sheets, payroll forms, billing invoices, vacation requests, monthly and on-call schedule, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CECOMS Standard Operating Procedures, HIPPA Laws, Sunshine Laws, Ohio Revised Code, APCO Standards, collective bargaining agreements, and Public Records Laws.
- Ability to prepare employee performance evaluations, standard operating procedure, quarterly statistics, CECOMS schedule, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret emergency medical dispatch and law enforcement terminology and language.
- Ability to communicate effectively with supervisors, CECOMS staff, police personnel, fire department personnel, media outlets, County Emergency Services Advisory Board, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Operations Supervisor	Class Number:	1062432
		Pay Grade:	10

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to assist in implementing, administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program and to supervise emergency management program specialists.

Essential Job Functions

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

- Assists in administering and planning the County's Major Emergency Incident Management System (CMEIMS) Program (e.g. - works on the objectives of the Emergency Management workplan; develops and implements programs for winter storm hazards, tornadoes, and flood hazards for the general public, communities, public and private agencies, etc.; prepares emergency operating plans including hazard analysis and resource identification; coordinates radiation program to distribute and exchange survey meter equipment with communities, agencies, and throughout the County and to exchange units for re-calibration with the State; maintains an inventory of certified radiation response personnel in the County; attends Board meetings and participates in planning committee activities; assists in meeting objectives of the management team; coordinates distribution of the updates for emergency operating plans, CMEIMS manual and internal operation and procedure manuals; provides assistance to and handles general public inquiries; represents the agency at various meetings, functions, and activities; serves as liaison to build coordination and communication networks with County government, municipalities, and other agencies/organizations to accomplish disaster preparedness objectives; prepares various reports, financial packages, compliance documents, etc.).
- Supervises emergency management program specialists (e.g. - assigns, reviews, plans and coordinates work; provides job training and instruction; responds to employee problems; prepares employee performance evaluations; recommends personnel actions including selection, promotion, discipline or discharge).
- Performs advisory functions (e.g. - advises and assists on matters of administration and budget related matters; presents and coordinates seminars and conferences about CMEIMS; participates and coordinates field response activities for various hazards; presents proposals to administration).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field and three years of emergency management experience; or any equivalent combination of training and experience.

Additional Requirements

Requires OSHA's Hazardous Materials/Emergency Responder certification.

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

- Ability to operate a variety of automated office machines including computer, printer, adding machine, typewriter and copier.
- Ability to operate audio/visual equipment including overhead projector, slide projector and VCR.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, payroll records, invoices/vouchers, FAMIS report, budgets, Local Emergency Planning Commission (LEPC) forms, work plans, proposals, applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, law books/code, Federal Register, computer manuals, Emergency Operating Plan, CMEIMS manuals, LEPC plan, etc and personnel policy manuals.
- Ability to prepare OEMA documents, flood maps, distribution lists, CEM documents, newsletters, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, and accounting terminology and language.
- Ability to communicate effectively with supervisors, program coordinators, Board and committee members, elected officials, other County employees, agency heads, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062435	Emergency Services Administrator	Public Safety and Justice Services	Exempt	16

Requested By:	Personnel Review Commission
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Rationale:	This is a result of the routine maintenance of updating outdated non-bargaining classification specifications. Classification last revised in 2007. The classification has changed titles (CECOMS Manager) and classification number (1062434). The title has changed to better fit the new organizational structure at PSJS. The number has changed because the classification numbers were not consecutive. The pay grade increased from a 16 to a pay grade 17.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 16 \$69,825.60 - \$97,718.40 PG17 \$75,504.00 - \$105,684.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	CECOMS Manager	Class Number:	1062434
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Safety and Justice Services, only		

Classification Function

The purpose of this classification is to provide overall management and supervision for Cuyahoga Emergency Communications System (CECOMS) Center and various special projects.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing, controlling, and overseeing the CECOMS Center. This class works under administrative direction from the PSJS Administrator, and work requires the analysis and solution of operational, technical, administrative and management problems related to CECOMS. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center; prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communication equipment; coordinates 9-1-1 operations; prepares contracts; writes RFPs, RFIs, RFQs; coordinates the design, purchase, implementation, operation, and governance for countywide Public Safety Emergency Interoperability and the Communication System.
- 20% +/- 10%
- Administers the design, development, and implementation of special projects; develops all operational procedures and agreements; conducts planning meetings; finds, keeps, and submits proposals to CECOMS clients.
- 20% +/- 10%
- Supervises CECOMS staff and supervisors; assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave; attends union contract negotiations.
- 15% +/- 10%
- Oversees and stays up to date with 9-1-1 radio, telephone, public safety, and IT contracts, new technology, and ensure proper function.
- 10% +/- 5%
- Develops, conducts, and assists with informational lectures and planning for public safety, emergency management, communications organizations, and countywide Emergency Services Advisory Board; plans training programs; develops objectives; coordinates production of training materials; presents information; responds to the needs of partners and the public safety community; represents office at Council Meetings and State Meetings.

Proposed DATE

10% +/- 5%

- Performs related administrative responsibilities; answers questions via email and telephone; prepares documents, PowerPoint's and memorandums; researches for various projects.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Environmental Science, Public Safety, Public Administration, or Communication, or related field with seven years (7) of emergency management, public safety, public administration, or communications center experience including three (3) years of supervisory experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including personnel documents, network designs, Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), project plans, contracts, Request for Proposal (RFPs), Request for Information (RFIs), Request for Offer (RFOs), invoices, travel logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, CFR with Communications reference, CECOMS Center SOPs, Plans and SOGs, Federal and State Communications Publications.

CECOMS Manager

- Ability to prepare RFPs, RFIs, RFQs, contracts, project plans, SOGs, SOPs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret 9-1-1, communications, radio, telephone, and public safety IT terminology and language.
- Ability to communicate with Emergency Services Advisory Board, various committees, other local government officials, Director, County Prosecutor, PSJS Administrator, consultants, vendors, Public Safety Partners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations, exposure to various weather conditions, and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Emergency Services Administrator	Class Number:	1062435
		Pay Grade:	16

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide overall management and responsibility for various County emergency services including emergency communications, public safety, homeland security, and safety and to supervise CECOMS supervisors.

Essential Job Functions

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

- Manages operations of the Cuyahoga Emergency Communications System (CECOMS) Center (e.g. - prepares and monitors annual operating budget including development and new projects; justifies and monitors budget; develops and maintains operations manual; maintains memoranda and directives book; plans for and installs required communications equipment; coordinates 9-1-1 operations).
- Coordinates the administration of the design, purchase, implementation, operation and governance of a new Countywide Public Safety Emergency Interoperability Communication System.
- Administers the design, development and implementation of a new Homeland Security and Public Safety Emergency Operations and Command Center.
- Administers the implementation of a new County 9-1-1 cellular and wireless emergency communications center and system including developing all operational procedures and agreements.
- Serves as the Northeast Ohio AMBER Alert Coordinator (e.g. – develops and administers the Northeast Ohio AMBER Alert Board; develops and recommends policies and procedures relative to operation of the AMBER program at the local, County, regional, State and Federal levels).
- Supervises CECOMS supervisor (e.g.- assigns and reviews work; provides job training and instruction; evaluates performance; recommends selection, promotion, and discipline; reviews and approves requests for leave).
- Administers the design, implementation, and operation of various projects (e.g.- administers the design, implementation, and operation of a new geographical information and mapping system for 9-1-1 and public safety operations and communications throughout the County and coordinates interface with contiguous counties and State; administers the design, implementation, and operation of a new emergency communications and dispatch radio system and center; administers the design, implementation, and operation of the traffic accident and incident website reporting system; administers the design, implementation, and operation of the hospital and healthcare capacity and restriction website and reporting system; assists in the design and operation of a countywide highway and interstate intelligent transportation system).
- Administers the activities and functions of the Countywide Emergency Services Advisory Board including the Executive Committee, Communications committee, structural collapse/technical rescue, law enforcement, counter and anti-terrorism, 9-1-1 public notification and evacuation and legislative.
- Develops and conducts informational lectures and seminars for public safety and emergency management organizations and other organizations. (e.g.- plans training program; develops objectives; coordinates production of training materials; presents information).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field with five years of emergency management experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer terminal, personal computer, printer, calculator, copier, fax machine, telephone.
- Ability to operate audio-visual equipment such as a camcorder; radio equipment; cellular telephone; VCR and overhead projector.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including payroll records, budget documents, committee reports, work plans, agendas, training plans and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CMEIMS manual, Ohio Revised Code, Federal Code and register, Civil Preparedness Guides, Emergency Operations manual and OEMA Sample plan.
- Ability to prepare payroll records, budget documents, Federal CCA, protocols, guidelines, flow charts, diagrams, performance evaluations, position descriptions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to counsel supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, engineering/environmental, accounting and emergency management terminology and language.
- Ability to communicate with Emergency Medical Services Advisory Board, CEM Advisory Board, other local government officials, Director, County Prosecutor, County Administrator, Board of County Commissioners, division employees, other County employees, media and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to emergency situations and exposure to various weather conditions and the imminent danger of the emergency, such as hazardous materials or natural disasters.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1062411	Environmental Specialist	Public Safety and Justice Services	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade changed from a 6 to a pay grade 5.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 6 \$37,128.00 – \$52,000.00 PG 5 \$34,299.20 – \$47,985.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Brandy Carney, Administrator George Taylor, Director of Public Safety and Justice Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Specialist	Class Number:	1062411
FLSA:	Non-Exempt	Pay Grade:	5
Dept:	Public Safety & Justice Services, only		

Classification Function

The purpose of this classification is to prepare and maintain required environmental material reports for compliance and enforcement.

Distinguishing Characteristics

This is an entry-level classification responsible for performing Public Safety support services within the Office of Emergency Management. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature related to Emergency Management.

Essential Job Functions

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

- 50% +/- 10%
- Prepares environmental reports for compliance and enforcement; assists with completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; maintains regulatory files and databases; prepares SARA Comprehensive Emergency Response Plan for Hazardous Materials; updates chemical inventory and public information databases; reviews and files annual chemical inventories; updates Compliance Report; verifies reports are in compliance with ORC rules.

- 40% +/- 10%
- Performs related administrative duties; creates, updates, and manages database; reviews and responds to information and public records requests; attends and prepares minutes for various meetings (i.e. LEPC and Spill Committee); attends trainings; faxes, copies, and files documents; prepares and mails out job related letters; creates and completes routine mail merge correspondence; works outreach events; acts as a liaison between County and consulting firms.

- 10% +/- 5%
- Assists and supports the Emergency Operations Center when activated; assists with logistics; documents important information in the Knowledge Center; supports jurisdiction with getting supplies; performs damage assessments; enters incident management data into automated systems.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of environmental studies and/or clerical experience; or any equivalent combination of training and experience.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

No special license or certification required.

Environmental Specialist

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including informational questionnaires, surveys, compliance inspection reports, annual chemical inventory, facility data sheets, enforcement documentation, facility inspection forms, compliance and enforcement policy documents, Cessation of Regulated Operations (CRO), RCRA Contingency Plans, maps, spill information, public information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Facility Reporting Compliance Manual, Ohio Revised Code, LEPC Member's Handbook, Cessation of Regulated Operations (CRO) Manual, The Ohio Hazardous Materials Exercise & Evaluation Manual (EEM), Ohio Hazardous Materials Planning and Exercise Guidance Booklet, List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to-Know Act)
- Ability to prepare reports, memos, correspondence, prepare queries in database, reports (e.g. - first time filers report, non-compliance reports, 30-day letter spill reports, etc.), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret environmental terminology and language.
- Ability to communicate effectively with supervisors/managers/directors of agency and other departments, consulting firm representatives, city officials, LEPC, Ohio EPA, Ohio SERC, fire marshals, fire chiefs, police chiefs, facility representatives, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Environmental Specialist	Class Number:	1062411
		Pay Grade:	6

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to produce environmental audit reports for compliance and enforcement through research and inspections.

Essential Job Functions

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

- Produces environmental audit reports for compliance and enforcement through research and inspections (e.g. - prepares environmental audit reports; assists in completion of Superfund Amendment & Reauthorization Act (SARA) compliance program; researches building permits, maps, files, etc. for environmental audits; reviews regulatory files and data bases; performs title searches).
- Performs inspection duties (e.g. - performs on-site inspections for audits; inspects for asbestos; operates motor vehicle to travel to inspection site).
- Performs administrative duties (e.g. - creates, updates, and manages data base; assists with public requests; liaison between County and consulting firms).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in environmental science or related field with one year of environmental safety experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of the principles of algebra, geometry and trigonometry and use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including audit questionnaires, audit proposals, compliance inspection reports, annual chemical inventory, facility inspection forms, compliance and enforcement policy documents, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including various maps, blue prints, Federal Register, law manuals, regulatory files, building permits, computer manuals, State Emergency Response Commission (SERC) Right to Know Manual, chemical substance control manuals, etc.
- Ability to prepare audit reports, memos, facility data sheets, enforcement documentation, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering/environmental and legal terminology and language.
- Ability to communicate effectively with supervisor/manager/directors of agency and other departments, Deputy County Administrator, regulatory agencies' personnel, City officials, fire marshals, facility representatives, County Prosecutor, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to various weather conditions.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Non-Exempt	9B

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	The classification's essential job functions and minimum requirements have been revised to better reflect the current job duties. The pay grade increased from a 9B to 10B.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 9B \$48,734.40 - \$68,224.00 PG 10B \$52,270.40 - \$73,195.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Non-exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) analyst and manager administer the GIS environment and assist lower level GIS technicians in advanced GIS techniques.

Distinguishing Characteristics

This is a journey level classification in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the junior level by the performance of the full range of duties assigned and may provide instruction to technicians as needed. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Job Functions

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

- Administers GIS database; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software. 30% +/- 10%
- Designs, refines, and updates GIS data and metadata; designs, maintains and publishes geo-processing tools as GIS services; designs and maintains complex spatial data models; performs mid-level data analysis and database querying. 30% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using ArcGIS, other GIS software as needed, and Geocortex. 20% +/- 10%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of GIS analysis, development, or computer programming experience; or any equivalent combination of training and experience.

GIS Analyst

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

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

CUYAHOGA COUNTY ISC CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Non-exempt	Pay Grade:	9B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist higher level Geographic Information System (GIS) developer and manager administer the GIS database and maintain GIS software.

Distinguishing Characteristics

This is a journey level, technician class in the GIS series. Employees at this level work under general supervision from a unit manager, and are distinguished from the entry level by the performance of the full range of duties assigned. Employees are expected to work more independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Job Functions

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

- Administers GIS database; installs and administers application web servers; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software. 30% +/- 10%
- Designs, refines and updates GIS data and metadata; designs, maintains and publishes GIS services; designs and maintains spatial data models. 30% +/- 10%
- Designs, develops, deploys and tests GIS web applications. 20% +/- 10%
- Performs other duties; provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provide training. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and three (3) years of computer programming experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Supervisory Responsibilities

- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of algebra, geometry and descriptive and inferential statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.
- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053193	GIS Planning and Development Manager	Information Technology	Exempt	17B

Requested By:	Personnel Review Commission
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Rationale:	Classification number changing from 1053193 to 1053194 to accommodate for a new classification. The rest of the content stayed the same.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 17B \$77,188.80 - \$108,076.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Planning and Development Manager	Class Number:	1053194
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

Distinguishing Characteristics

This is a professional, management-level classification working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

Essential Job Functions

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

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.
- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.
- 20% +/- 10%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.
- 15% +/- 10%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

- Creates maps and reports; fulfills public service and data requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice equipment.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

GIS Planning and Development Manager

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Planning and Development Manager	Class Number:	1053193
FLSA:	Exempt	Pay Grade:	17B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to design, implement and maintain the Geographic Information System (GIS) for the County to accommodate the mapping, graphics and special needs of County agencies; to manage the administration of enterprise databases including monitoring and analysis of servers.

Distinguishing Characteristics

This is a professional, management-level class working under direction of a unit administrator. This position requires experience in database administration and management and applications design from the perspective of databases and server configuration and administration. Employees employ analytical and problem solving skills as well as statistical analysis and special analysis skills. The employee in this class must have training and experience in Geographic Information Systems, development and management, computer programming, data modeling, application design, and web application design. Incumbents are responsible for all aspects of the daily management and long-term strategic planning and direction of the enterprise GIS for the County. The employee supervises a small GIS/database administration staff and participates in budgeting and financial management for the unit.

Essential Job Functions

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

- 30% +/- 10%
- Provides supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; defines education and training needs and promotes employee development by providing training and professional development opportunities; conducts staff meetings; prepares employee performance evaluations as scheduled or required; responds to employee issues and concerns.

- 30% +/- 10%
- Manages and performs database design and development, GIS data creation and maintenance, and Desktop and Web applications development and maintenance.

- 20% +/- 5%
- Conducts software and hardware specifications and purchasing; manages contracts and projects; oversees the work of vendors including application and data development; prepares and submits grant applications.

- 15% +/- 5%
- Leads infrastructure, hardware/software evaluation, implementation, review and maintenance; prepares reports and attends management meetings and status reporting to management; keeps current on emerging web technologies; attends project planning meetings; prepares unit budgets; leads regional GIS collaboration initiatives.

- Creates maps and reports; fulfills public service and data requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in geographic information, computer science, civil engineering or related field with six (6) years of experience in geographic information systems, database administration, programming, application development, business administration and accounting; or any equivalent combination of education, training, and experience.

Additional Requirements

Certification in current County technologies.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

- Ability to operate a variety of automated office machines including computers, peripheral equipment, large format plotter and voice equipment.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to utilize and understand college level algebra, geometry and trigonometry and descriptive statistics and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, personal checks, and diagnostic reports.

GIS Planning and Development Manager

- Ability to comprehend a variety of reference materials and manuals including technical books, technical websites, policy and procedure manuals,
- Ability to prepare timesheets, status reports, budget information, technical reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including the Chief Information Officer, manager, employees, the general public, colleagues, vendors, and departmental employees.
- Ability to use and interpret engineering and computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053191	GIS Specialist	Information Technology	Non-Exempt	7

Requested By:	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator
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Rationale:	The classification title has changed from GIS Specialist to GIS Technician. The essential job functions and minimum requirement have been revised to better reflect the current job duties. The pay grade is changing from a pay grade 7 to 7B
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No. of Employees Affected:	1
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 PG 7B \$41,600.00 – \$58,281.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Young, Chief Technology Officer Debbie Davtovich, Administrator John Kable III, GIS Manager
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Technician	Class Number:	1053191
FLSA:	Non-Exempt	Pay Grade:	7B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to compile, refine, and maintain Geographic Information System (GIS) datasets, and create maps using GIS software.

Distinguishing Characteristics

This is an entry level classification in the GIS series that is responsible for providing GIS mapping support. This classification works under general supervision and is distinguished from the GIS Analysts that are responsible for advanced GIS database design & management, spatial modeling, complex querying, creation of web based GIS applications, and administration of GIS server software.

Essential Job Functions

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

- 40% +/- 10%
- Designs, refines, updates, and maintains GIS data; performs standard database querying and basic spatial analysis; operates a variety of computer software including Microsoft Office (Word, Excel, Access), Microsoft Outlook, ESRI ArcGIS, other GIS and GPS software, Adobe Pro, SQL Developer, and various other technologies and software utilized by the county.
- 30% +/- 10%
- Creates and publishes maps for county employees, engineers, consultants, contractors and the public both digitally and in hardcopy by operating and maintaining the printer and plotter equipment.
- 15% +/- 10%
- Updates GIS using various source materials including CAD design or drawing files, as-builts, hand drawn markups, and hardcopy drawings using GIS software.
- 15% +/- 10%
- Coordinates GIS data and source material sharing and exchanges with partner agencies; sets up meetings; shares digital media data and sources; gives access to data and sources for sharing; obtains external data for use by the county.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or a related field and one (1) year of GIS experience; or any equivalent combination, of training and experience.

Additional Requirements for all levels

No special license or certification is required.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Specialist	Class Number:	1053191
FLSA:	Non-exempt	Pay Grade:	7
Departments:	Sanitary Engineer, only		

Classification Function

The purpose of this classification is to compile, refine and maintain Geographic Information System (GIS) datasets.

Essential Job Functions

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

- Creates, compiles, refines and maintains various geospatial datasets, including but not limited to, sanitary and storm sewers, treatment plants, and pumping stations within a (GIS).
- Digitally captures data from various sources including CAD design or drawing files, geocoded point data, field survey and hardcopy drawings using GIS software, including GeoMedia Professional, ArcGIS and MapInfo.
- Plots maps and prepares reports for supervisors, field crews, engineers, service directors and the public.
- Performs standard database querying and basic spatial analysis such as joins to outside tables, buffer zones, within polygon, etc., for use in both map and tabular reporting.
- Provides administrative and mapping support to the Work Order Management System.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or a related field and one year of computer experience; or any equivalent combination, of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, plotter, scanner, printers, fax machine and copier.
- Ability to use drafting tools.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand basic cartographic principles.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including engineering plans, blue prints, street maps, subdivision maps, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including as-built drawings and various computer manuals.
- Ability to prepare maps, reports, forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret engineering and computer software terminology and language.
- Ability to communicate effectively with supervisors, contractors, consulting engineers, other County employees, the general public and vendors.

Environmental Adaptability

- Work is typically performed in an office environment, but may occasionally include field work.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022433	Kennel Manager	Public Works	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1997. The classification title is changing to Animal Shelter Administrator to better fit the current duties of the job. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions. The pay grade is increasing from a 13 to a pay grade 15.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 13 \$57,033.60 - \$79,830.40 PG 15 \$64,105.60 - \$89,772.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Shelter Administrator	Class Number:	1022433
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the animal shelter to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level animal shelter supervisors.

Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing and managing the County Animal Shelter and its public relations with key stakeholders. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; establishes goals and objectives to generate revenue necessary to maintain established service level; maintains facility and grounds; writes, reviews, and implements annual goals and objectives; develops and implements animal shelter policies and procedures; analyzes and reviews budgetary documents; responsible for state audit controls; reviews and pays all billing invoices for facility; supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code.
- 40% +/- 10%
- Manages animal shelter supervisors and employees; provides job training and instruction; assigns tasks and responsibilities; leads and directs all staff initiatives; evaluates employee performance; handles personnel issues; oversees part-time contractual veterinarians.
- 20% +/- 10%
- Performs public relations and networks with various stakeholders; responds and writes grant responses; maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the animal shelter.
- 10% +/- 5%
- Performs related administrative duties; represents the County in court appearances and matters regarding the County Animal Shelter; prepares annual inventory and accounting reports and records; provides input on animal shelter user fees and dog licensing fee schedule; compiles all cash deposits.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business Administration, Marketing, Human Resources, Criminal Justice, Animal Science, or any other related degree and three (3) years of business management or personnel management experience, or any equivalent combination of training and experience.

Additional Requirements for all levels

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer as well as commercial washers, dryers, and scales.
- Ability to distinguish between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals, percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including employee time sheets, Weekly Dog Report, billing invoices, contracts, Department Orders, Public Records Request, Surgery Summary Report, Daily Activity report, Quarterly Expenditures, and Budget Report.
- Ability to comprehend a variety of reference books and manuals including Shelter Operations Manual, union contract, contracts, Breed Rescue Manual, Volunteer Barkbook, Personnel Policies and Procedures Manual, standard operating procedures manual, and the Ohio Revised Code.

Animal Shelter Administrator

- Ability to prepare Annual Performance Appraisals, Dog License Yearly Sales Report, Supervisor Deposit Summary and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting, human resources, marketing, medical, and animal control terminology.
- Ability to communicate with staff, customers, volunteers, rescue groups, local animal shelters, animal control officers, local veterinary staff, local police departments, and County Council Members.

Environmental Adaptability

- Work is typically performed both in an office environment and in the animal shelter.
- Work may involve exposure to dust, strong odors, noise extremes, bright/dim lights, animals, wetness, humidity, diseases, and bodily fluids.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Kennel Manager	Class Number:	1022433
		Pay Grade:	13

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely and supervise lower level kennel supervisors.

Essential Job Functions

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

- Manages the County Kennel to ensure that public is served, law is enforced, and animals are handled humanely (e.g.- establishes goals and objectives to generate revenue necessary to maintain established service level; implements goals, objective and work plans to improve public service; develops and implements kennel policies and procedures; develops and monitors annual animal control budget; responsible for state audit controls; recommends and authorizes payment for major equipment and repair purchases).
- Supervises lower level kennel supervisors (e.g.- provides job training and instruction; assigns tasks and responsibilities; evaluates employee performance; oversees part-time contractual veterinarians).
- Oversees kennel operations and the enforcement of animal control regulations (e.g. - supervises annual dog license program and census program; ensures sufficient housing for animal population; maintains operational compliance with the Ohio Revised Code).
- Performs public relations and community awareness functions (e.g. - maintains operational agreements and relationships with various agencies; supervises responses to public inquiries and complaints; plans future advertising, publicity, promotions, public speaking, humane education and promotion of Kennel).
- Performs administrative duties as requires (e.g.- represents the County Commissioners in court appearances and matters regarding the County Kennel; prepares annual inventory and accounting reports and records; provides input on kennel user fees and dog licensing fee schedule).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business administration and three years of animal control experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including job applications, employee time sheets, insurance forms, attendance records, billing invoices, budget reports, animal surgery and medical records, animal impound inventory and records, donation receipts, spay/neuter deposits, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Kennel Operations Manual, union contract, contracts, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare policies and procedures, goals and objectives, budget analysis, employee disciplinary documents, labor relations forms, purchase orders, requisitions, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting and animal control terminology and language.
- Ability to communicate with Board of Commissioner's office, director, veterinarians, employees, Advisory Board Members, emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1022431	Kennel Operations Supervisor	Public Works	Non-Exempt	7

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 2009. The classification title is changing to Animal Shelter Medical Supervisor to better reflect the current duties. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

No. of Employees Affected: 1

Dept.(s) Affected: Public Works

Fiscal Impact: PG 7 \$39,977.60 - \$55,972.80
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Michael Dever, Director
Mindy Naticchioni, Kennel Manager

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Animal Shelter Medical Supervisor	Class Number:	1022431
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to coordinate the operations of the clinic at the County Shelter and coordinate the work of shelter personnel.

Distinguishing Characteristics

This is a supervisor level classification. Employees in this class carry out necessary activities without direction except as new or unusual circumstances arise. The employee ensures that work is performed effectively and efficiently and according to set rules and regulations.

Essential Job Functions

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

- 75% +/- 10%
- Carries out functions at the County Shelter; provides technical assistance during veterinary procedures such as pre-medication sedation, surgical preparation, administration of oral medication as prescribed by veterinarian, and medicated baths; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for medical procedures or euthanasia; perform medical tests; oversees shelter cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program.
- 10% +/- 5%
- Supervises preparation and maintenance of placement records; maintains records of claims and complaints as prescribed by law; prepares operational reports; prepares rabies vaccination certificates; maintains license for DEA and Board of Pharmacy; prepares bills for payment; submits vouchers for refunds; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications.
- 10% +/- 5%
- Coordinates public relations and community awareness functions; develops educational programs; distributes and makes available literature pertaining to the wellness of animals both pre and post adoption; responds to public inquiries and complaints; maintains relationships with outside vet clinics for care of animals.
- 5% +/- 2%
- Organizes work of shelter personnel; assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; prepares performance evaluations; approves employee leave requests and monitors use of leave time.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science and two (2) years of veterinarian assistance, or supervisory experience in a shelter or animal welfare setting, or other related experience; or any equivalent combination of training and experience.

Animal Shelter Medical Supervisor

Additional Requirements for all levels

Must obtain Ohio Euthanasia Technician Certification within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.
- Ability to operate a variety of automated office machines including computer and scanner.
- Ability to physically handle and control animals during transport and veterinary procedures including prolonged standing, walking, balancing, crouching lifting up to 50 pounds with or without assistance, pulling, and bending.
- Ability to distinguish colors, sounds, odor, and texture.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide to calculate drug dosage.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave requests, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Shelter Operations Manual, union contract, Veterinary Clinical Parasitology book, Common Diseases of Companion Animals, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, rabies certificates, surgery records, euthanasia records, impound records, operational reports, educational

Animal Shelter Medical Supervisor

materials, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, rescue groups, veterinary personnel, students, subordinates, Board of Health, emergency clinic staff, Deputy Dog Wardens, adoption customers, volunteers, the general public and any other interested stakeholders.
- Ability to handle emotional situations calmly & professionally, and possess good bedside manner.

Environmental Adaptability

- Work in the Shelter environment can be exposed to bodily fluids, loud barking, chemical cleaners, dog dander, anesthesia, and damp environments.
- Work may be performed outdoors in varying weather conditions.
- Work can be performed with exposure to angry or rabid animals.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Kennel Operations Supervisor	Class Number:	1022431
FLSA:	Non-Exempt	Pay Grade:	7

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to coordinate operations at the County Kennel and coordinate the work of kennel personnel.

Essential Job Functions

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

- Coordinates operations at the County Kennel (e.g. - provides technical assistance during veterinary procedures; prepares and administers vaccinations to animals; performs routine examinations of impounded animals for symptoms of disease; determines adoptability of impounded animals; schedules animals for euthanasia; oversees kennel cage sterilization and cleaning; sterilizes surgery room and instruments; monitors status of surgery recovery ward and isolation ward; determines breed type and age of all impounded animals; selects unclaimed animals for blood donor/emergency clinic program).
- Coordinates work of kennel personnel (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; prepares work schedules; approves employee leave requests and monitors use of leave time).
- Enforces and supervises the enforcement of animal control regulations (e.g. - supervises the impounding of stray animals; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census).
- Coordinates administrative functions (e.g. - supervises preparation and maintenance of placement records; maintains records of license sales; maintains records of claims and complaints as prescribed by law; prepares operational reports; maintains adequate inventory of necessary veterinary equipment and supplies, vaccines and medications).
- Performs public relations and community awareness functions (e.g. - develops educational programs; distributes and makes available literature pertaining to animal control statutes; responds to public inquiries and complaints).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control and three years of animal control experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize laboratory and medical/veterinary equipment including autoclave, anesthesia regulator, scales, surgical instruments, animal leashes and snares and grooming tools.

- Ability to operate a variety of automated office machines including personal computer terminal, calculator, copier and fax machine.
- Ability to physically handle and control animals during transport and veterinary procedures.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including billing invoices, animal medical records, employee leave forms, animal impound inventory and records, medical waste records, veterinary attention notices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Kennel Operations Manual, union contract, dog breed book, and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, controlled substance log, surgery records, euthanasia records, impound records, operational reports, citations and warnings, educational materials, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary terminology and language.
- Ability to communicate with supervisor, veterinarians, emergency clinic staff, kennel attendants, deputy dog wardens, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed under exposure to angry or rabid animals.
- Work may be performed outdoors in varying weather conditions.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1042422	Parking Facility Manager	Public Works	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2006. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 10 \$48,505.60 - \$67,912.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director Stan Kosilesky, Planning and Fiscal Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Manager	Class Number:	1042422
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the operations of all of Cuyahoga County owned and leased parking facilities and supervise parking facility supervisors and assigned staff.

Distinguishing Characteristics

This is a supervisor level classification with responsibility for planning, directing and controlling the Parking Services Division of the Public Works under general direction. This class requires the solution of operational, technical, administrative and management problems related to parking facilities. The employee is expected meet, consult and collaborate with Parking Facilities Supervisor to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 35% +/- 10%
- Reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records; completes monthly tax preparation spreadsheets to send to the fiscal office; reviews overtime report; reviews accounts receivable reports.
- 30% +/- 10%
- Directs the overall operations of multiple parking facilities; monitors the operating budget for the division; assists with planning and coordination of the division; administers agreements with vendors including reviewing all quotes; monitors revenue intake of parking facilities; responds to customer complaints; updates reports and repair owe slip database; coordinates for snow and ice removal in parking facilities; evaluates the locations for cleanliness and safety hazards; oversees process for reimbursement of parking fees; communicates with the Sheriff's department about safety and security issues; collects revenue receipts from remote parking facilities; performs routine parking facility duties such as filling salt spreaders and moving signage.
- 25% +/- 10%
- Supervises and instructs parking facility supervisors assigns and schedules work for various parking facilities; recommends employee selection, transfer, promotion, and discipline; prepares performance evaluation; approves or denies employee leave requests; investigates and resolves employee problems.
- 5% +/- 2%
- Coordinates contracted services related to new construction or maintenance on parking facilities.
- 5% +/- 2%
- Performs other administrative duties; functions as County liaison to other departments, public and private entities; delivers daily deposits to the bank.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration or any other related fields, five (5) years of experience in parking facilities management.

Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to stand for prolonged periods of time, to walk, and to lift up to 50 pounds.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including billing invoices, personal checks, daily deposit receipts, architectural drawings, certified department order, mileage reimbursement, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy and procedures manual, collective bargaining agreement, Standard Operations Procedure Manual, and parking equipment manuals.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements, parking statistics, costing sheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Parking Facility Manager

- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, vendors, sheriff's department, employees, Director, other County employees and the general public.
- Ability to use and interpret Accounting, and Legal terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment and at parking facilities.
- Work may involve exposure to exhaust fumes, weather extremes, traffic hazards, strong odors, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Parking Facility Manager	Class Number:	1042422
		Pay Grade:	10

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to direct the overall operations of multiple parking facilities and supervise parking facility supervisors and assigned staff.

Essential Job Functions

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

- Directs the overall operations of multiple parking facilities (e.g.- monitors the operating budget for the division; assists with planning and coordination on the parking division; administers agreements with vendors including reviewing all quotes; prepares annual performance measures; researches, analyzes and evaluates existing operating systems, policies and procedures; monitors revenue intake of parking facilities; processes financial documents daily; responds to customer complaints; operates software designed to track key card usage and identifies unauthorized use of key cards; makes provisions for snow and ice removal in parking facilities).
- Supervises parking facility supervisors (e.g. - assigns and schedules work for various parking facilities; supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; investigates and resolves employee problems).
- Prepares and maintains reports and records (e.g.- reviews and forwards daily, weekly, and monthly financial statements; organizes data and prepares reports; maintains a database of monthly customers; maintains inventory records).
- Serves as Project Manager for new parking garage.
- Performs other administrative duties (e.g.- functions as County liaison to other departments, public and private entities; represents the County on external boards and commissions; reviews and forwards daily, weekly, and monthly financial statements).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational training in business administration, five years experience working in a parking facility including two years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer using departmental software, typewriter, and adding machine.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including daily reports and summaries, security reports, vendor quotes, architectural drawings and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals and computer handbooks.
- Ability to prepare daily, weekly and monthly financial reports, work orders, performance measurements and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with customers, employees, Director, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to exhaust fumes.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061211	Printing Coordinator	Public Works	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 7 \$39,977.60 - \$55,972.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Michael Dever, Director Jim Sebes, Senior Printing Coordinator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Printing Coordinator	Class Number:	1061211
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

Distinguishing Characteristics

This is an entry level classification with responsibility for assembling, delivering, tracking and filing information related to printing orders. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Senior Printing Coordinator in that the latter is responsible for providing print services to County Departments and supervision of the Printing Coordinator and print machine operators.

Essential Job Functions

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

- 45% +/- 10%
- Prepares, maintains, and submits financial reports and records; procures printing material and supplies; processes FAMIS charge-backs for copier, printer, and printing jobs; provides necessary documentation for audits; processes accounts payable; prepares invoices and maintains accounts receivable, checks, and submits revenue receipts and in house requisitions; submits driver's monthly vehicle mileage
- 15% +/- 10%
- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility; coordinates printing request to meet client's requirements; processes paper orders; estimates cost of job for materials; addresses inquires of current and potential orders; prepares print job specifications; reviews typesetter proofs; prepares typesetter proofs.
- 25% +/- 10%
- Procures supplies, materials and services for printing projects; prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote responses; performs miscellaneous duties to support purchasing activities.
- 10% +/- 5%
- Performs various administrative duties; maintains files for printed jobs, inventory, and supplies; packages and ships vouchers, paper, and envelope orders; disseminates mail; approves request and reviews overtime forms.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training with three (3) years of experience in print production, accounting, business administration, purchasing experience, and clerical/administrative support; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to sit for prolonged periods of time and push, pull, and lift up to 50 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as algebra.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Design & Printing Reference Book, envelope charts, micrometer to measure paper weights.
- Ability to prepare requests for quotes, invoices, Public Works in-house requisitions, procurement purchase order, monthly financial reports for printing, paper, and copier chargers, monthly vehicle mileage, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production, marketing, and accounting terminology and language.
- Ability to communicate effectively with supervisors, clients, printing foreman, delivery driver, vendors, sales representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in the print shop.
- Work may involve exposure to heavy machinery, loud noises, and emit strong chemical odors

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Printing Coordinator	Class Number:	1061211
FLSA:	Non-Exempt	Pay Grade:	7

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to monitor the production of printing orders throughout entire printing process at centralized County-wide printing facility, including the procurement of printing supplies, materials and services.

Essential Job Functions

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

- Monitors the production of printing orders throughout entire printing process at centralized County-wide printing facility (c.g.- coordinates printing request to meet client's requirements; estimates cost of job for materials and process; prepares print job specifications; reviews typesetter proofs; prepare typesetter proofs).
- Procures supplies, materials and services for printing projects (e.g.- prepares paper request for quote; prepares printing request for quote; maintains inventory records; reviews vendor quote response; performs miscellaneous duties to support purchasing activities).
- Assists with research and preparation of bid documents.
- Approves leave requests following County policy.
- Reviews work of Administrative Assistants.

Minimum Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational training with three years of print production or purchasing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various print orders, requests for leave, requests for overtime, requests for quotes; order forms, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment operation manuals, catalogs, catalogs, standards of procedures and personnel policy manuals.
- Ability to prepare requests for quotes, inventory records, chargeback report, requests for quotes, print job specifications, reports, invoices, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret print production and procurement terminology and language.
- Ability to communicate effectively with supervisors, vendors, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071412	Forensic Pathologist 2	Medical Examiner's Office	Exempt	27

Requested By:	Human Resources
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Rationale:	The minimum requirements and training have been revised to better reflect the classification.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 27 \$132,350.40 - \$185,265.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Hugh Shannon, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques. This class is distinguished from the Forensic Pathologist 1 in that incumbents are expected to function as lead workers and they have achieved Board Certification in Anatomic and Forensic Pathology.

Essential Job Functions

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

- 70% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; oversees student and resident rotations; teaches forensic pathology fellows, students, and medical residents; schedules, prepares, and delivers lectures.
- 5% +/- 2%
- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.
- 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree and completion of certified residency training in anatomic and forensic pathology.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.

Forensic Pathologist 2

- Ability to communicate with decedent families, other physicians, Medical Examiner, students, residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 2	Class Number:	1071412
FLSA:	Exempt	Pay Grade:	27
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform death investigation to determine the cause and manner of death in cases assigned to the Medical Examiner's Office and to assist with related administrative responsibilities.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. Employees in this class are expected to independently perform recurring, well-precedented duties using standard methods and techniques.

Essential Job Functions

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

- 70% +/- 20%
 - Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 20% +/- 10%
 - Serves as a case coordinator for medical and forensic assessment of Medical Examiner's cases; Oversees student and resident rotations; teaches forensic pathology fellows, students and medical residents; schedules, prepares, and delivers lectures.
- 10% +/- 5%
 - Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and in Forensic Pathology and progressive responsibility performing work in a Medical Examiner's Office. Clinical Pathology training is preferred.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.

Forensic Pathologist 2

- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees in the performance of death investigations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071413	Forensic Pathologist 3	Medical Examiner's Office	Exempt	28

Requested By: Human Resources

Rationale: The minimum requirements and training have been revised to better reflect the classification.

No. of Employees Affected: 2

Dept.(s) Affected: Medical Examiner's Office

Fiscal Impact: PG 28 \$138,028.80 – \$193,211.20
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Hugh Shannon, Administrator

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to oversee various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow, facilitates performance evaluations and has supervisory responsibilities. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; requests and interprets other ancillary testing as necessary.
- 15% +/- 10%
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assists with planning modernization of laboratories; assists with planning of equipment procurement.
- 10% +/- 5%
- Oversees staffing needs; plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities including coordinating and evaluating student and resident rotations.
- 10% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

- Provides legal testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, the media, and medical personnel. 5% +/- 2%
- Acts as acting medical examiner when Chief ME or Chief Deputy ME is unavailable. 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature. 5% +/- 2%

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience.

Must have achieved Board Certification in Anatomic and Forensic Pathology prior to hire or within 18 months of hire.

Require a current, valid license to practice medicine in the State of Ohio.

Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; use a number of surgical instruments, medical supplies, and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.
- Ability to on a limited basis, act as a medical examiner while Chief ME or Chief Deputy ME are unavailable.

Forensic Pathologist 3

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions
- Ability to use and interpret medical and legal terminology and language.
- Ability to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory, and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents, and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Pathologist 3	Class Number:	1071413
FLSA:	Exempt	Pay Grade:	28
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide staff supervision and quality assurance; to perform death investigations and coordinate cases with other departments in order to determine the cause and manner of death in cases assigned to the Medical Examiner's Office; to assist with administrative responsibilities of the Medical Examiner's Office; including oversight of the various education and training missions of the agency.

Distinguishing Characteristics

This is a professional level classification requiring a Medical degree and performing duties under general direction from the Medical Examiner. The employee in this class plans staffing and schedules, analyzes work flow and facilitates performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures, and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective, efficient manner according to standards, procedures, regulations, and laws.

Essential Job Functions

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

- 50% +/- 10%
- Conducts post-mortem examinations in order to determine cause and manner of death; reads and interprets laboratory results, medical records and ancillary investigative reports; collects trace evidence; may determine identity of the deceased; collects and interprets toxicological analyses on body tissues and fluids; collects and examines tissue specimens under a microscope; request and interpret other ancillary testing as necessary.
- 15% +/- 5
- Acts as a case coordinator for medical and forensic assessment of Medical Examiner's cases; assist with planning modernization of laboratories; assist with planning of equipment procurement; provides expert witness testimony for criminal and civil actions; provides personal and telephone consultation with family members, attorneys, police, and medical personnel.
- 15% +/- 10%
- Plans staffing and schedules, analyzes and facilitates work flow within the unit and interdepartmentally; monitors staff caseloads; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations; facilitates employee performance evaluations; coordinates and conducts formal and informal trainings for staff; makes necessary changes and modifications to increase productivity and quality performance; interviews and recommends new hires; participates in strategic planning; oversees other educational/training activities, including coordinating and evaluating student and resident rotations.
- 15% +/- 5%
- Supervises Forensic Pathology Fellows; reviews microscopy; reviews and completes case reports; develops and delivers educational lectures; reviews resident and Fellow papers; writes policy and procedures; collects evaluations; maintains Fellowship accreditation; conducts applicant interviews and recommends new hires; counsels employees and provides input on disciplinary actions as necessary; assists staff with complex or problem situations.

Forensic Pathologist 3

5% +/- 1%

- Attends and participates in professional group meetings, conferences, seminars and training; conducts staff meetings; prepares and delivers presentations; stays abreast of new trends in forensic medicine, laboratory work, forensic education and Medical Examiner's Offices; reads current literature.

Minimum Training and Experience Required to Perform Essential Job Functions

Medical Doctor degree; Board certification in Anatomic Pathology and Forensic Pathology and five (5) years increasingly responsible experience performing work in a Medical Examiner's office, including three (3) years of lead, supervisory or management experience. Demonstrable administrative aptitude. Clinical Pathology training is desirable.

Additional Requirements

Requires a current, valid license to practice medicine in the State of Ohio.

Must maintain Board Certification in Anatomic and Forensic Pathology.

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

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; use a number of surgical instruments and medical supplies and equipment.
- Physical abilities associated with the performance of a postmortem examination with assistance.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and to perform other basic mathematical skills acquired in a premedical undergraduate program.

Language Ability & Interpersonal Communication

Forensic Pathologist 3

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/ methods to meet unusual conditions within the context of existing theories and management principles.
- Organizational skills for scheduling and document management.
- Ability to comprehend a variety of informational documents including case history, investigator report, autopsy report, interviews, laboratory report, toxicology report, medical records and police report.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, journal articles, physician's desk reference, training and safety manuals, photographs, medical records, the internet, and medical books.
- Ability to prepare autopsy protocol, microscopic description, anatomic diagnoses, cause and manner of death, work flow chart, personal calendar, legal testimony, evaluations and applications, letters of recommendation, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and legal terminology and language.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with decedent families, other physicians, Medical Examiner, students and residents, office staff, family members, attorneys, and law enforcement personnel.

Environmental Adaptability

- Work is typically performed in an office, laboratory and morgue environment with some exposure to strong odors, toxic agents, bodily fluids, potential infectious agents, electrical currents and morgue equipment and instruments.
- Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments and conditions and at all times of day and night and year (weekends, holidays, etc.). Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

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

PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071241	Forensic Scientist 1 - Toxicology	Medical Examiner's Office	Exempt	10

Requested By: Medical Examiner's Office

Rationale: The minimum requirements and training have been revised to better reflect the classification and the needs of the department.

No. of Employees Affected: 2

Dept.(s) Affected: Medical Examiner's Office

Fiscal Impact: PG 10 \$48,505.60 – \$67,912.00
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Hugh Shannon, Administrator
Harold Schueler, Chief Toxicologist

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens; prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files, and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls, and methods for chemical analysis; troubleshoots analytical methods; performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains, and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related field in science and one (1) year of laboratory experience in a forensic environment; or three (3) month forensic focused internship at Cuyahoga County Medical Examiner's Office; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Forensic Scientist 1 - Toxicology

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 -Toxicology	Class Number:	1071241
FLSA:	Exempt	Pay Grade:	10
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform analytical assays to detect and quantify drugs, alcohol, and other chemicals in postmortem and anti-mortem samples; aid pathologists in determining a decedents cause of death by performing testing on post mortem specimens; conduct analytical testing on police DUI, sexual assault, and Probate Court specimens; and provide expert testimony in court as needed.

Distinguishing Characteristics

This is an entry-level classification working under general supervision. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, protocols, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- 35% +/- 10%
- Conducts toxicological analysis on biological specimens. Prepares and performs chemical analysis of postmortem and human performance samples; extracts biological samples using Liquid-liquid Extraction (LLE) and Solid-Phase Extraction (SPE), additional wet chemistry techniques and other techniques for analysis.
- 25% +/- 10%
- Processes data and analyzes paperwork generated from chemical analysis; enters analytical case results into computer database; copies, files and forwards individual case results to appropriate individuals; accesses postmortem and anti-mortem cases in database as needed.
- 5% +/- 2%
- Prepares for court testimony and testifies in court as an expert witness; communicates with attorneys and law enforcement personnel regarding chemical analysis.
- 10% +/- 5%
- Develops and validates standards, controls and methods for chemical analysis; troubleshoots analytical methods. Performs method development/assay validation as assigned by Chief Toxicologist.
- 10% +/- 5%
- Operates, maintains and troubleshoots laboratory instruments; validates calibrators and controls. This includes the GC, GC/MS, LC/MS/MS and other laboratory equipment as assigned.
- 10% +/- 5%
- Participates in research projects under the direction of the Chief Toxicologist.

Forensic Scientist 1 - Toxicology

5 % +/- 2%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings, and publishes in peer-reviewed scientific journals; performs other duties as assigned by the Chief Toxicologist or Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in a natural science with a specialization in Forensic Toxicology, Chemistry, Medical Technology, Biology or closely related science and one (1) year of laboratory experience in a forensic environment; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Department of Health Drug and Alcohol license.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including pipettes, cutters, bulbs, reagents, chemicals, and drugs.
- Physical ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis and basic chemistry related math.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including toxicology batch data analysis, proficiency data, toxicology reports, purchase orders, method validation, charts, and graphs, case history information, and police reports and photos.

Forensic Scientist 1 - Toxicology

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, forensic toxicology books, journal articles, chemistry book, instrument manuals and hazardous materials records.
- Ability to prepare data analysis reports, method validation report, toxicology report, pre-court testimony, purchasing requests, quality control records for assays, daily work log for staff, departmental memos, and reports, standard operating procedures, quality assurance data, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, cold environments, electrical currents and laboratory equipment/machinery.

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PROPOSED REVISED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011251	Web Maintenance Technician	Information Technology	Non-Exempt	4B

Requested By: Human Resources

Rationale: Based on a position audit, essential job functions were revised to better reflect the current job duties and resulted in the pay grade evaluation increase to 6B.

No. of Employees Affected: 1

Dept.(s) Affected: Information Technology

Fiscal Impact:
 PG 4B \$30,950.40 - \$43,326.40
 PG 6B \$38,043.20 - \$53,268.80
 Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Michael Young, Chief Technology Officer
 Debbie Davtovich, Administrator

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Maintenance Technician	Class Number:	1011251
FLSA:	Non - Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text, images, and code using web content management software.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator or web design supervisor, and with guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

Essential Job Functions

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

- 40% +/- 10%
- Updates websites for County agencies. Meets with clients or exchanges emails to determine web update requirements.
- 40% +/- 10%
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. Updates HTML code and edits photos and images using Adobe Photoshop or other digital imaging software.
- 10% +/- 5%
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
- 10% +/- 5%
- Meets with web designers to maintain or create database services.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Web Maintenance Technician	Class Number:	1011251
FLSA:	Non - Exempt	Pay Grade:	4B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text and images using web software.

Distinguishing Characteristics

This is an entry level classification, working under general supervision from a division administrator and guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

Essential Job Functions

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

- Updates websites for County agencies. 40% +/- 15%

- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. 40% +/- 15%

- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf). 10% +/- 5%

- Meets with web designers to maintain or create database services. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

Web Design Technician

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

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

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.
- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.
- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.
- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

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PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056611	Support Officer Supervisor	Cuyahoga Job and Family Services	Exempt	11

Requested By: Human Resources

Rationale: The sole incumbent in this classification has been reassigned to the Principal Support Officer Supervisor classification. Management has no plans to utilize this classification and is removing it from its org. structure.

No. of Employees Affected: None

Dept.(s) Affected: Cuyahoga Job and Family Services

Fiscal Impact: PG 11 \$51,313.60 - \$71,884.80
Step Placement TBD by Human Resources

Staffing Implications: None

PRC Contact(s): Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4

Management Contact(s): Anthony Sharaba, Deputy Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Support Officer Supervisor	Class Number:	1056611
		Pay Grade:	11

Departments:	Child Support Enforcement Agency
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Classification Function

The purpose of this classification is to supervise at least four, but not more than nine, lower level support officers and clerical employees in assigned unit.

Essential Job Functions

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

- Supervises at least four, but not more than nine, lower level support officers and clerical employees in assigned unit (e.g.-provides job training and instruction; reviews and corrects work; plans and assigns work; evaluates work; evaluates employee performance; approves use of employee leave time; recommends personnel actions including selection, transfer, promotion, discipline or discharge).
- Researches federal and state rules, regulations, laws and requirements to assess impact on local policy and procedures (e.g.- reads and reviews rules, regulations, laws and guidelines to assess impact; reads and reviews documents regarding impact; develops opinion). Formulates recommendations for agency director and senior management staff based upon impact (e.g.- advises and assists with policy and procedure development, program planning and implementation).
- Researches, tests and plans new services and programs (e.g.- coordinates work with in-house groups, develops reports and plans for service and program implementation). Coordinates special projects and task forces (e.g.- coordinates schedules, plans meeting agendas, researches issues, recommends project plans).
- Coordinates state and federal audit reviews (e.g.- acts as liaison with audit personnel, arranges easy access for audit personnel to agency files and records, prepares responses to audit findings and State corrective action plans).
- ◆ Performs administrative duties (e.g. - prepares monthly reports and statistical data; prepares time sheets; reviews billing invoices; attends management meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or a related field with three years of child support enforcement experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data referral reports, monthly statistical reports, correspondence, proposals, time sheets, plan documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CSEA policy manuals, personnel policy manuals, the Ohio Revised Code, and federal and state rules.
- Ability to prepare monthly reports, responses, flow charts, diagrams, statistical analyses, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret family law and social counseling terminology and language.
- Ability to communicate with the director, deputy director, managers, clients, other County employees, state agency employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2015-0003

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 709.05 Requests for Early Spending

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

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

CHAPTER 714: Municipal Grant Programs

Section 714.01 County Community Development Block Grant Program

A. Program Established

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

B. Program Administration

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

C. Funding Source

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

D. Eligibility Requirements

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

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

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

E. Evaluation Criteria

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

Section 714.02 County Community Development Supplemental Grant Program

A. Program Established

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

B. Program Administration

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

C. Funding Source

The CDSG program shall be funded through the County Casino Revenue Fund as established in Chapter 709 of the County Code. One million dollars (\$1,000,000.00) of the funds transferred into the Casino Revenue Fund annually in calendar years 2016 and 2017 shall be used to fund projects approved through the Cuyahoga County Community Development Supplemental Grant program.

D. Eligibility Requirements

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

1. All applicants must be municipal corporations, townships, or not-for-profit community development corporations tax-exempt under Section 501(c)(3) of the Internal Revenue Code located within Cuyahoga County; and
2. The applicant must be able to document appropriate activities to affirmatively further fair housing choice; and
3. The applicant must document its compliance with citizen participation requirements as set forth either in Cuyahoga County’s Community Development Block Grant Citizen Participation Plan or in a citizen participation plan prepared by an entitlement community pursuant to 24 CFR §570.302; and
4. All application projects must meet a community development need related to the health or welfare of the community. These initiatives include but are not limited to the following eligible activities:
 - a. community master plans,
 - b. housing and commercial demolition,
 - c. infrastructure,
 - d. public safety,
 - e. streetscapes,
 - f. parks and playgrounds, or
 - g. community and senior centers

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

E. Evaluation Criteria

1. The Department of Development shall issue written requirements for each year's application format, contents, and required attachments; and all documents required by the Department of Development must be contained within the application or attached.
2. The Department of Development shall establish and notify local communities of each year's application deadline and other requirements regarding the application deadline. All applications must be received by the deadline as set by the Department of Development.
3. The Department of Development shall evaluate applications based upon factors including, but not limited to, the following:
 - a. That the application meets the eligibility requirements specified in paragraph (D) of this section.
 - b. That the project specified in the application may complement or otherwise enhance other projects supported through other funding sources.
4. Each Community Development Supplemental Grant award shall not exceed \$50,000.00.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2015

Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: January 27, 2015

Additional Sponsorship Requested: March 7, 2016

Additional Sponsorship Requested: May 23, 2016

Committee Report/Second Reading: June 14, 2016

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2016-0010

Sponsored by: Councilmember Simon on behalf of Debarment Review Board	An Ordinance amending Section 205.06 of the Cuyahoga County Code to modify the appointment process for the Chair of the Debarment Review Board, the qualifications for members of the Board, and to provide that all members of the Board shall serve without compensation; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, The Cuyahoga County Debarment Review Board was established to “review and determine... any matters that are submitted for its consideration pursuant to the Cuyahoga County Code,” including appeals from debarred contractors; and,

WHEREAS, The Debarment Review Board is currently composed of five members, including a member of Council, three members of the public appointed by the County Executive and confirmed by Council, and a former judge appointed by the Presiding Judge of the Cuyahoga County Court of Common Pleas who serves as chair; and,

WHEREAS, The three members of the Debarment Review Board appointed by the County Executive currently receive a per diem for their service on the Board; and,

WHEREAS, On April 27, 2016 the Debarment Review Board voted to endorse amendments to the Cuyahoga County Code provided hereunder modifying the appointment process for the Chair of the Debarment Review Board, the qualifications of the members of the Board, and to provide that all members of the Board shall serve without compensation; and,

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

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

SECTION 1. Section 205.06 of the Cuyahoga County Code is hereby amended to read as follows (additions are bolded and underlined, deletions are stricken):

Section 205.06 The Cuyahoga County Debarment Review Board

A. Establishment: There is hereby established the Cuyahoga County Debarment Review Board. It shall consist of the following five members:

1. A ~~Chairperson~~ appointed by the County Executive and confirmed by Council, ~~Presiding Judge of the Cuyahoga County Common Pleas Court. This person~~ The Chair shall be an elector of the County, shall be an attorney at law in good standing in the State of Ohio, and shall have at least five years' cumulative experience in either litigation or appellate practice. and be a person who has served as a judge of the 8th District Court of Appeals, the Cuyahoga County Common Pleas Court, or any municipal court located within Cuyahoga County. The term of this person shall be for three years. The initial three year term shall be appointed for a term commencing July 1, 2014 and expiring on June 30, 2017;
2. A member of the Cuyahoga County Council appointed by the Council President as soon as practicable after the enactment of Section 205.06(A)(2) of the County Code and immediately following each organizational meeting of the Cuyahoga County Council, who shall serve until his or her successor is appointed; and
3. Three residents of Cuyahoga County appointed by the County Executive and confirmed by the Cuyahoga County Council. None of these members may be an employee of Cuyahoga County while serving on the Board. These three members shall be attorneys-at-law in good standing in the State of Ohio. ~~Members shall have appropriate experience and qualifications to serve on this Board, such as, but not limited to, experience in contracting, law, arbitration, or prior service on public boards.~~ Subject to Council's approval, the County Executive may remove any of these three members for inefficiency, neglect of duty, malfeasance, or if they no longer qualify to serve on the Board. The term of each member shall be five years, and the terms shall be staggered so that no term expires less than one year of the expiration of any other term. No member shall serve more than two consecutive terms. Of the terms for the initial appointees, one shall be appointed for a term of five years commencing on February 1, 2013, and expiring on January 31, 2018, one shall be appointed for a term of four years commencing on February 1, 2013, and expiring on January 31, 2017, and one shall be appointed for a term of three years commencing on February 1, 2013, and expiring on January 31, 2016. All subsequent terms shall commence on February 1st of the year in which the term expires. If a vacancy occurs for any unexpired term, the vacancy shall be filled in the same manner as a regular appointment through appointment by the County Executive

subject to Council's confirmation, and the new member's term shall last through the end of the unexpired term for which he or she is appointed.

- B. Jurisdiction: The Cuyahoga County Debarment Review Board shall review and determine—including the powers to affirm, reverse, modify, or remand—any matters that are submitted for its consideration pursuant to the Cuyahoga County Code. Notwithstanding Section 505.03 of this Code, the Board shall have the discretion to modify the expiration date of any individual debarment period as the Board deems appropriate; provided however that no single debarment period shall exceed five years.
- C. Alternates: The County officials serving on the Cuyahoga County Debarment Review Board shall have alternates appointed as follows:
1. The ~~Presiding Judge~~ **Debarment Review Board** shall appoint one alternate who meets the qualifications set forth in Section 205.06(A)(1) of the Cuyahoga County Code to act in the place of the ~~Chair~~~~original appointee by the Presiding Judge~~ on the Debarment Review Board and attend meetings, with full voting rights, if the ~~Chair~~~~person named to the Debarment Review Board by the Presiding Judge~~ is unavailable or has a conflict of interest on a matter pending before the Board.
 2. The Council President shall appoint two Council members to serve as a pool of alternates to act in the place of the appointed Council member on the Debarment Review Board and attend meetings, with full voting rights, if the appointed Council member is unavailable or has a conflict of interest on a matter pending before the Board.
- D. Officers: ~~The appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court shall serve as Chairperson of the Debarment Review Board.~~ If the ~~Chair~~~~appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court~~ is absent from any meeting, the Board shall choose one of its members to chair that meeting. For purposes of this section, the ~~Chair~~~~appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court~~ shall include his or her alternate.
- E. Compensation: ~~The appointee of the Presiding Judge of the Cuyahoga County Court of Common Pleas and the appointee of the Council President shall both serve without compensation. The remaining members shall receive a compensation rate of \$200.00 per diem for their service on the Debarment Review Board.~~ **All members of the Board shall serve without compensation.**
- F. Clerk of the Debarment Review Board: The County Executive shall designate a staff person to serve as the Clerk of the Debarment Review Board. The

Clerk shall be responsible for publishing the agendas and meeting notices and shall record and publish the minutes.

- G. Agendas and Meeting Notices: The Clerk of the Debarment Review Board shall publish the notice and agenda for each Board meeting on the County's web site no later than 6:00 p.m. on the second business day before the Board meeting. The Board may amend the agenda and may also consider items not on the agenda by a vote of a majority of the members present either personally or through their alternates.
- H. Regular Meetings: The Debarment Review Board shall schedule regular meetings to take place at least once every two months at a determined time by the Board. If no business is pending before the Board, the Clerk of the Board may cancel any regular meeting for lack of sufficient business pending before the Board by publishing the cancellation notice on the County's web site.
- I. Special Meetings: The Debarment Review Board may conduct special meetings at a time other than its regularly scheduled meeting times. In the event of an emergency as determined by the ~~Chair~~Chair~~appointee of the Presiding Judge of the Cuyahoga County Common Pleas Court~~, the Board may conduct a meeting with less notice than that required under Section 205.06(G) herein. For any special or emergency meeting, in addition to the notice requirements of Section 205.06(G), the Clerk of the Board shall also send notice to all news media organizations that request to be notified of such meetings.
- J. Public Meetings: The meetings of the Debarment Review Board shall be open to the public. The Board shall also provide an opportunity for public comment on matters before the Board toward the beginning of the meeting. The Board may require presenters to register with the Board before speaking and may set time limits on presentations, which may be extended at the discretion of the Chair~~person~~.
- K. Executive Sessions: The Debarment Review Board may go into executive session to discuss and consider matters permitted to be discussed or considered in executive sessions under the Ohio Open Meetings Act. A motion to go into executive session must state the topic(s) of the executive session and approved by a majority of the members present through a roll call vote.
- L. Minutes: The Clerk of the Debarment Review Board shall prepare and publish the minutes of each Board meeting on the County's web site within a week of their approval.
- M. Journal: The Clerk of the Debarment Review Board shall maintain a Journal of the Board, containing the notices, agendas, and minutes of all Board

meetings. The journal may be maintained electronically through an electronic system.

N. Quorum: A quorum of the Debarment Review Board shall consist of three members attending personally or through their alternates.

O. Vote Required for Board Actions: Board action shall require the affirmative vote of any three members attending personally or through their alternates. Amendments to items before the Board and parliamentary motions may be adopted by a majority of those present, provided that a quorum is present.

P. Rules of Procedure: The Debarment Review Board may adopt its own Rules of Procedure.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 10, 2016

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Committee Report/Second Reading: June 14, 2016

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0102

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; and declaring the necessity that this Resolution become immediately effective.
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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. 21A400 – Ohio Supreme Court **BA1600170**
CO758953 –Ohio Supreme Court Technology Grant FY16
Capital Outlays \$ 49,261.00

Requesting appropriations in the newly awarded Ohio Supreme Court Technology Grant FY2016 for Common Pleas Court to support computer upgrades. This is a new grant not previously awarded. The funding amount from the Supreme Court is 44,334.90 with a cash match of \$4,926.10 (see operating transfer JT1600172) from the Common Pleas Court special revenue fund titled Special Projects II which has sufficient current budget to support the transfer. Funding for the grant is from the Ohio Supreme Court covering the period May 4, 2016 through September 1, 2016.

B. 21A598 – State Homeland Security Program **BA1613573**
JA741686 – SHSP FY14-Water Rescue Regional 2 Project
Other Expenses \$ (11,901.21)

An appropriation reduction is requested for the Department of Public Safety and Justice Affairs SHSP Water Rescue Regional 2 Project account due to preparation for index closure. The source of funding is the FY2014 State Homeland Security Program.

C. 21A598 – State Homeland Security Program **BA1613574**
JA741678 – SHSP FY14-HM/CBRNE Regional Response Team
Capital Outlays \$ (269.16)

An appropriation reduction is requested for the Department of Public Safety and Justice Affairs SHSP CBRNE Regional Response Team account due to preparation for index closure. The source of funding is the FY2014 State Homeland Security Program.

D. 21A598 – State Homeland Security Program **BA1613575**
JA741702 – SHSP FY14-Mass Casualty Trailer
Other Expenses \$ (2,873.10)

An appropriation reduction is requested for the Department of Public Safety and Justice Affairs SHSP FY14 Mass Casualty Trailer account due to preparation for index closure. The source of funding is the FY2014 State Homeland Security Program.

E. 21A598 – State Homeland Security Program **BA1613576**
JA741710 – SHSP FY14-ALPR Maintenance Project
Other Expenses \$ (28,107.00)

An appropriation reduction is requested for the Department of Public Safety and Justice Affairs SHSP FY14 ALPR Maintenance Project account due to preparation for index closure. The source of funding is the FY2014 State Homeland Security Program.

F. 21A218 – State Homeland Security Program **BA1613579**
JA768648 – SHSP FY14-Law Enforcement
Personal Services \$ (9,076.44)
Other Expenses \$ (7,147.03)
Capital Outlays \$ (4,406.00)

An appropriation reduction is requested for the Department of Public Safety and Justice Affairs SHSP FY14 Law Enforcement account due to preparation for index closure. The primary source of funding is the FY2014 State Homeland Security Program.

G.	01A001– General Fund		BA1601525
	SH350272– Law Enforcement - Sheriff		
	Other Expenses	\$	100,000.00

The Sheriff’s Department is requesting additional appropriation for the 2016 body camera contract with Taser International, Inc. The body cameras will be used immediately during the RNC in July 2016 and going forward. The Sheriff received a \$100,000 check from the Prosecutor’s Office’ trust funds to secure the contract this year, which was deposited into the County’s General Fund.

H.	40A526 – Ohio Department of Transportation-Local Proj. Admin.		BA1601526
	CE785006– ODOT - LPA		
	Capital Outlays	\$	544,500.00

The Department of Public Works is requesting additional appropriation for the Cedar Road Bridge project. The estimate came in more than initial budget for the project. The project is located in the City of Cleveland and will be sold during the 2016 fiscal year. In late 2015, appropriation was set up for \$1,650,000. The Engineers increased to the estimate by \$544,000 prior to bid. The Cedar Road Bridge project is 80% federally funded and 20% funded by Cuyahoga County’s \$5.00 Fund (Road and Bridge).

I.	40A524 – Ohio Department of Public Works Integrating Committee		BA1601527
	CE785311– Columbus Road Bridge 109		
	Personal Services	\$	4,885.00

The Department of Public Works is requesting additional appropriation to cover payroll adjustments related to the Columbus Road Bridge Project for pay periods 23-27 of 2015. This project funded 50% Issue I and 50% County’s \$7.50 Fund.

J.	40A526 – Ohio Department of Transportation-Local Proj. Admin.		BA1601528
	CE785006– ODOT - LPA		
	Personal Services	\$	6,056.00

The Department of Public Works is requesting additional appropriation to cover payroll adjustments related to the Madison Ave Project for pay periods 23-27 of 2015. The project is funded approximately 50% Federal Highway, 40% Issue I, and 10% by the County’s \$5.00 Fund.

K.	40A526 – Ohio Department of Transportation-Local Proj. Admin.		BA1601529
	CE785006– ODOT - LPA		
	Personal Services	\$	11,588.00

The Department of Public Works is requesting additional appropriation to cover payroll adjustments related to the Van Aken Project for pay periods 23-27 of 2015. This project is funded 67% Federal Highway, 24% Issue I, and 9% County’s \$5.00 fund.

L. 22A730 – SHP-RRH for Families **BA1610581**
 HS758532 – SHP’ 15 – RRH for Families
 Other Expenses \$ 488,328.00

Appropriation is requested to establish the FY 2015 HUD Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Rapid Re-Housing for Families (RRH) grant. This grant provides for short term rental assistance and case management for homeless families to promote rapid exit from Shelter and stability in permanent, in the amount of \$488,328.00. The funding source is the U.S. Department of Housing & Urban Development. The grant period is May 1, 2016 through May 31, 2018. No County match is required. This grant is a renewal from the previous award year 2014, Index HS755124, in the amount of \$487,896.00.

M. 22A063 – SHP – SA PASS Transitional **BA1610582**
 HS758524 – SHP’ 15 SA PASS Transitional
 Other Expenses \$ 537,741.00

Appropriation is requested to establish the FY 2015 HUD Continuum of Care Grant. This grant provides for transitional housing for single, homeless men in the Plan to Achieve Self-Support (PASS) Transitional Housing Program. The PASS Program is operated by the Salvation Army, in the amount of \$537,741.00. The funding source is the U.S. Department of Housing & Urban Development. The grant period is September 1, 2016 through September 30, 2018. No County match is required. This grant is a renewal from the previous award year 2014, Index HS755074, in the amount of \$537,741.00.

N. 22A021 – Coordinated Entry **BA1610583**
 HS758540 – Coordinated Entry 2015
 Other Expenses \$ 500,000.00

Appropriation is requested to establish the FY 2015 HUD Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Continuum Coordinated Entry (CE) system grant. This grant provides support assessment, diversion, physical operations, in the amount of \$500,000.00. The funding source is the U.S. Department of Housing & Urban Development. The grant period is June 1, 2016 through June 30, 2018. No County match is required. This is a new grant.

O. 22A024 – RRH for Single Adults **BA1610584**
 HS758557 – RRH for Single Adults
 Other Expenses \$ 716,955.00

Appropriation is requested for the FY 2015 HUD Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Rapid Re-Housing for Homeless Single Adults & Youth initiative grant. The grant provides for short term rent assistance, housing location assistance, housing inspections, and case management, in the amount of \$716,955.00. The funding source is the U.S. Department of Housing & Urban Development. The grant period is June 1, 2016 through June 30, 2018. No County match is required. This is a new grant.

P. 40A069 – Capital Projects **BA1607602**
 CC768945 – M.E. Cooling Towers Rebuild
 Other Expenses \$ 65,000.00

Additional appropriation is requested to rebuild the cooling towers at the Medical Examiners building. Funding for the rebuild of the cooling towers comes from the General Fund. Permanent use of General Fund reserves.

Q. 21A512 – CCA 408 Jail/Misdemeanant **BA1600174**
 CO756247 –CCA 408-Pretrial Release Program FY2016
 Other Expenses \$ 7,750.00

Requesting additional appropriations in the Community Corrections Act (CCA) 408 Pretrial Release Program FY2016 resulting from an amendment to the grant. The amendment was approved by the Board of Control on April 11, 2016 (BC2016-263). Funding is from the Ohio Department of Rehabilitation and Correction for Community-Based correction activities in connection with the FY2016 408 Non-Residential Jail Misdemeanant Diversion Program for the period July 1, 2015 through June 30, 2016. The original award was \$646,982 established in August 2015 (R2015-0145). No cash match is required for the additional award.

R. 20D448 – Casino Tax Revenue Fund **BA1600175**
 DV520791 –Casino Tax Revenue Fund
 Other Expenses \$ 10,402,441.00

Requesting additional appropriation in the Department of Development Casino Tax Revenue Fund for specific projects. These projects consists of Phase II Euclid Waterfront Project for \$4 million (R2015-0171), Coming place aka Garfield Building \$2 million (R2015-0196), Van Aken Shopping Center \$4.3 million (R2015-0211) and Euclid Roadway/St. Clair Project \$500,000 (R2015-0219) for a total of \$10.8 million less current 2016 appropriations of \$397,559 resulting the in additional request of \$10,402,441.00. Funding is from revenues collected on casino revenues covering the period January 1, 2016 through December 31, 2016. The current actual cash balance as of May 30, 2016 is \$20,771,172.88.

S. 24A301 – Children & Family Services **BA1609102**
 CF135467 – Administrative Services - CFS
 Other Expenses \$ 205,180.00
 Capital Outlays \$ 40,000.00

 24A301 – Children & Family Services
 CF135509 – Direct Services
 Other Expenses \$ 70,000.00

 24A301 – Children & Family Services
 CF135582 – Permanent Custody Adoptions
 Other Expenses \$ 8,800.00

 24A301 – Children & Family Services
 CF135616 – Permanent Custody Adoptions
 Other Expenses \$ 24,999.00

An appropriation increase is requested for the Department of Children & Family Services, Administrative Services, Direct Services, Permanent Custody Adoptions, and Foster Home Resource Management accounts to cover unfunded and new programs including: substitute caregiver recognition event, Open Table contract, Annual Adoption Event, increase to Travel Credit Card, and miscellaneous capital purchases; there is an offsetting decrease to the Children

Services fund to accommodate this budget change. The funding source is 54% HHS Levy and 46% Public Assistance Funds.

T.	20A303 – Children Services Fund		BA1609103
	CF134015 – Client Supportive Services		
	Other Expenses	\$	(54,800.00)
	20A303 – Children Services Fund		
	CF134023 – Adoption Services		
	Other Expenses	\$	(146,985.00)
	20A303 – Children Services Fund		
	CF134031 – CFS Foster Homes		
	Other Expenses	\$	(147,194.00)

An appropriation reduction is requested for the Department of Children & Family Services, Client Services, Adoption Services, and Agency Foster Home accounts based on expired decertified contracts; there is an offsetting increase to the Children & Family Services fund to accommodate this budget change. The funding source is 54% HHS Levy and 46% Public Assistance Funds.

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: 40A069 – Capital Projects		BA1607601
	CC768507 – Justice Center Court Tower Security Equipment		
	Capital Outlays	\$	118,431.56
	TO: 40A069 – Capital Projects		
	CC768507 – Justice Center Court Tower Security Equipment		
	Personal Services	\$	118,431.56

An appropriation transfer is requested to move capital dollars to personal services in the installation of the Court Tower Security Equipment at the Justice Center. The work on this project will be completed by internal trades instead of external contractors. Funding for the Justice Center Court Tower Security equipment came from the issuance of Sales Tax Revenue bonds in 2014. Sales Tax Revenue Bonds are paid from the sales tax revenue in the General Fund.

B.	FROM: 01A001 – General Fund		BA1613569
	DR391052 – Domestic Relations		
	Other Expenses	\$	38,364.50
	TO: 01A001 – General Fund		
	DR391052 – Domestic Relations		
	Capital Outlays	\$	19,182.25

TO: 01A001 – General Fund
 DR495515 – Domestic Relations (Bureau of Support)
 Capital Outlays \$ 19,182.25

The Domestic Relations Court has requested an appropriation transfer from other operating to capital outlays in the amount of \$38,364.50. This is in support of funds for procurement of an ADA compliant counter and lighting for the Enforcement Services Area and the purchase of laptops for the Domestic Violence off site areas for the RNC. Funding will come from unused decertified funds within Domestic Relations Court, supported by the General Fund, and will be split evenly between Domestic Relations and the Bureau of Support, the latter of which receives reimbursement from Title IV-D at the rate of 66%.

C. FROM: 20D449 – Property Demolition Fund **BA1600165**
 DV520809 –Property Demolition Fund
 Other Expenses \$ 134,438.00

TO: 20D449 – Property Demolition Fund
 DV520809 –Property Demolition Fund
 Personal Services \$ 134,438.00

Appropriation transfer is requested by the Department of Development to properly fund the Deputy Director of Development for Demolition. This transfer will permit the employee to be paid from the Property Demolition account and removed from the department’s General Fund account. Funding is from transfers and bond proceeds covering the period January 1, 2016 through December 31, 2016.

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

Fund Nos./Budget Accounts **Journal Nos.**

A. FROM: 01A001 – General Fund **JT1607603**
 SU514141 – Capital Improvements General Fund Subsidy
 Transfer Out \$ 299,072.40

TO: 40A069 – Capital Projects
 CC768929– Airport Runway Overlay – Phase 3
 Revenue Transfer \$ 299,072.40

A cash transfer is requested to fund the General Fund Contribution to the Airport Runway Overlay Phase 3 project. The appropriation for the project was on the May 24, 2016 agenda and totaled \$5,981,448. This project total is funded 90% from the FAA, 5% from ODOT and 5% from the County’s General Fund. This cash transfer represents the County’s General Fund commitment to the project.

B. FROM: 01A001– General Fund **JT1600172**
 CO380121 – Judicial/General
 Transfer Out \$ 4,926.10

TO	21A400 – Ohio Supreme Court		
	CO758953 –Ohio Supreme Court Technology Grant Project FY2016		
	Revenue Transfer	\$	4,926.10

To transfer the necessary cash match from the Common Pleas Court General Fund Judicial/General account to the newly awarded Ohio Supreme Court Technology Grant Project FY2016 (see BA1600170 that established the total grant). Funding for the General Fund covers the period January 1, 2016 through December 31, 2016.

C. FROM: 01A001 – General Fund **JT1613572**

JA302224 – Public Safety Grants Administration		
Transfer Out	\$	5,182.94

TO:	21A579 – VAWA Administration Grant		
	JA758391 – FY2015 VAWA Administration Grant		
	Revenue Transfer	\$	5,182.94

The Department of Public Safety and Justice Services is requesting \$5,182.94 for transfer out to revenues to prepare placement of funds for required local VAWA Grant. The cash transfer would support satisfying the local matching requirement of the FY 2015 (CY 2016) VAWA Administration Grant used by Public Safety Grants Administration. This match was included in the 2016 budget in Public Safety Grants Administration, which is supported by the General Fund.

D. FROM: 21A593 – Public Defender SCY Grant **JR1603033**

PD749192 – Public Defender SCY Grant		
Transfer Out	\$	40,932.71

TO:	01A001 – General Fund		
	MI512657 – Miscellaneous		
	Revenue Transfer	\$	40,932.71

The Public Defender’s Office participated in a grant funded Strengthening Communities Youth (SCY) program through 2007. The requested residual equity transfer of the remaining portion of grant funds would clear all funds from the grant to allow its closure. The funding originated from the Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment, with a match from the County’s General Fund.

E. FROM: 01A001 – General Fund **JT1607604**

SU514141 – Capital Improvements General Fund Subsidy		
Transfer Out	\$	65,000.00

TO:	40A069 – Capital Projects		
	CC768945– Medical Examiner’s Cooling Tower Rebuild		
	Revenue Transfer	\$	65,000.00

A cash transfer is requested to fund the rebuild of the cooling towers at the Medical Examiner’s building. This project is included in the 2016 CIP, supported by the General Fund.

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

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

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

Yeas:

Nays:

County Council Vice-President

Date

County Executive

Date

Clerk of Council

Date

Journal CC022
June 14, 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: June 2, 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 **June 14, 2016**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, meet agency budgetary needs.

This agenda includes items to both appropriate and fund a project to replace the chillers in the Medical Examiner's building at a cost of \$65,000. This project is included in the 2016 Capital Improvement Plan, supported by the County's General Fund and was reflected in the expenditure projections in the 1st Quarter Update. The project cost is \$5,000 greater than what was anticipated in the original 2016 CIP: the additional \$5,000 has been reallocated from the "special requests/emergency" line. A copy of the 2016 CIP is attached.

Also included are requests to appropriate road and bridge projects in Public Works. Combined, these projects total \$567,029, of which approximately 20%, or \$112,991, is supported by the County's Road and Bridge Funds. The current cash balance in the combined Road and Bridge Funds totals \$55 million.

Additionally, this agenda includes a number of grant-related items. The Office of Homeless Services requests to appropriate a total of \$2.2 million in grants from the Department of Housing and Urban Development, none of which require a local match. Two of the grants, totaling \$1.2 million, are new. The remaining two, totaling \$1 million, are renewals: the prior year awards were just \$432 less than the current awards. The Department of Public Safety & Justice Services requests to reduce appropriation totaling \$63,779.94 to various expired State Homeland Security grants. The decrease in appropriation is necessary to close the grants. This reduction does not require the return of funding to the grantor: these grants operated on a reimbursement basis.

In its review of old grants, OBM identified nearly \$280,000 in available appropriation in grants awarded to the Public Defender's Office. The expenses associated with the grants were spent and reported properly to the funder, but were never transferred from the General Fund to the grant as they should have been. Prior period adjustments have been processed, which does not impact the current budget, but does increase the cash balance in the General Fund. On this agenda is a related request to transfer the remaining cash in one of the grants to the General Fund, which will enable the Fiscal Office to properly close all of these old grants.

As part of its budget reduction plan, the Prosecutor's Office committed to transferring \$100,000 in both 2016 and 2017, for a total of \$200,000, from its Federal Forfeitures Fund to the County's General Fund to support the purchase of body cameras for deputy sheriffs. This revenue was paid into the County on May 18th (RR1606373) and this agenda seeks to appropriate the corresponding funding in the Sheriff's Office to support the certification of the contract for the cameras.

Finally, this agenda includes three fiscal items from previous agendas that were pulled and discussed in committee. The first two are an appropriation increase and decrease for the Division of Children and Family Services, originally included on the May 10th agenda and discussed in the Health, Human Services, and Aging Committee Meeting on May 18th. These items effectively seeks to transfer appropriation from the Children’s Services subfund to the Public Assistance subfund, both of which are supported by subsidies from the County’s Health and Human Services Levy Fund. The third is an appropriation transfer within the Property Demolition Fund to support personnel costs associated with the administration of the Fund.

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	\$65,000.00	General Fund
Court of Common Pleas	\$57,011.00	Grant – No General/HHS Levy Fund Impact
Development	\$10,402,441.00	Special Revenue – No General/HHS Levy Fund Impact
Homeless Services	\$2,243,024.00	Grant – No General /HHS Levy Fund Impact
Public Safety & Justice Services	(\$63,779.94)	Grant – No General/HHS Levy Fund Impact
Public Works	\$567,029.00	Special Revenue – No General/HHS Levy Fund Impact
Sheriff’s Office	\$100,000.00	General Fund
TOTAL	\$13,370,725.06	

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.

	Proposed 06/14/2016	Year-To-Date Amendments	R2015-0209	Adjusted Annual Appropriation
General Fund	\$ 100,000.00	\$14,639,710.45	\$373,115,578.00*	\$387,755,288.45
HHS Levy Impact	\$ 0.00	\$254,431.96	\$237,653,893.00	\$237,908,324.96
Other Fund	\$ 13,270,725.06	\$129,085,978.47	\$859,036,267.00	\$988,122,245.47
Total Impact	\$ 13,370,725.06	\$143,980,120.88	\$1,469,805,738.00	\$1,613,785,858.88

*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
Capital Projects	\$118,431.56	General Fund
Development	\$134,438.00	Special Revenue – General Fund Impact
Domestic Relations Court	\$38,364.50	General Fund
TOTAL	\$291,234.06	

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	\$364,072.40	General Fund
Court of Common Pleas	\$4,926.10	General Fund
Public Defender’s Office	\$40,932.71	Grant – General Fund Impact
Public Safety & Justice Services	\$5,182.94	General Fund
TOTAL	\$415,114.15	

Should you have questions, please do not hesitate to contact me at mkeen@cuahogacounty.us or x8191. Thank you for your consideration.

Department of Public Works - Facilities/Airport Capital Improvement Plan										
Index	Project #	BUILDING	PROJECT	ESTIMATED PROJECT COST	Projects Added	[REVISED] ESTIMATED PROJECT COST	GENERAL FUND	PA FUNDS	TOTAL	Appropriated & Funded
			2016							
		ProCen	Processing Center (Includes \$2.4M)/ Halle Building		\$ 605,000	\$ 605,000	\$ 605,000		\$ 605,000	
		VEB	EFS CSEA Office Enclosures, Human Resources Renovations, MIS Office Renovations	\$ 297,331		\$ 297,331		\$ 297,331	\$ 297,331	
		VEB	Replace Boiler and Recirculating Pumps	\$ 624,000		\$ 624,000		\$ 624,000	\$ 624,000	\$ 624,000
		VEB	Entrance Consolidation	\$ 500,000		\$ 500,000		\$ 500,000	\$ 500,000	\$ 500,000
		CHS	Elevator Upgrade	\$ 378,560		\$ 378,560	\$ 378,560		\$ 378,560	
		OCH	Line Roof Drains and Leaders With Polymer Coating	\$ 336,648		\$ 336,648	\$ 336,648		\$ 336,648	
		BOE	Replace Old Fire Alarm System (Parts are Obsolete)	\$ 323,700		\$ 323,700	\$ 323,700		\$ 323,700	
		METZ	Repair Roof Walls, Scrape & Reseal	\$ 150,000		\$ 150,000	\$ 150,000		\$ 150,000	
		OCH	Roof Replacement	\$ 4,000,000	\$ 650,000	\$ 4,650,000	\$ 4,650,000		\$ 4,650,000	\$ 475,000
		JC	Fire Dampers Repair and Replacements (Phase III)	\$ 800,000		\$ 800,000	\$ 800,000		\$ 800,000	
		JC	Fire Protection Upgrades	\$ 1,500,000		\$ 1,500,000	\$ 1,500,000		\$ 1,500,000	
		JC	Central Booking	\$ 1,000,000		\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	
		JEH	Fire Alarm System Upgrade	\$ 323,700		\$ 323,700		\$ 323,700	\$ 323,700	
		JEH	Electrical Back-up System Upgrades	\$ 850,000		\$ 850,000		\$ 850,000	\$ 850,000	
		CTYWD	Painting Contract, Additional Contracts	\$ 392,480		\$ 392,480	\$ 392,480		\$ 392,480	
		CTYWD	Carpeting Contract, Additional Contracts	\$ 285,000		\$ 285,000	\$ 285,000		\$ 285,000	
		CTYWD	General Architecture Engineering Services Contract	\$ 280,000		\$ 280,000		\$ 280,000	\$ 280,000	
		CTYWD	General Mechanical-Electrical-Plumbing AE Services Contract	\$ 200,000		\$ 200,000	\$ 200,000		\$ 200,000	
		CTYWD	Special Project Request/Emergency	\$ 147,000	\$ 245,000	\$ 392,000	\$ 392,000		\$ 392,000	
		CHS	Emergency Sewer	\$ 200,000	\$ 200,000	\$ 400,000	\$ 400,000		\$ 400,000	
		ME	Replace Chiller	\$ 60,000	\$ 5,000	\$ 65,000	\$ 65,000		\$ 65,000	\$ 65,000
		JJC	Upgrades to EOC at JJC	\$ 815,000		\$ 815,000	\$ 815,000		\$ 815,000	
		JC	JC Boiler Failure		\$ 625,000	\$ 625,000	\$ 625,000		\$ 625,000	
		CHS	BAC Cooling Tower Refurbish		\$ 200,000	\$ 200,000	\$ 200,000		\$ 200,000	
		OCH	ADA Upgrades at Old Courthouse and HPG		\$ 1,750,000	\$ 1,750,000	\$ 1,750,000		\$ 1,750,000	
		JJC	JJC Outside Intake Repair		\$ 300,000	\$ 300,000	\$ 300,000		\$ 300,000	
		N/A	Unallocated		\$ 120,000	\$ 120,000	\$ 120,000		\$ 120,000	
			SUBTOTAL COST 2016	\$ 13,463,419	\$ 4,700,000	\$ 18,163,419	\$ 15,288,388	\$ 2,875,031	\$ 18,163,419	\$ 1,664,000
									\$ -	
									\$ -	
									\$ -	
		CoAir	Runway Overlay - Phase 2	\$ 10,500,000			\$ 1,050,000		\$ 1,050,000	\$ 1,050,000
		CoAir	Airport Admin Building HVAC/Mech Replacement	\$ 142,709	\$ 299,072	\$ 441,781	\$ 441,781		\$ 441,781	\$ 299,072
				\$ 10,642,709	\$ 299,072	\$ 441,781	\$ 1,491,781	\$ -	\$ 1,491,781	\$ 1,349,072
									\$ -	
			TOTAL COST 2016	\$ 24,106,128	\$ 4,999,072	\$ 18,605,200	\$ 16,780,169	\$ 2,875,031	\$ 19,655,200	\$ 3,013,072



ARMOND BUDISH
Cuyahoga County Executive

May 31, 2016
Dan Brady, President
David Greenspan, Finance Chair
Cuyahoga County Council

Re: Administrative Costs for Cuyahoga County Demolition

Dear President Brady & Chairman Greenspan:

Pursuant to Cuyahoga County Code Chapter 807, Cuyahoga County is administering the \$50 million Property Demolition Program. Consistent with this ordinance, the Department of Development is acting as the lead agency and administrator.

As you are well aware, this program, which began in 2014, is in its third year of activity and the budget contemplates activity for two more years (through 2018). While the previous administration initiated this program, it was largely not funded for programmatic or administrative uses. I am very excited that through our partnership with Council, together we have been able to raise the full \$50 million over the past 18 months.

The Department of Development has been able to absorb the costs of this administration for 2014-2015 through use of reserves and vacancy as previously pledged. However, these resources are limited and cannot sustain the program through 2018.

To continue this important program, I am recommending to Council that the Department of Development be permitted to use not more than 2% (\$1,000,000) of the total \$50 million fund to administer the Property Demolition Program for the remainder of the program through 2018.

Please note that these funds are not intended to be used for ongoing administration of the Hardest Hit Fund, although my staff believes some of this administrative time will be utilized for that program as it starts up.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.

Sincerely,

Armond Budish
Cuyahoga County Executive

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0103

<p>Sponsored by: County Executive Budish/Department of Law and County Sheriff</p>	<p>A Resolution accepting/rejecting the report containing findings and recommendations of Fact-finder Thomas J. Nowel regarding negotiations between Cuyahoga County and Ohio Patrolmen’s Benevolent Association for a collective bargaining agreement representing approximately 15 employees in the classification of Deputy Sheriff Sergeant at the Sheriff’s Department, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County (“County”) has been engaged in negotiations with the Ohio Patrolmen’s Benevolent Association for a collective bargaining agreement that would cover approximately 15 employees in the classification of Deputy Sheriff Sergeant at the Sheriff’s Department; and

WHEREAS, O.R.C. 4117.14(C)(3) of the Public Employees Collective Bargaining Act (“CBA”) expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA and O.R.C. 4117.14 (C), and a fact-finding hearing was conducted before Thomas J. Nowel; and

WHEREAS, O.R.C. 4117.14(C)(6)(a) requires that not later than seven days after the findings and recommendations are sent, the legislative body, by a three-fifths vote of its membership, may reject the recommendations, and if the recommendations are not rejected, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel’s recommendations, except as otherwise modified by the parties by mutual agreement; and

WHEREAS, Pursuant to the CBA and O.R.C. 4117.14(D), if the fact-finding report is rejected by either party, the next step for this bargaining unit of Deputy Sheriff Sergeants will be to advance all open issues to binding conciliation, a final offer settlement procedure, pursuant to a board order that is required to be issued forthwith to the parties by the State Employment Relations Board; and

Clerk of Council

Date

Legislation Amended on the Floor: June 14, 2016

Journal CC022
June 14, 2016

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0104

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the goal of the Cuyahoga Regional HIV Health Services Planning Council is to identify HIV positive individuals and to link them into appropriate care and living situations to improve health outcomes comprised of Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties; and

WHEREAS, the Membership and Outreach committee of the Cuyahoga Regional HIV Health Services Planning Council recommend the nominees based on satisfying the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the Regional HIV Health Services Planning Council is a 40 member body serving staggered terms; and

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

WHEREAS, the County Executive Armond Budish has nominated Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018; 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. The Cuyahoga County Council hereby confirms the County Executive's appointment of Terry Allan to serve as Co-Chair on the Cuyahoga Regional HIV Health Services Planning Council for an unexpired term ending 6/30/2018.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



ARMOND BUDISH
Cuyahoga County Executive

June 6th, 2016
Dan Brady, President
Cuyahoga County Council

Re: Cuyahoga Regional HIV Health Services Planning Council (Ryan White Planning Council)

Dear President Brady:

Pursuant to the 2009 Federal Ryan White HIV/AIDS Treatment Extension Act, the United States Department of Health and Human Services, and Cuyahoga County's Intergovernmental Agreement with the City of Cleveland, I submit the following nomination for service on the Planning Council:

- **Terry Allan, Bay Village, Cuyahoga County (Replacing Kristina Knight) as Co-Chair**

The nomination is for an unexpired term to begin 6/6/16 and expiring 6/30/18.

Candidates for this board shall:

1. *"... the Planning Council recommends members to the CEO for appointment... members serve the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain, and Medina Counties."*

The nominee submitted by the Planning Council is a resident of the listed counties.



ARMOND BUDISH
Cuyahoga County Executive

2. Comprise a body that contains various membership requirements:

"...appointees to the TGA must include:

1. Health-care providers, including federally-qualified health centers
2. Community-based organizations serving affected populations and AIDS-service organizations
3. Social Service providers, including housing and homeless-services providers
4. Mental-health providers
5. Substance-abuse providers
6. Local public health agencies
7. Hospital planning agencies or health-care planning agencies
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations
9. Non-elected community leaders
10. State Medicaid agency
11. State agency administering the Part B program
12. RWTMA grantees under Part C
13. RWTMA grantees under section 2671 (including Part D)
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs
15. Formerly incarcerated PLWH/A or their representatives
16. PLWH/A with Hepatitis C Co-Infection"

Representation Requirements	
1. Health-care providers, including federally-qualified health centers	X
2. Community-based organizations serving affected populations and AIDS-service organizations	X
3. Soc.-service providers, inc. housing and homeless-services providers	X
4. Mental-health providers	X
5. Substance-abuse providers	X
6. Local public health agencies	X
7. Hospital planning agencies or health-care planning agencies	X
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations	X
9. Non-elected community leaders	X
10. State Medicaid agency	X
11. State agency administering the Part B program	X
12. RWTMA grantees under Part C	X
13. RWTMA grantees under section 2671 (including Part D)	X
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs	X
15. Formerly incarcerated PLWH/A or their representatives	X
16. PLWH/A with Hepatitis C Co-Infection	X

The 26 nominees and current members fulfill all requirements



ARMOND BUDISH
Cuyahoga County Executive

3. *“... address conflicts of members openly.”*

Note- a number of the appointees have conflicts of interest that violate Section 407.27 of the County Code, but Federal law specifically addresses this issue:

“The planning council must define conflict of interest and determine how it will be handled as the planning council carries out its duties.”

The Planning Council addresses conflicts by openly stating them and requiring recusal as necessary. However, members are allowed to share their input in a “non-voting context.”

Attached documentation outlines conflicts.

4. *“...reflect the risk, sex, race, and age group of the TGA”*

The Ohio Department of Health provides a profile of the TGA. The nominee and incumbent members reflect the demographic targets.

5. *“... be comprised of at least 33% members that have contracted HIV”*

The nominee and incumbent members reflect the demographic targets. The Planning Council has provided the demographic tables below.

Note- In the member biographies, some of the nominees voluntarily disclosed their HIV status. The administration will not provide additional information specifically identifying the other HIV positive individuals due to privacy concerns.

HIV Status	Target	PC
Positive	33%	54%
Negative	NA	

Non-Conflicted HIV Status	Target	PC
Current	> 33%	46%

There are no other candidates on file for this position.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.



ARMOND BUDISH
Cuyahoga County Executive

For your review, I have attached pertinent document for Mr. Allan. Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.

Sincerely,

Armond Budish
Cuyahoga County Executive

cc:

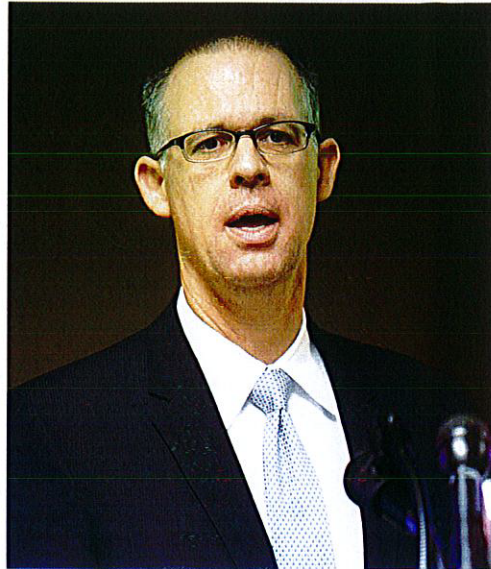
Sharon Sobol Jordan
Joe Nanni
Jeanne Schmotzer

Councilwoman Yvonne Conwell

Kris Moore
Chris Glassburn
Laura Trotter



ARMOND BUDISH
Cuyahoga County Executive



Terry Allan of Bay Village, Cuyahoga County

Education

University of Hawaii, Honolulu
Master of Public Health, 1993

Bowling Green State University, Bowling Green, Ohio
Bachelor of Science, 1989

Highlights of Qualifications

- Robert Wood Johnson Foundation's Aligning Forces for Quality Better Health Partnership Leadership Team 2008 – Present
- Case Western Reserve University School of Medicine, Clinical Translation and Science Collaborative, Internal Advisory Board, 2012- Present
- Northern Ohio Trauma System Advisory Board, 2011- Present
- Adjunct Faculty, Case Western Reserve University, School of Medicine, 2004 to Present
- Cuyahoga County Family and Children First Council Member, 2004 to Present
- Cuyahoga County Invest In Children Initiative, Executive Committee Member, 2004 to Present
- Greater Cleveland Healthcare Association Board Member, 2004 to 2009
- Co-Chair, Health and Caring Investment Committee, United Way of Greater Cleveland 2006-08
- At-Large Board Member, Association of Ohio Health Commissioners, 2005 to 2009
- President, Association of Ohio Health Commissioners, 2009- 2010



ARMOND BUDISH
Cuyahoga County Executive

Experience

- Twenty six years of implementation experience in a wide range of public health programs
- Administrative and field experience in disease surveillance, indoor air quality, epidemiology, toxicology, occupational safety & health, industrial hygiene, vector control, nutrition, breast & cervical cancer screening, child fatality review, teen pregnancy prevention, cardiovascular health, immunization programs, Children and Family Health Services (CFHS) programs, tobacco prevention and cessation, lead poisoning prevention, asthma, dental programs, and injury prevention.
- Collaborated on several joint public health investigations involving CDC

Relevant State and National Activities

- ❖ Member of the State, Territorial, Local and Tribal Advisory Committee to the Director Centers for Disease Control and Prevention, 2014 to Present
- ❖ Board Member, National Association of County and City Health Officials (NACCHO) 2006-Present
- ❖ President, NACCHO, 2013-14
- ❖ National Public Health Accreditation Board Standards Development Workgroup 2009-10
- ❖ Member of the PHAB Standards Improvement Committee, 2013-2014
- ❖ Association of Ohio Health Commissioners Representative on Public Health Preparedness 2004-08
- ❖ Testified at 3 Federal Congressional Committees on public health issues
- ❖ CDC National Public Health Leadership Institute Scholar, 2003-2004
- ❖ Institute of Medicine, RoundTable on Population Health Improvement, Member
- ❖ Robert Wood Johnson Culture of Health Leaders Board member

Work Experience

- Feb 2004 - Present **Cuyahoga County Board of Health**
Cleveland, Ohio
Health Commissioner
Operate and manage 22 M budget for a staff of 200 serving a population of 857,000 in 57 communities in Greater Cleveland
- 2002 – 2004 **Regional Coordinator – Public Health Emergency Preparedness and Response**
Served as the coordinator for local health departments in 5 counties responsible for 2 million people in Northeast Ohio in building capacity and developing a coordinated response for Bioterrorism
- 2002 - Jan 2004 **Cuyahoga County Board of Health**
Cleveland, Ohio
Assistant Health Commissioner
Assist with operations and budget management for a staff of 220 serving a population of 835,000 in 57 communities in Greater Cleveland
- 1999 - 2002 **Cuyahoga County Board of Health**
Cleveland, Ohio



ARMOND BUDISH
Cuyahoga County Executive

-Director, Division of Community Health, Epidemiology, Surveillance

1993 to 1999 **Cuyahoga County Board of Health**
Cleveland, Ohio
Supervisor, Environmental Public Health

January 1993 to May 1993 **State of Hawaii Senate**
Honolulu, Hawaii
Committee Clerk: Health, Agriculture, Consumer Protection
(While attending graduate school)

1989 to 1993 **Cuyahoga County Board of Health**
Cleveland, Ohio
Sanitarian in food protection, vector control, solid waste, indoor air quality

Professional Organizations

- American Public Health Association
- Ohio Public Health Association
- Association of Ohio Health Commissioners
- National Association of City and County Health Officials

Relevant Publications

Montana, E., Etzel, R., Allan, T., Horgan, T., Dearborn, D. 1997. *Environmental Risk Factors Associated With Pediatric Idiopathic Pulmonary Hemorrhage and Hemosiderosis in a Cleveland Community*. *Pediatrics* 99:1-8

Alicia M. Fry, Miai Rutman, Terry Allan, Heidi Scaife, Ellen Salehi, Robert Benson, I Barry Fields, Scott Nowicki, Mary Kay Parrish, Joseph Carpenter, Ellen Brown, Claressa Lucas, Timothy Horgan, Elizabeth Koch, and Richard E. Besser. *Legionnaires' Disease Outbreak in an Automobile Engine Manufacturing Plant*. *Journal of Infectious Disease* 2003:187 (15 March).

Carolyn M. Kerckmar, Dorr G. Dearborn, Mark Schluchter, Lintong Xue, H. Lester Kirchner, John Sobolewski, Stuart J. Greenberg, Stephen J. Vesper, and Terry Allan. *Reduction in Asthma Morbidity in Children as a Result of Home Remediation Aimed at Moisture Sources*. *Environmental Health Perspectives* • VOLUME 114 NUMBER 10, October 2006, 1574-80

Daniel B. Ornt, MD, David C. Aron, MD, Nicholas B. King, PhD, Laura M. Clementz, MA, Scott Frank, MD, MS, Terry Wolpaw, MD, Amy Wilson-Delfosse, PhD, Daniel Wolpaw, MD, Terrence Allan, MPH, Matthew Carroll, JD, Karen Thompson-Shaheen, Murray D. Altose, MD, Ralph I. Horwitz, MD, 2008. *Population Medicine in Curricular Revision at Case Western Reserve*. *Academic Medicine* 83: 327-331.

Bruckman D, Allan T, Stefanak M, Chandran Pillai A, Drabousky AS, Borawski EA, Frank S. (2013). Enforcement of Ohio's Smoke Free Work Place Law through the lens of public health practice. *Public Health Reports*. 128(1):54-63.



ARMOND BUDISH
Cuyahoga County Executive

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

June 3, 2016

The Honorable Armond Budish
Cuyahoga County Executive
Cuyahoga County Administration Building
2079 East 9th Street
Cleveland, Ohio 44115

RE: Appointment of Ryan White Part A Co-Chair

Dear Executive Budish:

I am writing to request your consideration in appointing me as a Co-Chair of the Ryan White Part A Planning Council. There are currently three Planning Council (PC) Co-Chair positions (one County appointee, one City of Cleveland appointee, and one consumer who is elected by the PC membership) that provide overall leadership to the full Planning Council. The Planning Council's main responsibility as set forth in the federal Ryan White legislation is to prioritize how HIV/AIDS services are provided and allocate funding to the prioritized service categories. The three Co-Chairs play an important role in leading Planning Council members through this annual priority setting and resource allocation process.

Currently, only the consumer Co-Chair position is filled. Recently, Dr. Kristina Knight, whom you appointed as the County Representative, stepped down from her position (see attached letter). The City of Cleveland position is currently vacant and a letter was sent to Mayor Jackson in March requesting a new appointment.

The federal Health Resources and Services Administration (HRSA) funds the Ryan White program and periodically assesses our performance. Filling vacant positions was identified as a priority in a site assessment conducted by HRSA several months ago.

As you are aware, the Cuyahoga County Board of Health administers the Ryan White Program in Northeast Ohio. I believe that my appointment as a Co-Chair to the vacant county position would be entirely consistent with that role.

Thank you in advance for your consideration.

Terry Allan, Health Commissioner

Cc: Matt Carroll, Chief of Economic Opportunity and Growth
Chris Glassburn, Senior Policy Advisor

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0105

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; confirming the appointment of Christopher George to serve as alternate to David Marquard; confirming the appointment of Nichole English to serve as alternate to Michael W. Dever; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the District One Public Works Integrating Committee (DOPWIC) of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using a project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocations of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; 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 David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018; and

WHEREAS, County Executive Budish has nominated Christopher George to serve on the District One Public Works Integrating Committee as alternate to David Marquard; and

WHEREAS, on June 9, 2015, the Cuyahoga County Council adopted Resolution No. R2015-0101 confirming the appointment of Michael W. Dever to serve on the District One Public Works Integrating Committee for the term 6/22/2015 - 6/21/2018; and

WHEREAS, County Executive Budish has nominated Nichole English to serve on the District One Public Works Integrating Committee as alternate to Michael W. Dever; 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 County Executive's appointment of David Marquard to serve on the District One Public Works Integrating Committee for an unexpired term ending 6/21/2018.

SECTION 2. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Christopher George to serve on the District One Public Works Integrating Committee as alternate to David Marquard.

SECTION 3. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Nichole English to serve on the District One Public Works Integrating Committee as alternate to Michael W. Dever.

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

SECTION 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open

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

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

Yeas:

Nays:

County Council President _____
Date

Clerk of Council _____
Date

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

Journal _____
_____, 20__



ARMOND BUDISH
Cuyahoga County Executive

June 6th, 2016
Dan Brady, President
Cuyahoga County Council

Re: District One (Cuyahoga County) Public Works Integrating Committee (DOPWIC)

Dear President Brady:


Pursuant to Ohio Revised Code Section 164.04, I submit the following nominations for service on the Board of DOPWIC :

- **David Marquard, Cuyahoga County Engineer, of Uniontown, Stark County (Replacing Kosilesky)**
- **(ALTERNATE TO Mike Dever) Nicole English, Interim Chief Planning Engineer of North Ridgeville, Lorain County (Replacing Husani)**
- **(ALTERNATE TO Marquard) Christopher George, Interim Chief Highway Design Engineer, of Strongsville, Cuyahoga County (Replacing Kubek)**

Since 2011, there are no specific ORC requirements of nominees (*previously a county engineer*).
There are no other candidates on file for these positions.
The reappointed members have a sufficient attendance record.
These nominations are for unexpired terms to beginning 6/6/16 expiring 6/21/18.
There are no known conflicts of interest for which an advisory opinion has been requested.
This board is uncompensated.

All of the above are senior employees of the Cuyahoga County Public Works Department.

Should you or any of your colleagues have any questions, please feel free to contact Chris Glassburn in my office at cglassburn@cuyahogacounty.us or 216-443-7127.

Sincerely,

Armond Budish
Cuyahoga County Executive

cc: Councilwoman Yvonne Conwell
Sharon Sobol Jordan
Joe Nanni
Jeanne Schmotzer

Kris Moore
Chris Glassburn
Laura Trotter

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0106

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ35433 to CHMWarnick, LLC in the amount not-to-exceed \$675,000.00 for asset management services for the Hilton Cleveland Downtown Hotel for the period 6/28/2016 - 6/28/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ35433 to CHMWarnick, LLC in the amount not-to-exceed \$675,000.00 for asset management services for the Hilton Cleveland Downtown Hotel for the period 6/28/2016 - 6/28/2019; and

WHEREAS, the primary goal of the project is to provide asset management services. The consultant will act as advisor to the concerning property management and financial performance matters related to the operation of the Hilton Cleveland Downtown Hotel located at 100 Lakeside Avenue, Cleveland; and

WHEREAS, the funding for this project is 100% by Hotel Operating Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ35433 to CHMWarnick, LLC in the amount not-to-exceed \$675,000.00 for asset management services for the Hilton Cleveland Downtown Hotel for the period 6/28/2016 - 6/28/2019.

SECTION 2. That the County Executive is authorized to execute the contract and all other documents consistent with said award and 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__

Title: Public Works 2016, CHMWarnick Contract for Asset Management Services for the Hilton Hotel, RQ35433

A. Scope of Work Summary

1. Department of Public Works requesting approval of a contract with CHMWarnick LLC for the anticipated cost of \$675,000.00. The anticipated start-completion dates are 06/28/2016- 06/28/2019.
2. The primary goal of the project is to provide asset management services. The consultant will act as advisor to the concerning property management and financial performance matters related to the operation of the Hotel.
3. N/A

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$675,000.00.
2. The RFQ was closed on October 29, 2015.
3. There were 9 proposals pulled from OPD, 6 submitted for review, 2 interviewed and 1 approved.

C. Contractor and Project Information

1. The address of all vendors and/or contractors is:
CHMWarnick LLC
548 Cabot Street
Beverly, MA 01915
Council District N/A
2. The owners for the contractor/vendor are Chad Crandell, Kenneth Wilson, Richard Warnick and Sandra Luke
- 3.a The address or location of the project is:
Hilton Downtown Cleveland Hotel
100 Lakeside Avenue
Cleveland, OH 44114
- 3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project is a product or service related to the existing project, Hilton hotel.
2. N/A
3. The project is on a critical action path because the hotel opened on June 1 and the services need to begin.
4. N/A
5. N/A

E. Funding

1. The project is funded 100% from the hotel operating fund (HT018119 0262)
2. The specific project funding was approved by OBM for \$160,000 in 2016.
3. The schedule of payments is monthly.
4. N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0107

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ36580 to Burton Scot Contractors, LLC in the amount not-to-exceed \$8,929,682.81 for County Airport Runway 6/24 Safety Area Improvement Project No. 2; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommended an award on RQ36580 to Burton Scot Contractors, LLC in the amount not-to-exceed \$8,929,682.81 for County Airport Runway 6/24 Safety Area Improvement Project No. 2; and

WHEREAS, the primary goal of this project is obtain a qualified contractor to complete the County Airport Runway 6/24 Safety Area Improvement Project No. 2 per plans and specifications; and

WHEREAS, this project is funded by the General Fund – 90% reimbursable from FAA Grants; and

WHEREAS, this project is scheduled to begin 7/25/2016 and scheduled to be completed 11/28/2016; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ36580 to Burton Scot Contractors, LLC in the amount not-to-exceed \$8,929,682.81 for County Airport Runway 6/24 Safety Area Improvement Project No. 2.

Item No. 1

Department of Public Works, is recommending an award and submitting a contract on RQ36580 for Cuyahoga County Airport Runway 6/234 Safety Area Improvements - Project #2 Airport Improvement Program for an estimated cost not-to-exceed \$8,929,682.81.

The primary goal is to obtain a qualified contractor to complete the above captioned project per plans and specifications.

Procurement: Competitive Bid process.

The bid opening was on March 31, 2016. There were Eleven (11) proposals pulled from OPD and two (2) were submitted for review.

This is a project is Federally Funded, therefore the SBE Goal is waived. The Federal Aviation Administration (FAA) assessed a twelve (12%) percent DBE Goal. Burton Scot Contractors, LLC submitted a "UTILIZATION STATEMENT" and "LETTER OF INTENT" demonstrating that the goal has been exceeded.

CONTRACTOR AND PROJECT INFORMATION

Burton Scot Contractors, LLC

11330 Kinsman Road

Newbury, Ohio 44065

Council District N/A

The Airport is located in the City of Richmond Heights (Council District 11) and the City of Willoughby Hills (Lake County)

PROJECT STATUS AND PLANNING

Once a contract is awarded Public Works will give a Notice to Proceed with construction per plans and specification.

Project Description:

Project #2 will include rehabilitation and full-depth reconstruction of the existing runway. The activities included in the phase are pavement removal, milling, excavation, grading, crack sealing, placing of aggregate base and bituminous concrete, new under drains and electrical improvements.

The duration of the contract will be approximately four (4) months (July 25, 2016 and be substantially complete by November 28, 2016). If FAA funding is note provided to the County in a timely fashion, the project will not begin until 2017.

FUNDING

General Fund - 90% Reimbursable from FAA Grants

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0108

<p>Sponsored by: County Executive Budish/Departments of Information Technology and Public Works</p>	<p>A Resolution authorizing an amendment to Contract No. CE1100414-01 with Toshiba Business Solutions, (USA), Inc. for Countywide enterprise digital and print management services using “green” friendly technology for the period 7/1/2011 - 6/30/2016 to extend the time period to 6/30/2019 and for additional funds in the amount not-to-exceed \$3,900,000.00; 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.</p>
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WHEREAS, the County Executive/Departments of Information Technology and Public Works has submitted an amendment to Contract No. CE1100414-01 with Toshiba Business Solutions, (USA), Inc. for Countywide enterprise digital and print management services using “green” friendly technology for the period 7/1/2011 - 6/30/2016 to extend the time period to 6/30/2019 and for additional funds in the amount not-to-exceed \$3,900,000.00; and

WHEREAS, the primary goals of this project are to: provide Countywide digital and print management services using “green” technologies; and

WHEREAS, the project is funded 100% with the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1100414-01 with Toshiba Business Solutions, (USA), Inc. for Countywide enterprise digital and print management services using “green” friendly technology for the period 7/1/2011 - 6/30/2016 to extend the time period to 6/30/2019 and for additional funds in the amount not-to-exceed \$3,900,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 3

The Department of Information Technology 2016 Toshiba Amendment for CE1100414 which covers Countywide Digital and Print Management Services.

A. Department of Information Technology requesting approval to amend contract CE1100414 with Toshiba Business Solutions for the time period of July 1, 2016 through June 30, 2019 and for the additional funds of \$3,900,000.00.

B. The procurement method for this project was RFP #18186.

C. Toshiba Business Solutions

9740 Irvine Blvd.

Irvine, CA 92618

CountyWide

Scott Maccabe, President and CEO

D. The project is an extension of the existing project.

E. The project is funded 100% by the General Fund.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0109

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$740,000.00 to Kanan Enterprises, Inc. for the benefit of a project located at 31900 Solon Road, Solon; 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.
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WHEREAS, the County Executive/Department of Development recommended an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$740,000.00 to Kanan Enterprises, Inc. for the benefit of a project located at 31900 Solon Road, Solon; and

WHEREAS, the project is anticipated to create 22 additional new manufacturing jobs over the next three (3) years; and

WHEREAS, the proposed funding source for the loan is the Cuyahoga County Western Reserve Fund; and

WHEREAS, the project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of a Workforce Development Agreement; submission of annual job creation/retention reporting, and payment of prevailing wages for that portion of the project funding by the County loan/grant authorized herein, if applicable; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Accelerated Growth Loan in the amount not-to-exceed \$740,000.00 to Kanan Enterprises, Inc. for the benefit of a project located at 31900 Solon Road, Solon.

Item No. 2

OVERVIEW

1. Borrower: Kanan Enterprises Inc. – located at 31900 Solon Road, Solon Ohio 44139

Kanan Enterprises Inc. is 100% owned by Kanan Enterprises; Chairman--Michael Kanan, President and CEO—Martin Kanan. Kanan Enterprises Inc. is the holding company for King Nuts, the operating company. King Nut has approximately 300 employees. The company operates three (3) shifts and produces approximately 500 million annual packages. King Nut is headquartered in Solon, Ohio in a 250,000 square foot facility. The Company has additional manufacturing/warehousing and outlet stores.

Products: Peanuts, Nuts, Dried Fruits, Soy, Snack Mixes, Granola, Pretzels, and Candies.

Brands: King’s Delicious, Peterson’s and Summer Harvest Brands and numerous private label products.

Supplies for: Airlines, Supermarkets, Warehouse Clubs, Sports Stadiums, Corporate Gifts, Convenience Stores, Ice Cream Toppings, Food Ingredients, Vending, Food Service, Private Label, Co-Packing and various other Retailers.

Airlines Customers: Delta, American, United, Southwest, Alaska, Asiana, Hawaiian, Spirit plus many other regional and international carriers.

Project Location & Council District:
31900 Solon Road, City of Solon, Ohio 44139

District 6

Partners in the Project: PNC National Association and City of Solon

Project Summary:

Kanan Enterprises Inc. requesting Cuyahoga County to provide additional funding to be used for the purchase of equipment to expand its operation at their manufacturing plant in Solon, Ohio. Kanan Enterprises Inc. has committed to retaining 285 manufacturing jobs. This request will create additional 22 new manufacturing jobs over the next three (3) years. As a results of the new contracts business contracts, the total new manufacturing jobs commitment will increase created to 52. The total expansion investment will exceed \$4,541,925.

Note: The additional funding request is due to a recent contract awarded by American Airlines and United Airlines. The new contract award occurred prior to our final approval

2. CCCIC Review Date: April 13, 2016

RATIONALE FOR PARTICIPATION

- Jobs Created: This project investment will create 22 additional new manufacturing jobs in Cuyahoga County. Bring the total jobs created by Kanan Enterprises Inc. to 52 new manufacturing jobs. The annual payroll is estimated at \$10 million.
- Economic Impact: The average yearly payroll taxes from the expansion are projected at \$200,000 locally.
- Community Impact: This expansion and retention of this company is of major importance to the City of Solon and its residents. This project saves/creates jobs, generates payroll taxes, and keeps a business and employer from relocating from Cuyahoga County.

COSTS

1. Total Project Costs: \$1,849,194
2. Loan Amount: \$740,000
3. Qualifies for these Funding Sources: Cuyahoga County Western Reserve Fund
4. Sources and Uses:
- 5.

Sources		Use	
PNC Bank	\$ 924,597.00	Equipment	\$1,849,194.00
Cuyahoga County	\$ 740,000.00		
Owner’s Equity	\$ 184,919.00		
Total Sources	\$1,849,194.00	Total Uses	\$1,849,194.00

TERMS

1. Interest Rate: 2.00%
2. Term/Repayment: 10 years
3. Forgiveness Terms: N/A
4. Security/Collateral/Guarantor(s): second position on the equipment, corporate guaranty
5. Corporate Guarantor: - Kanan Enterprises Inc.

Collateral: Second lien position filing for \$740,000 behind PNC Bank and assignments of rents and leases.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0110

Sponsored by: County Executive Budish/Department of Development	A Resolution adopting the 2016 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 7.05 of the Cuyahoga County Charter requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

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

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

SECTION 1. The County's 2016 five-year economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code. The final adopted plan is attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. Pursuant to Section 801.02 of the Cuyahoga County Code, the Clerk of Council is hereby authorized to publish the 2016 five-year economic development plan adopted by County Council pursuant to Section 7.05 of the Cuyahoga County Charter on the County Council's website.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the



CUYAHOGA COUNTY
FIVE YEAR ECONOMIC
DEVELOPMENT PLAN

2016-2020

May 31, 2016

Armond Budish, County Executive
Cuyahoga County Economic Development Commission
Office of Development

Economic Development Commission Members

Armond Budish

Cuyahoga County Executive

Mayor Frank G. Jackson

City of Cleveland

Jack Schron

Councilman, Chair of Economic Development Committee

Harriett Applegate

Executive Secretary, North Shore Federation of Labor AFL-CIO

William Friedman

President and CEO, Cleveland Port Authority

Brian Hall

Executive Director, Commission on Economic Inclusion

Joe Roman

President and CEO, Greater Cleveland Partnership

Mayor Susan Drucker

City of Solon, Mayors and Managers

Marc Byrnes

Chairman, Oswald Companies

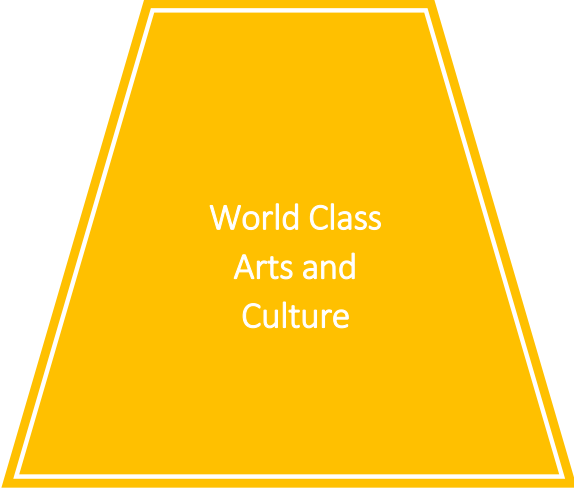
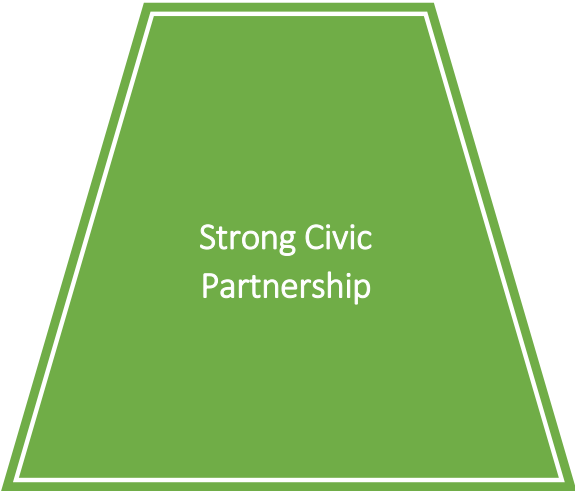
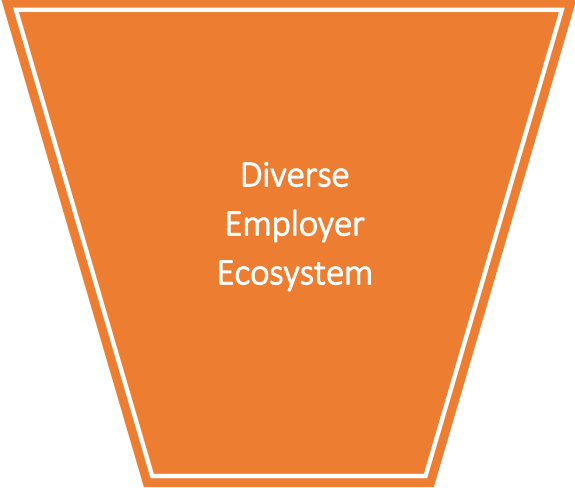
Overview

Cuyahoga County is enjoying a recent resurgence in national attention as an economic hub for health care services (for which it is recognized globally), a center of health care innovation, a well-organized startup and early stage funding ecosystem, a fresh water capital, an advanced manufacturing hub, a tourism, recreation, and convention center, a center of transportation, distribution, and logistics, a home for nationally recognized arts and culture, an attractive quality of life, and a strong higher education system including a nationally ranked private university. This attention is reflected in the region being selected as the host for the 2016 Republican National Convention and being ranked as a top ten region for attracting millennials. There is broad consensus that now is the moment to catapult the region to regain its former national economic prominence.

Cuyahoga County is, however, still in the process of economic restructuring and transition, from its historic, manufacturing – dominated economy, to a knowledge economy supporting 21st century industries in technology, big data, and health care innovation.

Cuyahoga County is home to 1.2 million people and is comprised of 59 unique and distinctive communities, with Cleveland as its nucleus. The county is also considered to be the economic nucleus for Northeast Ohio. Top industries include healthcare, diversified manufacturing, biotechnology, and other services. Just a few of the county's nationally recognized Fortune 500, middle market, and startup employers include the Cleveland Clinic, University Hospitals, Eaton Corporation, Progressive Insurance, Parker-Hannifin, Key Bank, Case Western Reserve University, General Electric, Cleveland Whiskey, Swagelok, Sherwin-Williams, Lincoln Electric, Nestle USA, Huntington Bank, Jones Day, Baker Hostetler, ArcelorMittal, Hyland Software, BoxCast, Lecco Worthington, and IBM's Explorys Division. The 2016 Economic Development plan as proffered by the Cuyahoga County Economic Development Commission, reflects Cuyahoga County's desire to collaborate and align with the region's economic development stakeholders and partners to create and sustain economic growth and job creation.

Snapshot of Regional Assets



Primary Objectives

Cuyahoga County's 2016-2020 Economic Development Plan is built on three primary objectives.

1. Re-establish the Greater Cleveland region as a national economic hub, recognized both nationally and globally for the continued strength of its manufacturing sector; as a global center for healthcare, innovation, research and development; and as home to both a well-organized and well-funded start-up ecosystem, and a modernized workforce system that is both demand and supply focused.
2. Foster positive employment, economic and population growth in Cuyahoga County.
3. Advance balanced, diverse and equitable economic and job growth through public policies and investment that focus not just on the quantity of jobs created, but also the quality of jobs and neighborhoods.

Metrics

Cuyahoga County's economic development activities will lead to measurable outcomes, linked to its three primary objectives:

1. Investment from outside Cuyahoga County and positive national media mentions.
2. Employment, population, and value of goods and services produced.
3. Increased average neighborhood earnings, housing values, and opportunity index ratings.

Cuyahoga County Guiding Principles

In achieving these objectives, Cuyahoga County will follow a set of guiding principles, focused on the vision that Cuyahoga County will convene and facilitate regional economic development work, and its Office of Economic Development will be recognized as an economic development center of excellence. It is the desire of the Economic Development Commission that Cuyahoga County economic development stakeholders will:

Lead

1. Lead in creating the vision for regional economic development.
2. Work collaboratively with education stakeholders to improve the county's education system.
3. Build on and leverage existing partnerships with the 59 Cuyahoga County communities and regional, public, private, and non-profit organizations to achieve the objectives and identify industries of the 21st century that will be the source of job creation.
4. Facilitate and foster job creation and appropriate linkage to Cuyahoga County's workforce development priorities.
5. Strive to partner, foster and support sustainable economic development and infrastructure investments\projects and promote sustainability as an end goal in the implementation of our economic development mission.
6. Focus on leveraging strategic partnerships to bring new jobs, companies and investment, and grow existing businesses.
7. Better integrate social services and transportation with economic development to enhance the county's workforce.

Execute

1. Execute programs with the goal of becoming the premier county in Ohio for economic growth, quality of life, education and opportunity.
2. Innovate to create economic value for Cuyahoga County's communities and residents.
3. Prudently and effectively invest public capital to facilitate job creation and positive economic value for communities and residents countywide, and support efforts to create quality neighborhoods.
4. Foster more vibrant communities through place making, commercial corridor revitalization, increased community access to amenities, assessment of environmental contamination, and remediation of contaminated sites with identified end users as appropriate.
5. Execute economic development with the highest integrity, transparency, and accountability.
6. Achieve measurable results through analytic, research based strategies that focus on results, not process, and report these results to the public.
7. Integrate economic and community development work to make best use of limited resources.
8. Continue to support entrepreneurship and small businesses, emphasizing the need for diversity and inclusion in this space.

Market and Communicate

1. Focus on opportunity and inclusion in all economic development work.
2. Promote arts, culture and tourism as a Center Point of the county's economic development strategies in the place making realm.
3. Promote Cuyahoga County as a global destination, building on its reputation as a medical innovation and manufacturing hub.
4. Advocate regionally for transportation, infrastructure, investments and planning that will connect jobs to people and enhance the competitiveness of the county/region.
5. Promote the region's ability to manufacture and sell products to international markets by leveraging our location with relation to maritime and roadway accessibility.
6. Focus on the value of labor mobility as an economic development priority.
7. Promote and integrate education and workforce training to create a pipeline of employees for businesses and to create career opportunities for residents.

Objective 1: Re-establish Cuyahoga County as a national economic hub

Sixty years ago, Cleveland reached a peak of population and was widely regarded as one of the United States' major industrial centers, based mainly on its heavy manufacturing. Our aspirational goal is to re-emerge as the Making and Manufacturing Economic Capital of the United States (M²EC). While industry has shifted, many of the advantages that made Greater Cleveland an attractive site to locate manufacturing plants continue to offer an ideal setting for advanced manufacturing and other new economic endeavors. Greater Cleveland already possesses strong higher education and medical institutions, a track record of supporting innovation, mature advanced manufacturing, ample supplies of fresh water, a vibrant interstate and international maritime trade industry, and nationally recognized arts and culture. Building on these strengths, the Cuyahoga County Executive will convene and facilitate regional efforts to return Greater Cleveland to a more prominent position in the national economy. Cuyahoga County's Economic Development Commission will advance the discussion in identifying the 4-5 big economic development bets that will drive regional economic growth.

Strategy: Facilitate the creation of a workforce that is a competitive advantage for Northeast Ohio.

There are a number of workforce providers currently existing in Cuyahoga County. The quality of our business ecosystem will be driven by our ability to integrate, align, and scale the workforce system to the benefit of our businesses and workforce.

Structuring a globally competitive workforce in Cuyahoga County has the highest priority to drive economic growth and competitiveness based on private sector feedback. There are several activities that can be implemented to achieve success in this area as reflected in a clear and streamlined path to helping companies identify and hire the talent they need to compete, grow and be profitable. We believe the following activities will enable the highest return in achieving that goal:

Activity 1: Support business growth and profitability through a workforce pipeline that delivers a sufficient and steady supply of qualified candidates at all skill levels to keep jobs filled.

This will provide a shared systems-level focus on eliminating the demand-supply gap for in-demand jobs now and in the future in a sustainable way. Cuyahoga County Government will utilize a variety of approaches, including leveraging intermediary, provider, and sector partnerships, to achieve specific targets and systems-level strategies; access reliable & dynamic data; and create large-scale accountability for eliminating the demand-supply gap for in-demand jobs in each sector.

Cuyahoga County Government will help create a shared focus on aligning programmatic efforts of funders and providers to scale up approaches that business leaders believe are effective to eliminate the demand-supply gap for their in-demand jobs now and in the future.

Activity 2: Partner with residents with employment barriers that keep them outside the pipeline to become skilled workers pursuing career and wage pathways inside the pipeline.

Cuyahoga County Government will utilize a variety of approaches to redefine workforce system “success” as a career pathway leading to a family sustaining wage and employment benefits without public support. The county will utilize existing career pathways, or establish new pathways in tandem with business leaders and providers, for in-demand jobs in each sector as part of a sector partnership approach (above).

Cuyahoga County Government will support existing efforts and create new opportunities to help job seekers establish career plans that integrate support, readiness, education, employment, career advancement, and entrepreneurship services. Job quality will be a focused priority of these activities to assist businesses and providers with career pathways, advancement, retention and mobility.

Cuyahoga County Government will support and encourage the region’s youth (future workers and entrepreneurs in Pre-K - 16) to enroll in and complete academic programs to improve long-term career prospects (i.e. Technical Education, Apprenticeships, Internships, and other programs that directly connect post-secondary coursework to careers).

Activity 3: Build alignment among public, private and philanthropic funders to invest our separate workforce dollars in ways that move forward shared goals and priorities, and measure success by shared outcomes and impact.

This will create shared systems-level goals and priorities that drive better coordination and guide all local and regional workforce planning and funding decisions. Northeast Ohio has been moving toward a more coordinated systems approach for many years directed at sector partnerships, career pathways, and other opportunities for closer alignment between workforce, economic development, education and human services strategies. Consensus has been achieved among Cuyahoga County’s public, nonprofit, and private sectors to create a more comprehensive workforce system. Cuyahoga County Government will build on the work that has been done separately in our community, to better integrate and align activities for more effective outcomes.

We have the opportunity to design together a coordinated workforce system that works for business and job seekers. This gives us all greater opportunities to leverage resources across systems and sectors to better serve the needs of both our businesses and residents.

Strategy: Support manufacturing and ensure innovation is promoted among small and medium manufacturers

Cuyahoga County will recognize and support its legacy industries, including steel, automotive, and machine tools, as well as the growth of newer industries. Among significant driver industries of Cuyahoga County are existing business that export products/services. Some of these are manufacturers, whose export-driven revenues bring in resources that drive the population serving business, multiplying manufacturing's impact on the economy. Growth in manufacturing itself drives higher than average pay, high skilled jobs as manufacturing uses more advanced and technical machines and processes.

Through economic development partners like MAGNET, Cuyahoga County will work to strengthen, grow, and accelerate manufacturing through innovation and advanced manufacturing technologies like 3D printing, digital manufacturing, and maker spaces like ThinkBox, while simultaneously ensuring there is a vital pipeline of workers to fuel that growth. To help companies grow through innovation, the PRISM program (Partnership for Regional Innovation Services to Manufacturers), a holistic program consisting of hands-on consulting, deep technical assistance, and leveraging regional partners to offer product design, process improvements, workforce development, market diversification and other innovative growth programs. The county is a vital part of this program, and other institutions such as NASA, Case Western, CSU, Tri-C, and many others are already aiming to help small and medium manufacturers grow and can be accelerated further through county focus. Future growth of manufacturing depends on its ability to embrace innovation to compete globally. For example, the Port of Cleveland's "Cleveland to Europe Express" offers regional manufacturers reliable and local means to export products to international markets. Quicker delivery timelines have and will continue to increase global competitiveness of the region. The county can help catalyze resources being delivered into the hands of those most promising growth companies through both capital development, program development, and focused promotion of existing economic development tools.

Strategy: Create an innovation / entrepreneurship continuum

Activity 1: Build on the location of the world's first freshwater wind farm on Lake Erie and our existing supply chain network to foster manufacturing of component parts for the wind and solar industries.

Activity 2: Create opportunities for young people and adults to begin to transform business ideas into operational plans. One example of how this can be done is through the partnership with the County Libraries to open Innovation Centers at key locations.

Activity 3: Form partnerships with public and private entities to assure funding for startup and early stage businesses leading to the jobs of the future, for example technology and health care. One example of how this can be done is the county's partnership with Jump Start.

Activity 4: Provide and leverage funding for small businesses to start and grow, particularly in neighborhoods. One example of how this can be done is the county's partnership with the Economic Community Development Institute (ECDI).

Activity 5: Utilize existing assets, like the Global Center for Health Innovations and the major hospitals, to attract health care businesses to the region.

Strategy: Carry out key county activities to re-establish standing as a regional and national economic hub

Activity 1: Partner with the county’s education stakeholders to actively improve the county’s educational attainment and competitive position.

Activity 2: Partner with the Greater Cleveland Regional Transit Authority, the Northeast Ohio Areawide Coordinating Agency, the Port of Cleveland, and the City of Cleveland to establish an integrated transportation and economic development plan for the county and to advocate for transportation improvement, growth, diversification, and connectivity.

Activity 3: Establish a regional, national, and as appropriate global branding campaign for the region, focused on economic strengths such as advanced manufacturing, water, maritime, and health care.

Activity 4: Partner with early-stage business assistance and funding organizations such as Jumpstart to foster new industries, particularly where Cuyahoga County has a competitive advantage. Examples include industries related to water, advanced manufacturing and health care.

Activity 5: Partner with Cuyahoga County communities, the Greater Cleveland Partnership, and Team NEO to refine and make more useful a current inventory of developable sites in each Cuyahoga County community, with information on sources of funding to fill identified site development deficiencies as specific end users become interested in locating at these sites.

Activity 6: Increase the sources and amounts of public and private sector investment capital.

Activity 7: Partner with key economic institutions such as University Circle Incorporated, higher education institutions, and the county’s healthcare system to support growth in the “Eds and Meds” sectors.

Activity 8: Coordinate active and consistent regional participation in national economic and development and real estate, such as International Council for Shopping Centers; Select USA, Urban Land Institute, CORENet, Consumer Electronics Show, and SXSW.

Activity 9: Promote wider and more equitable access to broadband as a tool for business attraction and expansion and to enhance the education system.

Activity 10: Promote vocational training for advanced manufacturing.

Strategy: Support research, commercialization, and technology transfer

Effectively managing and strategizing around the emerging regional knowledge society can only be done by understanding how Cuyahoga County is economically restructuring. As Cleveland State University’s Center for Population Dynamics has noted, the commercialization of knowledge should not be viewed as the cause of economic growth; it is an effect that comes when the best knowledge is being produced.

Greater Cleveland is known for its excellence in “Eds and Meds” – higher education and world class health care. Research at Cuyahoga County’s universities, University Hospitals, and the Cleveland Clinic, creates knowledge with high value for commercialization. Research also attracts highly educated and skilled individuals to move to Cuyahoga County. The focused research itself, along with the potential stream of startup companies it spins off, are economic development activities worth funding and supporting.

Objective 2: Foster positive job and population growth & opportunity

Strategy: Improve transportation and labor mobility

Implement Vibrant NEO 2040's recommendation to increase affordable public and other transportation options better connecting communities to workplaces, particularly in Cuyahoga County's suburbs.

Strategy: Improve business retention and expansion

Cuyahoga County, collaborating with its partners, will create a more effective business attraction, expansion and retention ecosystem that is coordinated and metrics\results oriented.

Activity 1: Assist Cuyahoga County's 59 member communities to identify and market their key real estate sites to attract national and regional businesses. Offer both environmental assessments, as funding is available for sites, and assistance locating resources for environmental remediation of sites with identified end users.

Activity 2: Promote Cuyahoga County's assets including affordable housing, quality of life, and skilled workforce, to attract both regional and national business relocations.

Activity 3: Partnering with the Greater Cleveland Partnership, conduct a targeted, strategic business calling program to accelerate business growth opportunities in Cuyahoga County.

Strategy: Encourage immigration of educated and skilled workers

Activity 1: Market the entire county as an attractive living and working environment for millennials. The County Executive will sponsor a millennial economic development advisory council to solicit input on strategies. Continue to consult with millennials to design and promote initiatives to attract and retain highly skilled residents county-wide.

Activity 2: Promote the county's post-secondary education system, which includes nationally ranked private universities, to foreign students.

Activity 3: Partnering with Global Cleveland, promote the county as a welcoming place for immigrants.

Strategy: Focus on place-based development

Economic development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

Cuyahoga County boasts assets that are the envy of other regions: cultural institutions that are seldom matched, access to abundant fresh water and existing infrastructure (from roadways and an international port to information superhighways) with capacity to accommodate growth.

Activity 1: Collaborate with communities to identify and consider modifying local policies, such as high rates of taxation, or zoning regulations which might be discouraging businesses from choosing otherwise attractive sites for their locations.

Activity 2: Maintain and continue to enhance Cuyahoga County's high quality natural and cultural assets.

Strategy: Integrate sustainability

Cuyahoga's public investment will be anchored by the principle of sustainability. When possible the county will emphasize investment in projects that add a renewable energy and sustainability component to its development program, including manufacturing of wind energy components, and green jobs generally.

Objective 3: Advance balanced and equitable economic and job growth & opportunity

Cuyahoga County will embody the philosophy that “everybody matters”. Activities will seek to present opportunities to all residents, especially those in disconnected and underserved populations. When considering financial support to business, the county’s Department of Development will consider not only the quantity but also the quality of jobs created.

Activity 1: Inclusion

In order to become a transformative region, the county is striving to be an economically welcoming place, providing opportunity to economically isolated populations as well as to boomerangers and newcomers, both transplants and immigrants alike. The future success of the county is inextricably tied to the success of historically isolated populations. As part of business growth, we will work to grow the number and size of female and minority-owned enterprises, expand access for minority and economically isolated residents to educational training and business opportunities, and build a sustainable system that generates opportunities for economic access for all residents, particularly historically isolated populations. To advance this goal the county has adopted a new legislation designed to improve County government opportunities for small, minority and female owned businesses to compete for County government contracts and to support the concept of community benefits.

Activity 2: Fair Housing

Cuyahoga County government currently supports significant fair housing outreach, education, testing, complaint investigation, and tenant counseling services from its allocation of federal Community Development Block Grant funds. These services, provided by three local nonprofit agencies with strong reputations for fair housing work, are intended to address fair housing issues. Cuyahoga County Government already carries out periodic assessments of impediments to fair housing choice, using the results of these assessments to guide its fair housing funding. New data and mapping tools available to local communities offer an opportunity for regional fair housing planning. Cuyahoga County has already entered into an agreement with the City of East Cleveland to lead an assessment of fair housing choice. Cuyahoga County Government will work to engage other cities and public agencies in this regional fair housing assessment.

Activity 3: Affordable Housing

While Cuyahoga County has generally more affordable rental housing than high-cost cities such as New York, Boston, Washington, or San Francisco, inability of many low-income households to afford prevailing market rents remains a challenge. Furthermore, much of the rental housing stock available to low-income households is of poor quality, with deferred maintenance and even health hazards, such as lead paint, posing a risk to children. Closing the affordability gap will require a balanced approach that activates public policy to increase the supply of affordable units, increase access to capital for needed repairs, and increase household incomes through the workforce competitiveness.

Direct production of new affordable rental units is most useful to meet the needs of special populations, requiring types of housing that does not already exist in the marketplace. For example, single-room apartments for chronically homeless individuals (“permanent supportive housing”), with on-site social services, did not exist until county subsidies enabled their development over the past 10 years. Likewise, affordable senior rental apartments in suitable locations, with coordinated service delivery, are still needed and their development should be subsidized.

Appendix: Current County Economic Development programs and tools / Portfolio of financial assistance products and programs

Innovation

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

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

The county supports key aspects of innovation development that are designed to cultivate entrepreneurs and innovation and to nourish early stage companies along the capital formation continuum and product life-cycle.

Innovation Centers: All residents can access resources to develop their business concepts and early commercialization efforts, including collaboration with mentors, at libraries.

North Coast Opportunities Technology Loan Program: Early stage micro-funding to accelerate growth and attract investors for technology-based start-ups.

Next Stage Loan Program: Invests in companies primed for full commercial launch and in need of later-stage venture capital.

Innovation Match for Pre-Seed Capital Fund: With nonprofit partner, JumpStart, Inc., funds pre-seed growth loans to early-stage companies.

Early Stage Loan Fund: With nonprofit partner, JumpStart, Inc., funds Series A-Venture capital to next-stage companies seeking new equity financing.

Accelerated Growth Fund: With nonprofit partner, loan financing for the growth of existing small, female and minority-owned businesses.

Property Reutilization: Revitalization, Acquisition and Expansion

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

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

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

Community Assessment Initiative (CAI): Provides professional services to conduct assessments of environmental conditions on eligible properties toward jumpstarting redevelopment.

USEPA Brownfield Revolving Loan Fund: Loan funding for clean-up and redevelopment of brownfield sites.

Redevelopment and Modernization: Loan financing for existing site and property improvements, including remediation and modernization for identified end users.

Site Expansion: Finances environmental cleanup of sites adjacent to existing business end-users.

Redevelopment Ready: Finances environmental cleanup of underutilized sites with end-users.

Business Competitiveness and Success

Business growth, commercialization, and attraction are a critical source of job creation and economic growth. Creating a globally competitive economic environment for businesses to grow and thrive requires a development approach that attracts entrepreneurs, businesses, professionals, and investment capital to locate, expand, and remain in Cuyahoga County. Creating access to flexible, dynamic sources of capital that address the growth needs of businesses will stimulate private investment and improve the economic landscape.

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

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

Microenterprise Loan Program: Through nonprofit partner, ECDI, identifies and finances very small startup businesses not yet ready to apply for funding from traditional lenders.

Small Business Growth Programs: Various Lending partnerships increasing small business access to traditional lending markets.

Business Growth Loans: Economic Development gap-financing loan capital for expansion, acquisition and product enhancements within Mid-to-Large Businesses.

Large Scale Attraction: Gap financing and incentives for large scale growth and attraction.

Quality of Place Development

Economic Development is inextricably linked to community development. Place-based development reduces the public expense of economic development by capitalizing on region's human capital, infrastructure, community and neighborhood assets, institutional and industrial strengths, and cultural resources that are already in place.

County programs and initiatives are a diverse portfolio of offerings that work together to create strong, vibrant communities in which people want to live and work. Below is a listing of our current programs.

Place-Based/Mixed-Use Community Development Loans: Loans targeted toward a physical structure, project or infrastructure to assist strategic and combined business, residential, commercial and/or other community use redevelopment activities.

Municipal Grant Program: Competitive program that awards grant's up to \$150,000 to municipal governments for projects that improve their community.

Commercial Storefront Renovation: Competitive program designed to help municipalities update or revitalize local retail corridors.

Homeownership, Repair & Foreclosure: Down payment assistance, home repair funding and housing counseling to support homeownership.

Affordable and Fair Housing Initiatives: Initiatives that promote all areas in the county as welcoming places for our residents.

Cuyahoga County Department of Development Programs and Activities

Job Growth & Opportunity

Fairness and Equity

Government that Gets Results

Innovation:

Innovation Centers
(Conducted through County Libraries)

North Coast Opportunities
Technology Loan Program

Next Stage Loan Program

Innovation Match for Pre-Seed
Capital Fund
(Conducted through JumpStart, Inc.)

Early Stage Loan Fund
(Conducted through JumpStart, Inc.)

Accelerated Growth Loan
Fund

Competitiveness:

Workforce

Microenterprise Loan Program
(Conducted through the Economic &
Community Development Institute – ECDI)

Business Growth Loan Program
• Business Development Loans
• MAGNET-PRISM – Accelerated
Growth Loans

Small Business Growth Programs
• Grow Cuyahoga County Program
SBA-guaranteed Business Loans
(Conducted through National Development
Council – NDC)
• Capital Access Fund – Minority-
Owned Small Business Loans
(Conducted through National Development
Council – NDC)
• SBA–Municipal Small Business
Collateral Enhancements
(Conducted through Cities of Cleveland &
Shaker Hts.)

Large Scale Attraction
Loan Program

Reutilization:

Community Assessment
Initiative (CAI) Program-
Brownfield Assessments

Brownfield Redevelopment
USEPA Revolving Loan Fund
Program

Redevelopment and
Modernization Loan Program

Redevelopment Ready Loan
Program

Site Expansion Loan Program

Vacant property initiatives
through the Demolition
program

Quality of Place:

Place-based / Mixed-Use
Community Development
Loans

Municipal Grant Program

Commercial Storefront
Renovation

Home Ownership, home repair
and foreclosure prevention
programs

Affordable and Fair Housing
Initiatives

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0111

Sponsored by: County Executive Budish/County Sheriff	A Resolution authorizing a contract with Taser International, Inc. in the amount not-to-exceed \$724,621.43 for Taser body cameras for the period 7/1/2016 - 6/30/2021; 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.
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WHEREAS, County Executive Budish/County Sheriff recommended authorizing a contract with Taser International, Inc. in the amount not-to-exceed \$724,621.43 for Taser body cameras for the period 7/1/2016 - 6/30/2021; and

WHEREAS, the primary goal of this project is to equip the Cuyahoga County Deputies with 150 Taser Axon Body Cameras in order to allow agencies to manage and share digital evidence without local storage infrastructure or software; and

WHEREAS, this project is funded as follows: (a) \$424,621.43 or 59% with funds from the General Fund; (b) \$200,000.00 or 27% with funds from the Cuyahoga County Prosecutor's Office; and (c) \$100,000.00 or 14% with the FY 15 JAG 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 operations of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Taser International, Inc. in the amount not-to-exceed \$724,621.43 for Taser body cameras for the period 7/1/2016 - 6/30/2021.

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__

I. NovusAgenda Summary of Requested Action - Form

Directions: Use the following form when requesting completion of a contract, amendment, lease, grant or any other agreement involving the County.

Enter this information directly or paste (plain or unformatted text) into the sections below. Complete all items within the (parenthesis) then attach the following information as a Word Document to the MyPro item.

Title: Cuyahoga County Sheriff's Department, 2016, Taser International Incorporated, Contract, Axon Taser body cameras for CCSD Deputies.

A. Scope of Work Summary

1. The Cuyahoga County Sheriff's Department requesting approval of a 5 year contract with Taser International Incorporated for the not to exceed costs of \$724,621.43. The anticipated start-completion dates are 7/1/2016 through 6/30/2021.
2. The primary goals of the project is to equip 150 Cuyahoga County Deputies with Axon Taser body cameras. The current goal is to have phase one implemented by the start of the Republican National Convention.

B. Procurement

1. The procurement method for this project was an RFP exemption.
2. The CCSD Captain began by contract jurisdictions similar to the County Sheriff's Department in size that already had a body camera program in place in order to inquire about the vendor they chose. The 3 vendors that were used the most was; Taser Axon, Safari-Land VieVue, and Eye3. The CCSD invited all 3 vendors to give a presentation of their equipment. All 3 accepted and they each gave approximately a 3 hour presentation. The CCSD also deployed cameras from all 3 vendors to some of the Deputies and asked for feedback. Of the 3, Taser Axon was the camera choice. Taser is also the proprietary owner of Evidence.com which is a digital evidence management system already used by The City of Cleveland, City of Lakewood, The County Prosecutor's Office and the Ohio Highway Patrol just to mention a few. Of the 34 major counties and cities that have body camera programs, Taser has contracted with 28 of them. Having access to Evidence.com means ease of data sharing, greater regionalization and unlimited cloud storage.

C. Contractor and Project Information

1. Taser International Incorporated
17800 N. 85th Street
Scottsdale, Arizona 85255

Council District (xx)

2. The entire jurisdiction of the Cuyahoga County Sheriff's Department will be impacted by this program.

D. Project Status and Planning

1. This is a 5 year contract.
2. The project has 2 phases in year one. Once fully deployed, the contract addresses maintenance, licensing, updates and all data storage in years 2 through 5.
3. The project is on a critical action path in order to complete as much of phase one as possible by the start of the RNC.
by (enter date).

E. Funding

1. The Cuyahoga County Prosecutor's Office has committed a total of \$200,000.00 towards this project initiative. They will give \$100,000.00 in 2016 and \$100,000.00 in 2017.
2. The FY 15 JAG grant of \$100,000.00 will be used entirely for this project initiative. \$38,107.50 will be used in 2017 and \$61,892.50 will be used in 2018.
3. The remaining \$424,621.43 will need to be initially committed from the 2018 through the 2021 General Fund budget in the following order.
 - a) 2018 - \$80,307.50
 - b) 2019 - \$142,200.00
 - c) 2020 - \$142,200.00
 - d) 2021 - \$59,250.00

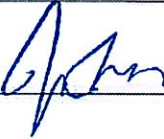
However, the Cuyahoga County Sheriff Department's Fiscal Division, will continue to apply for any available future grant funding to reduce or eliminate the need for general funds for this project.



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):	TASER International, Inc.
Principal Owner's Name (The legal name of the owner(s) of the business):	(*CEO: Patrick Smith; CFO: Dan Behrendt; GC: Doug Klint; EVP, Global Sales: Josh Isner
Owner/Officer's Title:	CEO: Patrick Smith; CFO: Dan Behrendt; GC: Doug Klint; EVP, Global Sales: Josh Isner
Business Address:	17800 N. 85 th Street, Scottsdale, AZ 85255
Phone Number:	480-991-0797
Name of Person Completing Form:	Josh Isner
Signature:	
Title:	EVP, Global Sales

(* 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: 6-2-16

Printed Name: DONNA KALEAL

IG Number: 16-0132

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0112

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,658,692.00 for rental assistance for homeless individuals and families for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the FY2015 HEARTH Act Continuum of Care Homeless Assistance Programs for the period 5/1/2016 - 4/30/2017; 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>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,658,692.00 for rental assistance for homeless individuals and families for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the FY2015 HEARTH Act Continuum of Care Homeless Assistance Programs for the period 5/1/2016 - 4/30/2017; and

WHEREAS, the primary goals of this project are to: (a) provide a permanent rent subsidy for homeless persons with severe disabilities and (b) assist clients to maintain their housing; and

WHEREAS, this project is funded 100% by the U.S. Department of Housing and Urban Development, FY2015 Homeless Assistance; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed

\$10,658,692.00 for rental assistance for homeless individuals and families for the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the FY2015 HEARTH Act Continuum of Care Homeless Assistance Programs for the period 5/1/2016 - 4/30/2017.

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__

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0113

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making an award on RQ35953 to various providers for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 6/30/2017; authorizing the County Executive to execute the contracts and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommended an award on RQ35953 to various providers for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 6/30/2017 as follows:

- i) The Centers for Families and Children in the amount not-to-exceed \$697,455.00; and
- ii) Verge Inc. in the amount not-to-exceed \$717,424.50; and

WHEREAS, the primary goals of this project are to: (a) enhance the job readiness and job search services available to participants and (b) assist participants with removing barriers to employment and increasing marketable soft skills while keeping participants engaged daily to meet required participation benchmarks; and

WHEREAS, this project is funded 85% by Federal TANF Funding and 15% by Federal FAET Funding; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ35953 to various providers for job readiness, job search, job placement and job

Clerk of Council

Date

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

Journal _____
_____, 20__

Item No. 4

Funding Source: 85% by the Federal TANF Funding and 15% by Federal FAET Funding

A. Scope of Work Summary

1. CJFS is recommending approval of RFP RQ# 35953 awards with The Centers for the anticipated cost of \$697,455.00 and Verge, Inc., for the anticipated cost of \$717,424.40. The planned award dates are July 1, 2016 – June 30, 2017.

2. The primary goals of the project are

- To enhance the job readiness & job search services available to participants by contracting with service providers who can offer this programming
- To assist participants with removing barriers to employment & increasing marketable soft skills while keeping them engaged daily to meet required participation hours.

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

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$1,000,000.00.

2. The RFP RQ#35953 was closed on February 19, 2016.

3 There were 8 proposals submitted for review, 2 proposals are being recommended.

C. Contractor and Project Information

1. The addresses of all vendors:

(a) The Centers for Families and Children
4500 Euclid Avenue
Cleveland, OH 44103
Council District 07

(b) Verge, Inc.
2450 Prospect Ave
Cleveland, OH 44115
Council District 08

2. The executive directors for the vendors are:

Elizabeth Newman, President/CEO, El Barrio (Center for Families & Children)
Lisa N. Evans, Chief Executive Officer, Verge, Inc.

3. a. Same as 1. Above.

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 85% by the Federal TANF Funding and 15% by Federal FAET Funding.

2. The schedule of payments is monthly invoices.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0114

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making an award on RQ36191 to The Centers for Families and Children in the amount not-to-exceed \$525,000.00 for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommended an award on RQ36191 to The Centers for Families and Children in the amount not-to-exceed \$525,000.00 for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017; and

WHEREAS, the primary goal of this project is to implement a job skills center for work-required public assistance recipients offering a wide variety of short term, stand-alone job readiness, job search, GED preparation, basic and life skills enhancement workshops; and

WHEREAS, this project is funded 80% by Federal TANF funding and 20% FAET funding; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ36191 to The Centers for Families and Children in the amount not-to-exceed \$525,000.00 for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017.

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__

Item No. 5

A. Scope of Work Summary

1. Cuyahoga Job and Family Services is requesting approval to award a contract with The Centers for Families and Children for the anticipated cost of \$525,000.00. The anticipated start-completion dates are 07/01/2016 - 06/30/2017.

2. The primary goals of the program:

To support the County's ongoing efforts to provide Cuyahoga County residents with access to resources that promote their job growth and opportunity. The center will be offering a wide variety of short term, stand-alone job readiness/job search, GED preparation, and basic and life skills enhancement workshops which will allow public assistance applicants and recipients to enhance hard and soft work skills while complying with their individual work activity requirements.

B. Procurement

1. The procurement method for this project was RFP.
2. The RFP (RQ# WT-16-36191) was closed on March 4, 2016 at 11:00 a.m.
3. There were five (5) proposals submitted for review, one (1) proposal is being recommended for approval.

C. Contractor and Project Information

1. The address of the vendor:

The Centers for Families and Children
4500 Euclid Avenue
Cleveland, OH 44103
Council District (07)

2. The Director for the vendor is Ingrid Angel.

D. Project Status and Planning

1. The project reoccurs annually.
2. The program plans to begin on July 1, 2016.

E. Funding

1. The project is funded 80% by Federal TANF funding and 20% FAET funding.
2. The schedule of payments is by monthly invoice.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0099

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 3354.05 provides that members of a board of trustees of a community college district be appointed by a county board of commissioners; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President, are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, the Cuyahoga Community College Board of Trustees has nine (9) members and the members are appointed by Cuyahoga County and the Governor; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year 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, the County Executive has nominated the following individuals to serve on the Cuyahoga Community College Board of Trustees for the term 6/23/2016 - 6/22/2021 as follows:

- a) Reverend Cory Jenkins
- b) Geralyn Presti; 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2016-0100

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p> <p>Co-sponsored by: Councilmember Hairston</p>	<p>A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2016 to extend the time period to 6/30/2017 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has submitted amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2016 to extend the time period to 6/30/2017 and for additional funds as follows:

- i) Agreements:
 - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.
 - c. No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.

- ii) Contracts:
 - a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
 - b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.

- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.

WHEREAS, the goals of the Fatherhood Initiative are: (1) to strengthen families in our communities by promoting public awareness of the importance of the role of a father by providing access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father; (2) to prepare fathers to meet the psychological and financial needs of their children; and (3) to fund fatherhood related programs at the county level; and

WHEREAS, this project is funded 100% by Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2016 to extend the time period to 6/30/2017 and for additional funds as follows:

- i) Agreements:
 - a. No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.

- c. No. AG1400101-01 with Department of Public Safety and Justice Services/ Division of Mediation in the amount not-to-exceed \$40,000.00 for mediation, custody filing, visitation and referral services.

ii) Contracts:

- a. No. CE1400181-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$83,000.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$100,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.

SECTION 2. That the County Executive is authorized to execute the amendments 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.

