



AGENDA

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 23, 2017
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 9, 2017 Committee of the Whole Meeting (See Page 9)
 - b) May 9, 2017 Regular Meeting (See Page 11)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2017-0085: 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 31)

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

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

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

- 1) O2017-0001: An Ordinance enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective. (See Page 119)

Sponsor: Councilmember Miller

- 2) O2017-0002: An Ordinance amending Section 501.15 of the Cuyahoga County Code to require entities contracting with the County to provide preschool, daycare, or out-of-school time services for children to prohibit firearms in facilities used for such services; and declaring the necessity that this Ordinance become immediately effective. (See Page 122)

Sponsor: Councilmember Hairston

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2017-0096: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 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 124)

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

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2017-0088: A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 140)

Sponsors: County Executive Budish/Department of Public Works and Councilmembers Conwell, Miller and Tuma

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

- 2) R2017-0093: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017 to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; 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 142)

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

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

- 3) R2017-0094: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 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 145)

- i) Agreements:

- a) No. AG1400099-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$35,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 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 \$20,000.00 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 \$50,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.

- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmembers Miller, Hairston, Jones, Conwell, Tuma and Brown

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

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

- 1) R2017-0089: A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner’s Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 149)

Sponsors: County Executive Budish/Department of Public Works and Councilmember Conwell

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

- 2) R2017-0090: A Resolution authorizing an amendment to Contract No. CE13495-01 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; 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 152)

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

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

- 3) R2017-0091: A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; 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 155)

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

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

- 4) R2017-0092: A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established

setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 157)

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

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

- 5) R2017-0095: A Resolution amending Resolution No. R2016-0137 dated 11/15/2016, which authorized an Electric Service Agreement with City of Cleveland/Department of Public Utilities/Division of Cleveland Public Power in the amount not-to-exceed \$68,000,000.00 for electric power services for various County-owned buildings for the period 9/1/2016 - 5/1/2028, by authorizing the County Executive to enter into agreements related to a Solar Project on or about 9400 Memphis Avenue in the City of Brooklyn with no change to said amount not-to-exceed; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 160)

Sponsors: County Executive Budish/Department of Sustainability and Councilmember Simon

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

d) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2017-0083: A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards

and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 163)

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$964,524.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2017.
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019.

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

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. PUBLIC COMMENT UNRELATED TO AGENDA

14. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, JUNE 13, 2017
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JUNE 13, 2017
3:00 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 9, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:30 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENT RELATED TO AGENDA

There were no public comments given related to the agenda.

4. DISCUSSION / EXECUTIVE SESSION:

a) Collective bargaining matters, including:

- 1) a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, Affiliated with International Brotherhood of Teamsters, representing approximately 78 employees in 3 classifications at the Department of Public Works/Sanitary Engineer Sewer Section for the period 1/1/2016 - 12/31/2018.

A motion was made by Mr. Schron, seconded by Mr. Hairston and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:33 p.m. The following

Councilmembers were present: Tuma, Gallagher, Schron, Conwell, Jones, Brown, Hairston, Simon, Baker, Miller and Brady. The following additional attendees were present: Director of Law Robert Triozzi, Deputy Chief Law Director Nora Hurley, Director of the Department of Public Works Michael Dever and Special Counsel Michael King. At 4:56 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. PUBLIC COMMENT UNRELATED TO AGENDA

There were no public comments given unrelated to the agenda.

7. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:57 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 9, 2017
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 5:03 p.m.

2. ROLL CALL

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

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 citizens addressed Council regarding Resolution No. R2017-0082, a Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support:

- a) Mr. John Medcalf**
- b) Mr. Douglas Towne**

The following citizens addressed Council regarding Resolution No. R2017-0083, a Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019:

- a) Ms. Bridget Winters
- b) Ms. Loh
- c) Ms. Rosie Palfy

In accordance with Rule 6B of the County Council Rules, a motion was made by Mr. Brady, seconded by Ms. Simon and approved by unanimous vote to add Resolution No. R2017-0095 to the agenda as an additional item under No. 11.b) for consideration for first reading and referral to Committee.

6. APPROVAL OF MINUTES

- a) April 25, 2017 Committee of the Whole Meeting
- b) April 25, 2017 Regular Meeting

A motion was made by Mr. Schron, seconded by Mr. Miller and approved by unanimous vote to approve the minutes of the April 25, 2017 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 that The MetroHealth System Transformation Project is on schedule and that the hospital sold bonds on the market today.

9. RECEIPT OF DOCUMENT SUBMITTED TO COUNCIL

- a) Cuyahoga County Veterans Service Commission 2018 Tax Budget

Council President Brady noted that the Cuyahoga County Veterans Service Commission submitted its 2018 Tax Budget in accordance with the Ohio Revised Code.

10. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2017-0085: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0085 to the Human Resources, Appointments & Equity Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2017-0065.

- 1) R2017-0065: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2017-0065 was considered and adopted by unanimous vote.

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 Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2017-0086 and R2017-0087.

- 1) R2017-0086: A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 by providing for additional fiscal

appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2017-0086 was considered and adopted by unanimous vote.

- 2) R2017-0087: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, Affiliated with International Brotherhood of Teamsters, representing approximately 78 employees in 3 classifications at the Department of Public Works/Sanitary Engineer Sewer Section for the period 1/1/2016 - 12/31/2018; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2017-0087 was considered and adopted by unanimous vote.

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

- 1) R2017-0088: A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2017-0088 to the Public Works, Procurement & Contracting Committee.

- 2) R2017-0089: A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2017-0089 to the Public Works, Procurement & Contracting Committee.

- 3) R2017-0090: A Resolution authorizing an amendment to Contract No. CE13495-01 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

Council President Brady referred Resolution No. R2017-0090 to the Public Works, Procurement & Contracting Committee.

- 4) R2017-0091: A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

Council President Brady referred Resolution No. R2017-0091 to the Public Works, Procurement & Contracting Committee.

- 5) R2017-0092: A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2017-0092 to the Public Works, Procurement & Contracting Committee.

- 6) R2017-0093: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017 to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2017-0093 to the Health, Human Services & Aging Committee.

7) R2017-0094: A Resolution authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 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 \$35,000.00 for the Prevent Premature Fatherhood Program.
- b) No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 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 \$20,000.00 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 \$50,000.00 for the Rising Above Program.
- b) No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.

- c) No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d) No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e) No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f) No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g) No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h) No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i) No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

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

Council President Brady referred Resolution No. R2017-0094 to the Health, Human Services & Aging Committee.

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

R2017-0095: A Resolution amending Resolution No. R2016-0137 dated 11/15/2016, which authorized an Electric Service Agreement with City of Cleveland/Department of Public Utilities/Division of Cleveland Public Power in the amount not-to-exceed \$68,000,000.00 for electric power services for various County-owned buildings for the period 9/1/2016 - 5/1/2028, by authorizing the County Executive to enter into agreements related to a Solar Project on or about 9400 Memphis Avenue in the City of Brooklyn with no change to said amount not-to-exceed; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Sustainability

Council President Brady referred Resolution No. R2017-0095 to the Education, Environment & Sustainability Committee.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2017-0074, R2017-0078, R2017-0079, R2017-0080, R2017-0081, R2017-0082 and R2017-0084.

- 1) R2017-0074: A Resolution making awards on RQ37121 to various municipalities and providers, in the total amount not-to-exceed \$3,418,136.00, for various services for the Community Social Services Program for the period 1/1/2017 - 12/31/2018; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - i) City of Bedford Heights in the approximate amount reasonably anticipated to be \$8,000.00 for Transportation services.

- ii) City of Brecksville in the approximate amount reasonably anticipated to be \$59,210.00 for Adult Development and Congregate Meals services.
- iii) City of Euclid in the approximate amount reasonably anticipated to be \$88,360.00 for Congregate Meals and Transportation services.
- iv) City of Lakewood in the approximate amount reasonably anticipated to be \$80,720.00 for Congregate Meals and Transportation services.
- v) City of Maple Heights in the approximate amount reasonably anticipated to be \$112,825.00 for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls in the approximate amount reasonably anticipated to be \$40,000.00 for Adult Development services.
- vii) City of Parma Heights in the approximate amount reasonably anticipated to be \$233,400.00 for Congregate Meals and Transportation services.
- viii) City of Solon in the approximate amount reasonably anticipated to be \$15,280.00 for Adult Development services.
- ix) City of Strongsville in the approximate amount reasonably anticipated to be \$171,890.00 for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center in the approximate amount reasonably anticipated to be \$39,310.00 for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the approximate amount reasonably anticipated to be \$134,670.00 for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center in the approximate amount reasonably anticipated to be \$18,240.00 for Adult Development services.
- xiv) Community Partnership on Aging in the approximate amount reasonably anticipated to

- be \$54,750.00 for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association in the approximate amount reasonably anticipated to be \$134,650.00 for Adult Development, Congregate Meals and Transportation services.
 - xvi) Eldercare Services Institute, LLC in the approximate amount reasonably anticipated to be \$45,000.00 for Adult Day services.
 - xvii) Eliza Bryant Village in the approximate amount reasonably anticipated to be \$113,410.00 for Adult Day and Transportation services.
 - xviii) Goodrich Gannett Neighborhood Center in the approximate amount reasonably anticipated to be \$134,060.00 for Adult Development, Congregate Meals and Transportation services.
 - xix) The Harvard Community Services Center in the approximate amount reasonably anticipated to be \$151,880.00 for Adult Development, Congregate Meals and Transportation services.
 - xx) The Mandel Jewish Community Center of Cleveland in the approximate amount reasonably anticipated to be \$228,750.00 for Adult Development, Congregate Meals and Transportation services.
 - xxi) Murtis Taylor Human Services System in the approximate amount reasonably anticipated to be \$126,390.00 for Adult Development, Congregate Meals and Transportation services.
 - xxii) The Phillis Wheatley Association of Cleveland, Ohio in the approximate amount reasonably anticipated to be \$40,000.00 for Congregate Meals services.
 - xxiii) Rose Centers for Aging Well, LLC in the approximate amount reasonably anticipated to be \$354,060.00 for Adult Development, Congregate Meals and Transportation services.
 - xxiv) Rose Centers for Aging Well, LLC – East Cleveland in the approximate amount reasonably anticipated to be \$170,000.00 for Adult Development and Transportation services.
 - xxv) The Salvation Army in the approximate amount reasonably anticipated to be \$145,510.00 for Adult Development, Congregate Meals and Transportation services.

- xxvi) Senior Citizen Resources, Inc. in the approximate amount reasonably anticipated to be \$133,230.00 for Adult Development, Congregate Meals and Transportation services.
- xxvii) University Settlement, Incorporated in the approximate amount reasonably anticipated to be \$181,450.00 for Adult Development, Congregate Meals and Transportation services.
- xxviii) West Side Community House in the approximate amount reasonably anticipated to be \$384,840.00 for Adult Development, Congregate Meals and Transportation services.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services and Councilmembers Simon, Hairston, Miller, Tuma, Jones, Gallagher, Schron, Conwell, Brown and Brady

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2017-0074 was considered and adopted by unanimous vote.

- 2) R2017-0078: A Resolution approving rental rates and terms of use for the Cuyahoga County Courthouse, located at 1 Lakeside Avenue, Cleveland and corresponding parking rates for use of the Huntington Park Garage, effective 5/9/2017; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2017-0078 was considered and adopted by unanimous vote.

- 3) R2017-0079: A Resolution approving permit, inspection and contractor license rates, effective 5/9/2017; authorizing the County Executive to execute all documents consistent with

this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

Mr. Tuma introduced a proposed substitute to Resolution No. R2017-0079. Discussion ensued.

A motion was then made by Mr. Brady, seconded by Ms. Brown and approved by majority vote to accept the proposed substitute with Mr. Miller and Ms. Baker casting dissenting votes.

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2017-0079 was considered and adopted by unanimous vote.

- 4) R2017-0080: A Resolution making an award on RQ39164 to T.H. Martin Inc. in the amount not-to-exceed \$895,000.00 for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2017 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works **and Councilmember Brown**

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

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2017-0080 was considered and adopted by unanimous vote.

- 5) R2017-0081: A Resolution making an award on RQ39147 to Union Industrial Contractors, Inc. in the amount not-to-exceed \$14,891,604.32 for rehabilitation of Highland Road Bridge Nos. 156 nka 00.13, 157 nka 00.31, 158 nka 00.54 and 226 nka 00.64 over Euclid Creek in the City of Euclid; 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 \$5,692,964.73 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 Simon**

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

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2017-0081 was considered and adopted by unanimous vote.

- 6) R2017-0082: A Resolution authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027; 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.

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Elections

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2017-0082 was considered and adopted by unanimous vote.

- 7) R2017-0083: A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$8,395,794.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for the period 5/1/2017 - 12/31/2019; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$3,858,092.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue.
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue.

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

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

Clerk Schmotzer read Resolution No. R2017-0083 into the record.

Council President Brady referred Resolution No. R2017-0083 to the Health, Human Services & Aging Committee.

- 8) R2017-0084: A Resolution authorizing an amendment and restatement to Master Contract assigned Nos. CE1300570 and CE1300571 for placement and foster care services for the period starting at various times, as specified in this Resolution, and ending on 12/31/2016 to extend the time period to 12/31/2017 and for additional funds in the total amount not-to-exceed \$42,811,492.00; 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:
 - i) Alliance Human Services in the approximate amount reasonably anticipated to be \$3,722,194.00.
 - ii) Applewood Centers, Inc. in the approximate amount reasonably anticipated to be \$1,578,970.00.
 - iii) Beech Brook in the approximate amount reasonably anticipated to be \$2,664,771.00.
 - iv) Bellfaire Jewish Childrens Bureau in the approximate amount reasonably anticipated to be \$2,453,713.00.

- v) BHC Belmont Pines Hospital, Inc. in the approximate amount reasonably anticipated to be \$2,176,352.00.
- vi) Caring for Kids, Inc. in the approximate amount reasonably anticipated to be \$195,118.00.
- vii) Carrington Youth Academy in the approximate amount reasonably anticipated to be \$202,443.00.
- viii) Catholic Charities Corporation (Parmadale) in the approximate amount reasonably anticipated to be \$943,060.00.
- ix) Christian Children's Home of Ohio, Inc. in the approximate amount reasonably anticipated to be \$317,551.00.
- x) Cornel Abraxas Group, Inc. in the approximate amount reasonably anticipated to be \$26,328.00.
- xi) Fox Run: The Center for Children and Adolescents in the approximate amount reasonably anticipated to be \$405,164.00.
- xii) Glen Mills School in the approximate amount reasonably anticipated to be \$51,788.00.
- xiii) House of New Hope in the approximate amount reasonably anticipated to be \$1,357,290.00.
- xiv) OhioGuidestone in the approximate amount reasonably anticipated to be \$4,786,767.00.
- xv) Shelter Care, Inc. in the approximate amount reasonably anticipated to be \$45,832.00.
- xvi) Detroit Behavioral Institute Inc. dba Capstone Academy in the approximate amount reasonably anticipated to be \$396,000.00.
- xvii) Options Treatment Center Acquisition Corp in the approximate amount reasonably anticipated to be \$396,000.00.
- xviii) Sequel Pomegranate Health Systems, LLC in the approximate amount reasonably anticipated to be \$396,000.00.
- xix) Reach Consulting Service dba Educational Alternatives in the approximate amount reasonably anticipated to be \$91,665.00.
- xx) In Focus of Cleveland, Inc. in the approximate amount reasonably anticipated to be \$1,287,297.00.
- xxi) Keystone Richland Center, LLC dba Foundations For Living in the approximate amount reasonably anticipated to be \$283,413.00.

- xxii) Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens in the approximate amount reasonably anticipated to be \$1,875,675.00.
- xxiii) National Youth Advocate Program, Inc. in the approximate amount reasonably anticipated to be \$2,300,951.00.
- xxiv) New Directions, Inc. in the approximate amount reasonably anticipated to be \$37,921.00.
- xxv) Options for Families and Youth in the approximate amount reasonably anticipated to be \$1,326,541.00.
- xxvi) Pathway Caring for Children in the approximate amount reasonably anticipated to be \$263,527.00.
- xxvii) Pressley Ridge in the in the approximate amount reasonably anticipated to be \$1,693,076.00.
- xxviii) Quality Care Residential Homes, Inc. in the approximate amount reasonably anticipated to be \$314,275.00.
- xxix) Rite of Passage, Inc. in the approximate amount reasonably anticipated to be \$100,852.00.
- xxx) Specialized Alternatives for families and Youth of Ohio, Inc. in the approximate amount reasonably anticipated to be \$3,879,463.00.
- xxxi) The Bair Foundation in the approximate amount reasonably anticipated to be \$1,838,856.00.
- xxxii) The Buckeye Ranch Inc. in the approximate amount reasonably anticipated to be \$15,278.00.
- xxxiii) The Cleveland Christian Home Incorporated in the approximate amount reasonably anticipated to be \$2,374,736.00.
- xxxiv) The Village Network in the approximate amount reasonably anticipated to be \$1,013,304.00.
- xxxv) Adelphoi Village, Inc. in the approximate amount reasonably anticipated to be \$326,700.00.
- xxxvi) Lutheran Homes Society, Inc. in the approximate amount reasonably anticipated to be \$346,500.00.
- xxxvii) Muskegon River Youth Home Inc. in the approximate amount reasonably anticipated to be \$173,250.00.
- xxxviii) New Beginnings Residential Treatment, LLC in the approximate amount reasonably anticipated to be \$148,500.00.

- xxxix) Tri-State Youth Authority, Inc. dba Mohican Youth in the approximate amount reasonably anticipated to be \$320,826.00.
- xl) The Twelve of Ohio, Inc. in the approximate amount reasonably anticipated to be \$683,590.00.

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

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2017-0084 was considered and adopted by unanimous vote.

d) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2017-0058: A Resolution authorizing an amendment to Contract No. CE1100721-01 with American Bridge Company for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland for additional funds in the amount not-to-exceed \$1,307,594.86; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$130,759.49 to fund said amendment; accepting construction as complete and in accordance with plans and specifications; authorizing the County Treasurer to release the escrow account; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2017-0058 was considered and adopted by unanimous vote.

- 2) R2017-0072: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2016 for the period 1/1/2017 - 12/31/2017; authorizing the

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

Sponsor: County Executive Budish/Fiscal Officer

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2017-0072 was considered and adopted by unanimous vote.

12. MISCELLANEOUS COMMITTEE REPORTS

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Tuesday, May 16, 2017 at 1:00 p.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, May 15, 2017 at 1:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, May 17, 2017 at 10:00 a.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, May 16, 2017 at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, May 17, 2017 at 3:00 p.m.

13. MISCELLANEOUS BUSINESS

Ms. Simon reported that she attended the Invest in Children Annual Conference.

Ms. Brown announced that the next "Getting to Know Your Government Better" Town Hall meeting will be held on Thursday, May 18, 2017 at the Harvard Community Services Center at 6:00 p.m.

14. PUBLIC COMMENT UNRELATED TO AGENDA

Mr. Rico Dancy addressed Council regarding The Quicken Loans Arena Transformation Project.

Ms. Loh addressed Council regarding the Norma Herr Women's shelter.

Ms. Rosie Palfy addressed Council regarding emergency calls to homeless shelters.

15. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 6:10 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0085

Sponsored by: Councilmember Brown 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 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

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

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

WHEREAS, on May 3, 2017, the Cuyahoga County Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through FF) and recommends to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

- Exhibit A: Class Title: *Chief Section Facilities Manager*
Class Number: 1063113
Pay Grade: 17
*Revised education/experience requirements; essential job functions to better reflect the current duties; changed name from *Chief Section Architect* to better reflect essential job functions.
- Exhibit B: Class Title: *Clinical Coordinator*
Class Number: 1056331
Pay Grade: 12
*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit C: Class Title: *Data Control Technician*
Class Number: 1011221
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit D: Class Title: *Employment Contract Negotiator/Evaluator*
Class Number: 1014122
Pay Grade: 8
* 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. Pay grade increased by one level from PG 7 to PG 8.
- Exhibit E: Class Title: *Identification Technician*
Class Number: 1023101
Pay Grade: 4
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

- Exhibit F: Class Title: *Investigation Supervisor*
Class Number: 1022123
Pay Grade: 11
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Justice System Advocate*
Class Number: 1056531
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit H: Class Title: *Program Officer Administrator*
Class Number: 1052415
Pay Grade: 14
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit I: Class Title: *Records Manager Administrator*
Class Number: 1052224
Pay Grade: 11
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit J: Class Title: *Senior Administrative Secretary*
Class Number: 1013312
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit K: Class Title: *Senior Examiner*
Class Number: 1055122
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing

characteristics, FLSA status and percentages of time for essential functions.

- Exhibit L: Class Title: *Chief Dog Warden*
Class Number: 1022432
Pay Grade: 9
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, changed name from *Senior Kennel Operations Supervisor* to align with Ohio Revised Code; FLSA status and percentages of time for essential functions; pay grade increased from 8 to 9.
- Exhibit M: Class Title: *Senior Mailroom Supervisor*
Class Number: 1011614
Pay Grade: 7
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit N: Class Title: *Senior Records Management Administrator*
Class Number: 1052225
Pay Grade: 12
* Revised essential job functions to better reflect current duties; Department was changed from Central Services and Human Services to Public Works.
- Exhibit O: Class Title: *Senior Records Management Officer*
Class Number: 1052222
Pay Grade: 6
* Revised essential job functions to better reflect current duties; Medical Examiner's Office was eliminated from the Department.
- Exhibit P: Class Title: *Sewer Maintenance Superintendent*
Class Number: 1043123
Pay Grade: 15
* Revised to update the education/experience requirements to be in line with Ohio EPA requirements
- Exhibit Q: Class Title: *Social Program Administrator I*
Class Number: 1056312
Pay Grade: 11
* Revised to update the Department to include Sheriff's Department.

Exhibit R: Class Title: *Social Program Administrator 2*
Class Number: 1056313
Pay Grade: 13
*The request was made to update the Department to include the Sheriff's Department.

Proposed Deleted Classification:

Exhibit S: Class Title: *Senior Financial System Administrator*
Class Number: 1055142
Pay Grade: 15

Exhibit T: Class Title: *Airport Field Supervisor*
Class Number: 1042314
Pay Grade: 10

Exhibit U: Class Title: *Architect I*
Class Number: 1063112
Pay Grade: 9

Exhibit V: Class Title: *Building Inspector*
Class Number: 1021111
Pay Grade: 6

Exhibit W: Class Title: *Fire Safety Inspector*
Class Number: 1022211
Pay Grade: 5

Exhibit X: Class Title: *Groundskeeper*
Class Number: 1042211
Pay Grade: 3

Exhibit Y: Class Title: *Help Desk Technician*
Class Number: 1053151
Pay Grade: 7

Exhibit Z: Class Title: *Licensed Practical Nurse*
Class Number: 1032111
Pay Grade: 5

Exhibit AA: Class Title: *Purchasing Administrator*
Class Number: 1053514
Pay Grade: 5

Exhibit BB: Class Title: *Sanitary Engineer*
Class Number: 1063421
Pay Grade: 18

Exhibit CC: Class Title: *Senior Employment Service Specialist*
Class Number: 1014612
Pay Grade: 4

Exhibit DD: Class Title: *Social Service Worker 4*
Class Number: 1056251
Pay Grade: 8

Proposed New Classifications:

Exhibit EE: Class Title: *Manager, Witness/Victim Services*
Class Number: 1056533
Pay Grade: 15

Exhibit FF: Class Title: *Manager, Mediation*
Class Number: 1062553
Pay Grade: 16

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: May 9, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC026
May 23, 2017

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Section Facilities Manager	Class Number:	1063113
FLSA:	Exempt	Pay Grade:	17
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities section in the Public Works Department. Responsibilities include directing the application of sound architectural and engineering principles in the preparation of plans, reports, and the improvement of buildings and other County facilities by coordinating the internal and external design, construction, and manufacturing efforts associated with the proposed improvement that addresses the end user's needs.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to architecture, engineering, and facilities design. The employee is expected meet, consult and collaborate with Public Works Administrators to discuss plans, programs, 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.

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and architectural requirements; in conjunction with the Department Administrators, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises the Director of Public Works on policy and project status.
- 25% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
- 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%
- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Chief Section Facilities Manager

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in architecture, engineering or a related field with eight (8) years previous experience, including one year of supervisory experience.

Additional Requirements

License as a professional architect or professional engineer with the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, 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.

Chief Section Facilities Manager

- 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, and to follow instructions.
- Ability to use and interpret architectural, legal, construction and accounting terminology and language.
- Ability to communicate with staff, chiefs of other sections, consultants, vendors, departmental employees, and administrators.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Clinical Coordinator	Class Number:	1056331
FLSA:	Exempt	Pay Grade:	12
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage all aspects of the administration of the Multisystemic Therapy (MST) program and supervise Multisystemic Therapists in the provision of clinical social services and ensure adherence to the MST principles and the MST analytic process.

Distinguishing Characteristics

This is a management level classification with responsibility for managing all aspects of the administration of the MST program and supervising Multisystemic Therapists in the provision of clinical social services. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise 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.

- 80% +/- 10%
- Supervises MST Therapists and other staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; conducts individual and group supervision with staff members; reviews all client cases weekly and provides feedback to MST Therapists; attends sessions and court with staff for observation and support; reviews taped sessions for each MST Therapist; reviews MST Therapists' client records for accuracy and completeness; provides training and instruction; evaluates employee performance; assists staff in creating and implementing development plans and monitors goal achievement; reviews correspondence sent out by staff; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Manages administration of the Multisystemic Therapy program; analyzes, assesses and reports program and therapist outcome data; consults with DCFS staff to assist with connecting youth and families to the appropriate services; reviews and assigns referrals; communicates with clients and social workers to determine appropriateness of program criteria for families; coordinates referrals and completes reports; maintains client information and data in the MST website; tracks referrals and client outcomes; develops and maintains working relationships with community stakeholders; promotes the MST program; fills in for staff as needed; remains on call 24/7 to assist staff as necessary; completes a supervisor development plan and works toward goal achievement.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, time sheets, requests for leave and overtime; generates and reviews mileage reports; approves purchase requests; prepares employee on-call schedule.

Proposed DATE

Clinical Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, counseling or related field with six (6) years of social work or counseling experience; or any equivalent combination of training and experience.
- Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio. License must be maintained throughout the life of employment.
- 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 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 program data, TAM surveys, Protective Factors surveys, clinician development plans, client records, correspondence, memos, attendance records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Multisystemic Therapy Program Guidelines, social work reference books, and Personnel Policies and Procedures Manual.

~~Proposed DATE~~

Clinical Coordinator

- Ability to prepare weekly case summaries, monthly program reports, referrals, billing reports, expense reports, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate effectively with supervisor, co-workers, social workers; clients, families, community providers and partners, Court staff, consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.
- Work may involve exposure to temperature or weather extremes, wetness, humidity, smoke, dust, animals, disease, bodily fluids, violence and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	1011221
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. 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

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.

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in-state and county computer systems; prints new overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Proposed DATE

Data Control Technician

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 crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including relevant County and State computer reports, dally warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	1014631
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. 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.

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%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursements of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Proposed DATE

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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.

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 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 financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employment Contract Negotiator/Evaluator

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:	Identification Technician	Class Number:	1023101
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the full range of duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 40% +/- 10%
- Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; back-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
- Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
- Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
- Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.
- 20% +/- 10%
- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

~~CONFIDENTIAL~~

Identification Technician

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of 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 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 30 pounds

Mathematical Ability

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

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 and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, 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 communicate effectively with managers, supervisors, elected officials, and other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Investigation Supervisor	Class Number:	1022123
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. 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.

- 45% +/- 10%

• Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; acts as department liaison with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures compliance with State and Federal regulations.
- 40% +/- 10%

• Supervises Investigators and Investigative Assistants; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 15% +/- 10%

• Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares reports for use in the evaluation and prosecution of fraud cases; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Proposed Date

Investigation Supervisor

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 payroll documents, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Personnel Policy and Procedures Manual, CJFS Manual, Public Assistance Manual, Cash Assistance Manual, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to persuade 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 accounting, human resources, and related legal terminology and language.

Proposed DATE

Investigation Supervisor

- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in clients' homes.

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:	Justice System Advocate	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	7
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to provide comprehensive advocacy services for crime victims and function as criminal justice liaison for crime victims and witnesses.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing advocacy services for crime victims. Incumbents work 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%
- Provides comprehensive advocacy services for crime victims for felonies, and misdemeanors including major trials and domestic violence cases; completes intake with victims; provides immediate crisis intervention with individuals and families; assists victims in developing a personal awareness and safety plan; provides information regarding victims' rights, protections, and compensation programs; discusses options as they relate to the victim's situation; refers victims for shelter, legal information, and additional services; assists victims in completing various paperwork and applications; assists in victims obtaining protection orders; provides and receives referrals; answers victim questions.
- 30% +/- 10%
- Functions as criminal justice liaison for crime victims and witnesses; provides general information about the criminal justice system; provides information on court updates, court dates, hearings, bonds, incarceration, probation, and parole; prepares victims and witnesses for court procedures; accompanies and supports victim during court appearances for both felony and misdemeanor cases; remains available in courtroom to assist victims and witnesses; contacts detectives, police officers, and prosecutors about case information and to prepare for trial; attends meetings with the prosecutors and victims; consults with court language interpreters when language barriers exist; assists victims with submitting statements to courts and parole boards; follows up on past criminal cases.
- 30% +/- 10%
- Performs related administrative duties; maintains records of individual services; prepares court dockets for advocates; writes letters on behalf of the victims; documents interactions with victims; prepares and maintains logs, charts, statistics, reports, summaries, case files, and data systems; researches court cases; networks with other service agencies; answers phone calls; participates in collaborative programs and community services; provides public information to individuals and community organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology or related field with one (1) year of criminal justice system or social work experience which may include related internship experience; or any equivalent combination of training and experience.

PROPOSED DATE

Justice System Advocate

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 and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including referral forms, police reports, court files and records, indictments, letters to/from victims, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, victims' of crimes rights, victim focused assistance, confidentiality laws, Personnel Policies and Procedures Manual, and the Ohio Revised Code.
- Ability to prepare court summaries, referral forms, progress and status reports, Temporary Protection Order Paperwork, case files, case management sheet, Civil Protection Order Petition, appointment letters, safety plan, case service notes, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to listen to and advocate for others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate with victims, victim's families, judges, other court staff, probation and parole officers, prosecutors, police, detectives, other social service agencies, co-workers, supervisors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and courtroom setting, but may involve limited field work in the victim's home or hospital setting.
- Work may involve exposure to violence.

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 DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program Officer Administrator	Class Number:	1052415
FLSA:	Exempt	Pay Grade:	14
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage focused studies, or projects in the County Work First Services Unit in the Department of Job and Family Services. Studies and projects results in the development and implementation of new/improved County services and/or programs.

Distinguishing Characteristics

This is a senior management level classification with responsibility for performing and overseeing the activities of the County Work First Services unit in Job and Family Services. This class works under direction from the Manager of Work First Services and is responsible for develop, implement, and evaluate new and existing programs.

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%
- Develops different options for new or revised operations, systems, policies and/or procedures; researches new legislation to address required changes in existing operations, policies and/or procedures; makes presentations to report findings and makes recommendations for new operations, systems, process, performance improvement, policies and/or procedures; develops plans for implementing the selected course of action including resource and time estimates; implements the proposed plans; monitor quality compliance; develops request for proposal; reviews proposals and make funding recommendations for new programing.
- 20% +/- 10%
- Researches, analyzes and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; conducts program needs analysis; compiles results of research data and recommends opportunities to improve resource utilization and productivity; researches and conducts surveys to determine best practices; makes recommendations for modifications for improvement; conducts program analysis to ensure compliance with State and Federal Procurement Regulations; determines program effectiveness in attaining goals; coordinates collection of data.
- 20% +/- 10%
- Supervises staff (must include a Program Officer 4); plans and schedules work; provides job training and instruction; maintains standards; reviews and approves employee leave request; evaluates employee performance; acts upon disciplinary actions.
- 5% +/- 2%
- Manages special studies or projects; provides internal consulting and analytical support for special projects; researches using literature, employment data and gap analysis to determine the best practices; recommends funding for special projects.

Proposed DATE

Program Officer Administrator

5% +/- 2%

- Researches, analyzes and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

20% +/- 10%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; write contracts; process invoices; approve payments and report monthly utilization; prepare correspondence and performance reports; develop and disseminate marketing and outreach materials; provide internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint.

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, calculate decimals and percentages, apply the principles of routine statistics, apply algebraic formulas and interpret advanced statistics.

Proposed DATE

Program Officer Administrator

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 reports (i.e. - performance reports, weekly program utilization reports, incident reports, statistical reports), billing invoices, case file review results, policies and procedures, business intelligence information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, Policies and Procedures Manual, Deficit Reduction Act, Civil Rights Act, National Voter Registration Act, Workforce Innovation and Opportunity Act, County Procurement Guidelines, OMB Circulars, State Guidance Letters, Public Administration Manual (PAM), and software manuals.
- Ability to prepare statistical reports, reports (i.e. - performance reports, utilization reports, year-end reports), charts, requests for proposals, project plans, presentations, implementation work plans, correspondence, Ad Hoc Reports, 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 marketing, legal, and basic accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, agency staff, community groups, clients, contract providers, ODJFS staff, and other governments.

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:	Records Management Administrator	Class Number:	1052224
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to manage, develop, plan, organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency records; both in the electronic or physical environment.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing and managing the collection, storage and retrieval of County historical and current records. 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.

- 55% +/- 10%

Manages the system of data collection and storage of confidential client records or Agency records; both in the electronic or physical environment; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use; process confidential and field questions.
- 35% +/- 10%

Supervises records management supervisors, clerical supervisors, records management officers, or similar positions to assist with record, retention, and retrieval; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; reviews and approves employee leave requests; responds to employee problems and issues; recommends selection and promotion; recommends discipline and discharge.

Proposed DATE

Records Management Administrator

10% +/- 5%

- Performs related administrative duties; prepares special reports; compiles daily production reports; orders supplies and equipment; prepares department statistics; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assist and process record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in records management, management information systems, or business administration or any related field with two (2) years of records management 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

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and various department related software/systems.

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, calculate decimals and percentages, and routine statistics to calculate trends.

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various reports and records.

Proposed DATE

Records Management Administrator

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manuals, union contracts, Ohio Revised Code, Ohio Sunshine Laws Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Secretary	Class Number:	1013312
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	All Departments		

Classification Function

The purpose of this classification is to relieve a department director and/or deputy director of routine and non-routine administrative functions and serve as a liaison with elected/appointed officials, various departments, general public, and County staff.

Distinguishing Characteristics

This is a journey level classification performing under direction of the Department Director and/or Deputy Director. This class is responsible for performing timely and accurate administrative functions. 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.

- 30% +/- 10%
- Relieves a department director and or Deputy Director of non-routine administrative functions; functions as the department designee on various committees by attending meetings and assisting in the committee's functions; plans and arranges conferences and special events by locating site or facility, planning meals and lodging and producing conference materials; collects and reviews signatures for documents; transmits decisions and directives made by the department director to staff members, other County departments, and the general public; maintains personnel and budgetary records; assists in budget preparation and administration; serves as a liaison for director with various departments, County elected/appointed officials, general public, and County staff; coordinates travel arrangements; provides assistance to other agencies and follow-up.
- 30% +/- 10%
- Performs clerical tasks; greets visitors; directs visitors and callers to appropriate office or personnel; directs calls, takes message and/or responds to routine telephone inquiries; opens, screens, sort, and distributes mail; copies, collates and distributes documents; maintains office supply inventory; prepares agendas, takes minutes, and transcribes dictation.
- 20% +/- 10%
- Performs related administrative duties; maintains calendar to arrange appointments, meetings and conferences; deals with problems or details in place of supervisor; prepares and enters documents into electronic agenda management systems; composes responses to correspondence and requests for information; signs correspondence in supervisor's name as directed; gathers information and statistics and prepares reports; coordinates meetings and appointments for the director and prepares materials; attends meetings, prepares and distributes meeting materials & prepares meeting agendas and minutes; provides media outlets, outside agencies, and general public with department related information; answers public inquires by phone and email.

Proposed DATE

Senior Administrative Secretary

15% +/- 10%

- Produces final draft and/or final copy of documents; compose, proof, and edit annual letters, memos, correspondence, emails, PowerPoint, vouchers, requisitions, specifications, contract agreements and documents; monitors, tracks and edits various documents, reports and contracts; submits letters for proofreading and signature by director; design and construct newsletter; prepare and edit monthly and annual report; design executive level presentations; design promotional material for department; prepares reports and spreadsheets regarding the various business functions of the office; administers and co-ordinates changes to department website.

5% +/- 2%

- Maintains confidential filing system of the department records both electronic and manual; creates filing system; files documents in correct order; maintains privacy; coordinates appeal database & docket; assigns appeals, coordinates hearings amongst all parties and maintains electronic records (physical & audio) of hearings and evidence submitted; provides customer service to parties in appeals and provides information on appeal procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five (5) years of secretarial/administrative 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

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Access, Microsoft Publisher, and Adobe Acrobat.

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.

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.

Senior Administrative Secretary

- Ability to comprehend a variety of informational documents including billing invoices, staff expense report forms, budget reports, contracts, draft documents, employee performance reviews, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer applications manuals and office equipment manuals.
- Ability to prepare reimbursement vouchers, meeting minutes, letters, memos, reports (e.g.- monthly and annual department reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with directors, County Council and their staff members, managerial and supervisory staff, other County employees, vendors, new media, other government agencies, 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:	Senior Examiner	Class Number:	1055122
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to assist home daycare providers pass their licensing inspection and to ensure that all daycare activities and billings are in compliance with applicable laws, rules and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting home daycare providers pass their licensing inspection and ensuring that all daycare activities and billings are in compliance with applicable laws, rules and procedures. The incumbent ensures that work activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires considerable public contact and is responsible for ensuring that clients are provided with appropriate and timely 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.

- 50% +/- 10%
- Examines and verifies that all day care reimbursements are in compliance with applicable laws, rules and procedures; prepares payment adjustments and related reports and documentation; determines if provider has over or under payment; collects paperwork needed to complete adjustment; prepares and submits adjustments to Ohio Department of Job and Family Services (ODJFS) on behalf of providers; completes adjustment spreadsheet; prepares monthly activity report for all adjustments; prepares adjustment correspondence letters; tracks child care payment screens for calculations of overpayments; assists investigators.
- 20% +/- 10%
- Provides information and handles provider problems; presents Question & Answer sessions for providers; gives assistance to applicants during Type B orientations; handles manual process to record attendance claims in absence of swipe card; addresses provider complaints and issues; makes referrals and offers technical assistance to investigations; uses databases and electronic payment processing system to track payment history and provider information.
- 10% +/- 5%
- Examines and verifies that all day care activities are in compliance with applicable laws, rules and procedures; evaluates and inspects Public Child Care Operations/Type B Providers; consults with prospective providers on regulations, standards and provider technical assistance; travels to child care sites; conducts review of provider evacuation plan, hours of operation, daily activity schedules, weekly menus, medical plans, dental plans, and general emergency plans; inspects provider playgrounds and equipment; identifies and monitors issues of non-compliance; gives examples of best practices.

Proposed DATE

Senior Examiner

10% +/- 5%

- Reviews and processes applications and supplemental documents to determine completeness and eligibility for licensure and compliance with governing statutes; interviews applicants to determine readiness for licensure; conducts in-home interviews to assure licensing compliance; provides assistance and information to providers regarding licensing requirements.

10% +/- 5%

- Performs related administrative duties; prepares various reports, records and other documents; prepares Child Care Licensing Information Forms (CCLIF) for interviews and visits; responds to emails and phone calls; attends various trainings and meetings; prepares weekly calendars and monthly mileage reports; attends childcare training sessions and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Public Administration, Sociology, Accounting or related field with two (2) years of professional childcare or public administration 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 stand and walk for a prolonged period of time; ability to bend and twist.

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, ODJFS Field Guide; Type B Child Care Rules, and Personnel Policies and Procedures Manual.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments,

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Senior Examiner

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, record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate effectively with co-workers, daycare provider applicants, daycare providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in a daycare setting.
- Work may involve exposure to temperature and weather extremes, strong odors, smoke, dust, wetness, humidity, animals and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Dog Warden	Class Number:	1022432
FLSA:	Exempt	Pay Grade:	9
Dept:	Public Works		

Classification Function

The purpose of this classification is to enforce and supervise the enforcement of State of Ohio laws regulating ownership and control of animals within the County; to supervise staff at the County Animal Shelter to ensure that the public is served, law is enforced, and animals are handled humanely; and to function as the "Chief County Dog Warden" per O.R.C. 955.12.

Distinguishing Characteristics

This is a supervisory 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. This class requires public contact in communicating ownership and control of animals, laws 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.

- 40% +/- 10%
- Presides as Chief County Dog Warden for Cuyahoga County; enforces and supervises the enforcement of State of Ohio laws regulating ownership and control of animals within the County; supervises patrol of County in animal control; patrols for high profile or more dangerous cases; seizes and impounds stray animals; maintains operational compliance with the Ohio Revised Code; enforces statutes governing dog licensing; supervises the impounding of stray animals; enforces legal hold periods; issues citations or warnings to animal owners regarding violations; investigates complaints; sells registration tags; conducts dog census; enforces dangerous dog regulations; coordinates with local animal control officers to ensure compliance with the law; conducts and supervises calling of tags; warns owners found in violation and issues citations; investigate complaints from general public – animal bites, animals destroying private property, animals disturbing peace and suspected inhumane treatment of animals; provides testimony in court to assist in prosecuting violations of animal control laws; determines nuisance, dangerous, vicious designations of dogs based upon all case facts.
- 20% +/- 10%
- Supervises staff at the County Animal Shelter to ensure that public is served, law is enforced, and animals are handled humanely; evaluates employee performance; 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; recommends and implements disciplinary procedures; coaches and manages behavior and ensures all staff conduct is appropriate; recommends selection of new employees and promotion of current employees.
- 15% +/- 10%
- Performs public relations and community awareness functions; plans future advertising, publicity, promotions, public speaking, humane education and promotion of the Animal Shelter; prepares literature and articles for publication to promote the Animal Shelter; approves literature, articles and public service announcements prepared by staff; develops educational programs; distributes and makes available literature pertaining to animal control statutes;

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Animal Shelter Operations Supervisor

prepares responses to customer and public inquiries and complaints regarding the Animal Shelter operations, humane education, statistics, adoptions and health concerns regarding adopted animals; oversees the flow of animals in and out of the building through transfer, foster or adoption.

15% +/- 10%

- Oversees the Animal Shelter operations and the enforcement of animal control regulations; oversees treatment of animals regarding health and temperament; plans euthanasia procedures; ensures sufficient housing for animal population; determines adoptability of impounded animals; schedules animals for euthanasia; performs euthanasia; oversees shelter cage sterilization and cleaning.

10% +/- 5%

- Performs administrative functions; reviews completed documents and receipts; balances receipts and collected funds to ensure accuracy and legal compliance; 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.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in veterinary science or animal control or law enforcement with five (5) years of animal handling, animal supervision, and animal welfare experience which includes one year of personnel supervision; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance

Additional Requirements for all levels

Must obtain and maintain Ohio Euthanasia Technician Certification 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 computer and copier.
- 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 between colors, hear alarming sounds, identify odors, and accurately describe animals based on visual perceptions.
- Ability to Ketch-pole, animal leashes and snares and grooming tools.

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.

Animal Shelter Operations Supervisor

- 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 billing invoices, animal surgery and medical records, employee leave forms, animal impound inventory and records, donation receipts, spay/neuter deposits, adoption questionnaires, animal disposition information, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, Animal Shelter Operations Manual, union contract, Breed Rescue Manual, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare purchase orders, requisitions, Animal Shelter statistics, educational materials, publicity materials, 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, explain procedures, and follow instructions.
- Ability to use and interpret basic veterinary, animal control, law enforcement terminology and language.
- Ability to communicate with manager, veterinarians; employees; emergency clinic staff, media contacts, sales representatives, adoption customers, and the general public.

Environmental Adaptability

- Work is typically performed in an animal shelter and in the field
- Work may involve exposure to angry or rabid animals, dust, strong odors, noise extremes, bright/dim lights, wetness, humidity, diseases, and bodily fluids.
- Work may be performed outdoors in varying weather conditions and potential exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Mailroom Supervisor	Class Number:	1011614
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Public Works		

Classification Function

The purpose of this classification is to direct the overall operations of multiple mailroom facilities and to supervise lower level mailroom supervisors and other staff in the distribution of County mail to the various departments.

Distinguishing Characteristics

This is a supervisor classification. The employee is responsible for supervising lower level mailroom supervisors and other assigned staff in the daily operations of multiple mailroom facilities and overseeing distribution of County mail. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties. This class requires a higher level of experience than the Mailroom Supervisor class and has broader managerial responsibilities.

Essential Job Functions

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

- 40% +/- 10%
- Supervises Mailroom Supervisors in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides instruction and training; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee leave requests; recommends personnel actions, including selection, promotion, transfer, discipline or discharge.
- 30% +/- 10%
- Coordinates mailroom operations; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; reviews contracts with outside vendors; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom.
- 15% +/- 10%
- Delivers and picks up mail from various departments; fills in for staff when there are absences.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; prepares, reviews and monitors mailroom budget reports; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules.

Proposed DATE

Senior Mailroom Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with five (5) years of mail processing experience, including one (1) year as a supervisor; 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, copier and postage meter.
- Ability to sit, stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., ability to bend and twist.

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, evaluation, 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.

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 telephone messages, delivery schedules, time sheets, mobile control reports, mailing invoices, mail drop reports, yearly budget reports, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.

Senior Mailroom Supervisor

- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisors, vendors, other County staff and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to weather extremes, wetness, humidity, machinery and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Administrator	Class Number:	1052225
FLSA:	Exempt	Pay Grade:	12
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the collection, storage and retrieval of County Archive records as well as oversee the Cuyahoga County Archives Reference Services, Appraisal, Preservation and supervision of records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for performing and overseeing the activities of the County Archives within the Department of Public Works. This class is responsible for overseeing the Cuyahoga County Archives including Reference Services, Appraisal, and Preservation.

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%
- Manages the collection, storage and retrieval of Cuyahoga County Archives records (manages system of data collection and storage; control distribution of records; recommends records retention, maintenance; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC); based upon administrative, legal and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society; provides advice and consultation on records, Electronic Records Management systems to County department administrators on their needs; local government officials or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; researches and/or develops desk top based records management systems, microfilming, scanning, bar coding, terminal digit filing and other information management systems, for their application and use; prepares bid specifications for purchase of records management equipment and system software; represents the department at pre-bid meetings for the purchase of records management supplies and software; coordinates implementation of records management system; designs forms for internal use). Oversees Cuyahoga County Archives including Reference Services, Appraisal, and Preservation; assists in the reference area and completes requests as needed; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for other County offices and agencies in determining those records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures.
- 25% +/- 10%
- Supervises Records Management staff; directs the daily operations of the archives; evaluates requests and assign to staff or volunteers; review research projects complete by staff, volunteers, interns, etc.; assigns staff and volunteers to assist in the reference area.

Proposed DATE

Senior Records Management Administrator

25% +/- 10%

- Performs administrative duties; prepares special reports; provides training/presentations to managers; recommends approval of vendor invoices; present at outreach events; approve staff payroll and task codes; completes staff evaluation; prepares for semi-annual records commission meetings and prepares minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in history, library science, or related field with six (6) year of archival experience including part time, internship, or volunteer work; 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, push, and pull up to 25 pounds and ability to climb, crawl, and balance.

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.

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, performance evaluations, billing invoices, research requests, task code reports, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including Policies and Procedures Manual, Ohio History Connection, Ohio Revised Code, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.

DATE

Senior Records Management Administrator

- Ability to prepare production reports, spread sheets, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, staff evaluations, progress reports, budget requests, work orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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.

DATE

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives.

Distinguishing Characteristics

This is a journey-level classification that works under the general supervision of the Senior Records Management Administrator and is responsible for providing research and reference services for the County Archives. 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.

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%
- Provides research and reference services for County Archives; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%
- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in records management, library technology or related field with two (2) years of records management or archival experience; or any equivalent combination of training and experience.

Proposed DATE

Senior Records Management Officer

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, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of volunteers.
- Ability to provide instruction and training to volunteers.

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 record request forms, records of loans, archival records, various County records and documents and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Retention Schedule and Personnel Policies and Procedures Manual.
- Ability to prepare records research reports, record request forms, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret indexing and historical archival terminology and language.
- Ability to communicate effectively with supervisors, co-workers, external agencies and institutions, County and State government agencies, other County employees and the general public.

Senior Records Management Officer

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sewer Maintenance Superintendent	Class Number:	1043123
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Works		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Manages the operations of the Sewer Maintenance division; establishes goals for production and project completion; oversees the maintenance of the County's sewer systems, plans and directs daily operations through subordinate supervisors; delegates authority for projects; coordinates work operations with administration, other departments, contractors and the public; governs labor costs and overtime hours for cost effectiveness; participates in matters of safety and security.
- 30% +/- 10%
- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; participates in resolving grievances; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; answers staff questions and provides information and conflict resolution as appropriate.
- 30% +/- 10%
- Develops and oversees procedures and practices; researches equipment and technology improvements and secures as available; evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.

Sewer Maintenance Superintendent

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

Must obtain Ohio Class II Wastewater Collections License within 12 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, peripheral equipment, and a two way radio.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to understand and apply high school algebra, geometry, calculus and statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including overtime reports, labor reports, time sheets, activity sheets, fuel reports, dispatch call logs, work orders, employee grievances, job descriptions, quotes from contractors plans, maps, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Ohio Revised Code, EPA standards, municipal maps, Uniform Standards for Sewage Improvements, reference manuals, union contracts, specifications, standards, guidelines, and codes.

Sewer Maintenance Superintendent

- Ability to prepare timesheets, billable hours reports, performance appraisals, correspondence, agreements, contracts, work order sheets, schedules, budgets, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Program Administrator 1	Class Number:	1056312
		Pay Grade:	11

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage a social service program with a budget of \$ 1 million or less and to supervise lower level social service employees.

Essential Job Functions

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

- Manages a social service program with a budget of \$ 1 million or less (e.g. - monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program).
- Supervises lower level social service employees (e.g. - assigns work and reviews completed work assignments; plans and develops staff training; evaluates employee performance; conducts employee performance appraisals; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with three years of related social work 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, copier, adding machine, 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, 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 itinerary reports, medical invoices, various forms and documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including manager's handbook, personnel policy manuals, at risk manual, health care manuals, and federal and state regulations.
- Ability to prepare at risk reports, performance appraisals, random moment studies, time sheets, 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 medical and counseling terminology and language.
- Ability to communicate effectively with clients, supervisor, personnel officers, support service staff, other County employees, consultants, care providers, local and state officials, accountants, 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:	Social Program Administrator 2	Class Number:	1056313
		Pay Grade:	13

Departments:	Health and Human Services and Sheriff's Department
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Classification Function

The purpose of this classification is to manage one or more social service programs and to supervise subordinate supervisors. This classification is distinguished from the Social Program Administrator 1 classification by the size of the program and generally the supervised classifications (i.e., Social Service Supervisor). Additionally, this classification generally reports to a higher-level program administrator.

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 functions of one or more social service programs (e.g. - develops and implements policies and procedures; monitors compliance of social program with federal and state regulations governing program area; monitors program's grant compliance; manages program's budget and expenditures; develops program resources; designs and prepares written materials describing program; may communicate with and advise program clients; attends meetings; prepares and delivers speeches regarding social program).
- Supervises subordinate supervisors (e.g. - oversees work of supervisors; plans and develops staff training; reviews and approves employee leave requests; recommends employee selection, transfer and discipline).
- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or related field and four years of social work 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, TP terminal, calculator, telephones, 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, calculate decimals and percentages, use descriptive statistics, statistical inference, and statistical theory.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, Foster Parent documents, management reports, incident reports, certification records, delinquent lists, contracts, billing lists, allocation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Jobs and Family Services Manual, operations manual, personnel policy manuals, Foster Care manuals, union contracts, etc.
- Ability to prepare per diem manual, annual report, employee evaluations, ODJFS statistical reports, Homeless Report, annual work plan, program updates, corrective action plans, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, legal, counseling, accounting, and personnel terminology and language.
- Ability to communicate effectively with clients, supervisor, support service staff, program clients, other County employees, consultants, care providers, local and state officials, accountants, 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:	Senior Financial System Administrator-Financial Analyst	Class Number:	1055142
		Pay Grade:	15

Departments:	Office of Budget and Management, only
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Classification Function

The purpose of this classification is to plan and manage the activities and operations of the budget/forecast system operations and supervise the Assistant Financial System Administrator – Financial Analyst.

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.

- Plans and manages the activities and operations of the budget/forecast information system operations (e.g. develops and implements plan that meets short and long-term information needs of the department; develops, evaluates and maintains standards for system design and application development; modifies or develop systems to accommodate changes in financial policies or budget techniques; evaluates effectiveness of information system and processing functions; serves as liaison to other County departments; may serve as lead member on special project team).
- Supervises lower-level assistant financial system administrator-financial analyst (e.g. assigns and reviews completed work assignments; provides job instruction and training, reviews performance; recommends and implements disciplinary procedures when appropriate; reviews applicants for analyst staff positions and recommends selection of candidates).
- Provides computer software technical support and assistance to end-users in County departments. (e.g. oversees installation and maintenance of software and associated hardware systems; monitors problems with software programs or supporting hardware and makes or initiates corrections; prepares procedural manuals; maintains system documentation; prepares and designs queries and reports utilizing report writer tools and database query languages (e.g. SQL); prepares graphs, etc. to present financial, statistical and descriptive program/service level activity; conducts software training sessions for OBM staff and Agency fiscal officers).
- Develops and coordinates of new project development and system changes (e.g. designs enhancements to current automated systems; determines requirements for development of system modifications to existing systems; designs action plans for system development).
- Performs budget preparation and maintenance duties (e.g. participates in the preparation of the tax and operating budget; develops, prepares and monitors revenue estimates for General Fund, Health & Human Service Levies and Debt Service; participate in developing and preparing monthly and quarterly forecast reports and County Annual Budget documents).
- Assists in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, banks, Director, Administrators, and Commissioners; prepares requests for proposals; assist in hiring consultants; assist in coordination and managing proposed debt; assist in maintaining the County's note and bond ratings by preparing information of County operations for the rating agencies.
- Oversees cost allocation duties. (e.g. prepares billing rates for Jail; develops the indirect cost plan; prepares invoices and pursues collections; assist in the identification and development of revenue enhancement alternatives)
- Performs capital budget management duties. (e.g. participates in capital planning and budget process; monitors revenue and expenditures in capital improvement funds; evaluates proposals for new or expanded projects; develops funding recommendation and rationale).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or information management or related field with five years of experience in financial information system support; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer, printer, adding machine, copy machine, fax machine, etc.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including informational documents, forecast reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including budget system manual, personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare budget/forecast reports, revenue reports, descriptive statistical reports, performance appraisals, 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 budget system and accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, sales representatives, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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:	Airport Field Supervisor	Class Number:	1042314
		Pay Grade:	10

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise lower level airport operations personnel and oversee field operations of the County Airport including aircraft fire fighting and rescue service, airport safety inspections and building and grounds maintenance.

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 airport operations personnel (e.g.- plans, assigns and reviews work; prepares work assignment sheets; provides job training and instruction; evaluates employee performance; responds to employee problems; recommends interviews and recommends selection of new employees; recommends and implements disciplinary procedures).
- Coordinates aircraft fire fighting and rescue (e.g.- leads aircraft accident and incident rescue team; assists in containing and extinguishing fires; operates aircraft crash truck to respond to emergency situations; performs required FAA training for airport operations personnel).
- Oversees airport maintenance operations (e.g.- schedules preventative maintenance of airport vehicle fleet and fire and rescue equipment; oversees maintenance of airport building and grounds; coordinates snow and ice removal; monitors current runway conditions; measures runway friction and maintains record).
- Coordinates maintenance materials and equipment purchases (e.g.- maintains purchasing records for maintenance materials and equipment; prepares specifications for replacement equipment; communicates with contractors or vendors).
- Performs safety inspections of building facilities and maintenance activities (e.g.- inspects boiler gauges for safe readings; observes airport operations staff to ensure that proper safety precautions are followed).

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of technical school program in building trades with three years of airport operations experience including one year of experience in a lead worker capacity; or any equivalent combination of training and experience.

Additional Requirements

Requires an Ohio Class B Commercial Driver's License with air brakes designation and Hazardous Materials First Responder Certificate.

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

- Ability to operate a variety of automated office machines including typewriter, copier and telephone.
- Ability to operate a variety of motorized vehicles and equipment including a tractor, lawn mower, dump truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, refractometer and fire fighting equipment.

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 basic algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including operations checklist, crashtruck checklist, assignment sheets, irregularity reports, invoices, payroll documents, blueprints and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, vehicle parts and technical manuals, aircraft certification manuals, aircraft rescue and fire fighting manuals and fire service training manual.
- Ability to prepare payroll documents, attendance records, airport self-inspection, irregularity reports, vehicle maintenance records, work assignment sheets, performance evaluations, 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, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, electrical and mechanical terminology and language.
- Ability to communicate with the supervisors, airport operations staff, vendors, contractors, customers, tenants and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency 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:	Architect I	Class Number:	1063112
		Pay Grade:	9

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to prepare architectural drawings and sketches for projects to comply with Ohio Building Codes.

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.

- Prepares architectural drawings and sketches for projects to comply with Ohio Building Codes (e.g.- prepares architectural drawings and technical specifications; produces design program and schematic design; coordinates design development; prepares construction documents and related reports).
- Functions as lead worker over lower level architect associates (e.g.- coordinates section activities; assigns work; reviews completed work and work in process; provides instruction; acts on employee problems).
- Consults with project personnel during project development and implementation phases (e.g.- reviews contractor proposals; interacts with vendors to ensure delivery of necessary building products; interacts with contractors to coordinate work; inspects project work completed and in process).

Minimum Training and Experience Required to Perform Essential Job Functions

Certificate to practice architecture in the State of Ohio, as issued by the State Board of Examiners of Architects. One year of experience as a graduate architect.

Additional Requirements

Annual renewal of certificate required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including copier, print machine, Kroy/Duratype 240 and telephone.
- Ability to utilize drafting equipment including parallel bar, triangles, templates and compass.
- Ability to perform on-site inspections.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including architectural drawings, technical specifications, shop drawings, invoices, product samples and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Manufacturer's technical Specifications, Ohio Basic Building Code, personnel policy manuals and County policies and procedures.
- Ability to prepare architectural drawings, technical specifications, letters, 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 others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret architectural, engineering, mechanical and electrical terminology and language.
- Ability to communicate with County Departments, supervisor, employees, building trades employees, vendors, contractors 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Building Inspector	Class Number:	1021111
		Pay Grade:	6

Department:	Central Services, Development
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Classification Function

The purpose of this classification is to inspect new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications and standards.

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.

- Inspects new and existing buildings and structures to enforce compliance with building, grading, and zoning laws and approved plans, specifications, and standards (e.g.- inspects buildings during and after construction to insure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards; observes conditions and issues notices for corrections to persons responsible for compliance).
- Interprets legal requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected.
- Maintains inspection records and prepares reports for use by administrative or judicial authorities.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No additional license or certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of inspection tools including inspection mirror, draft gauge, AC amp meter, blower door, combustion analyzer, combustible gas detector, infra red camera and monoxor.
- Requires the ability to operate a motor vehicle.
- Ability to climb stairs and access basements, crawl spaces, attics and foundations.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and utilize basic principles of algebra and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blue prints.
- Ability to comprehend a variety of reference books and manuals including municipal zoning laws and building codes.
- Ability to prepare specifications, change orders, purchase lists, inspector reports, bid packages 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 building construction terminology and language.
- Ability to communicate with contractors, clients, immediate supervisor, other County employees, government agency representatives and field representatives.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fire Safety Inspector	Class Number:	1022211
		Pay Grade:	5

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to conduct fire safety inspections of County buildings and structures.

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.

- Performs fire safety inspections of County buildings and structures (e.g. - ensures compliance with existing fire codes and requirements established by State Marshall's office; issues citations when violations are found; conducts re-inspections to determine if corrections have been made).
- Prepares and maintains inspection reports, weekly itinerary reports, phone call logs, vehicle and expense reports;
- Conducts educational outreach and maintains liaison with outside fire service agencies (e.g.- counsels and advises County and Municipal Boards and other officers and other groups on rural, County and/or Municipal fire protections; assists in conducting fire safety training classes when assigned; responds to emergency situations; assists fire and arson investigators who are investigating fires of suspicious origins; attends conferences, seminars, fire service meetings).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in fire safety inspection and three years of fire-fighting or related experience; or any equivalent combination of training and experience.

Additional Requirements

Fire Safety Inspector certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to perform on-site inspections.

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 fire inspection reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Fire Codes.

- Ability to prepare fire inspection reports, phone logs, expense 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 fire code terminology and language.
- Ability to communicate effectively with supervisors, custodial staff, and the general public.

Environmental Adaptability

- Work is typically performed at on-site locations and 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:	Groundskeeper	Class Number:	1042211
		Pay Grade:	3

Departments:	Central Services, Development, only
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Classification Function

The purpose of this classification is to perform groundskeeping, custodial and routine maintenance tasks on County property and grounds.

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.

- Performs grounds maintenance duties (e.g.-operates equipment including snow blowers and lawn mowers to perform snow and ice removal of County areas and to mow grass in surrounding property; trims bushes and maintains flower beds).
- Performs routine maintenance duties (e.g. - maintains parking lots including asphalt patching, painting, etc.; starts heating, ventilation and air conditioning equipment; moves boxes and furniture, when necessary).
- Performs custodial duties (e.g.- cleans rooms, halls, etc.; organize and clean tools; sweeps and mops floors; cleans windows; replaces light bulbs).
- Maintains maintenance and custodial supplies and equipment (e.g.- maintains cleanliness of supply closets; informs supervisor when supplies are needed; stocks supplies; fuels equipment; applies grease; completes routine repairs).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five months of grounds maintenance 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 tools, equipment, and machines including tractors, mower, edger, blower, scissors, electric trimmers, parking lot stripping machine, drills pliers, hammers, and other hand tools, etc.
- Ability to safely use a variety of chemicals such as weed killers, insecticides, paints, deodorizers, soaps, cleaning solutions, etc.
- Ability to lift and move furniture, chemical cans, parking lot gates, etc.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of reference books and manuals including equipment handbooks, instructions, etc.
- Ability to explain procedures and to follow instructions.
- Ability to communicate effectively with supervisor, county employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Help Desk Technician	Class Number:	1053151
		Pay Grade:	7

Departments: Human Services, Justice Affairs only

Classification Function

The purpose of this classification is to provide help desk technical support to CRIS- E / and or CRIS users.

Essential Job Functions

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

- Provides help desk technical support to CRIS- E and/or CRIS users (e.g.- assists users entering, accessing and modifying information in the CRIS-E and/or CRIS system; researches and develops solutions to problems; determines and differentiates between user, software, hardware security, telecommunications or network problems; assists CRIS-E and/or CRIS users understand procedural changes; develops procedures for completing tasks in CRIS-E based on regulations; assists and trains users with system passwords; interprets public assistance rules, regulations, policies, policies and procedures; verifies recipients Medicaid eligibility in Ohio Medicaid Management Information System; assists medical providers, governmental entities and other users with unresolved problems; monitors and maintains problem log tracking).
- Provides formal and informal training to agency staff and/or users (e.g.- provides CRIS-E, CRIS and/or related training to administrators, supervisors, users and other staff; develops training materials for other training staff; disseminates information; develops effective working relationships).
- Provides computer software technical support and assistance to end-users (e.g. -- troubleshoots problems with software programs or supporting hardware and makes or initiates corrections; provides operating instructions on various software applications; writes macro programs within software to automate data calculations or maintain database reports; prepares procedural manuals, reports, graphs, charts, etc. to present programs and other information).
- Communicates and maintains effective working relationships with a variety of individuals within and outside the department (e.g.- serves as liaison with other agencies including Ombudsman, medical providers, governmental entities, and medical service companies; communicates with help desk employees in other County departments).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or information technology with two years of computer information systems experience; or any equivalent combination of training and experience.

Additional Requirement

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 personal computer, computer terminal, visual communication equipment, printer, and telephone.
- Ability to lift, carry and move machinery, user paper and other supplies.

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 computer reports and records, CRIS-E and/or CRIS help desk report, QMB/SLMB direct reimbursement forms, prints.
- Ability to comprehend a variety of reference books and manuals including the public assistance manual, food stamps manual, CRIS-E and/or CRIS manual and computer systems manuals.
- Ability to prepare computer generated reports including medical assistance healthcare coverage dates, buy-in eligibility, hard copy case record, CRIS-E help desk problem page, problem logs, CRIS-E screen prints and other job related documents, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence other, to record and deliver information, to explain procedures and to instruct.
- Ability to use and interpret computer systems terminology and language.
- Ability to communicate effectively with supervisors, other County employees, Ohio Department of Jobs and Family Services, governmental entities, medical providers and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Licensed Practical Nurse	Class Number:	1032111
		Pay Grade:	5

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to provide nursing care to residents of a particular floor, unit or facility.

Essential Job Functions

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

- Provides nursing services to residents (e.g.- makes rounds of facility and assess illness or injuries; contacts doctors; schedules sick calls if necessary; passes medications as ordered by doctors; performs various treatments as ordered by doctor; notifies doctors of changes in condition and takes new medical orders if necessary; makes rounds of residents with doctors; maintains emergency kits and medicine cabinets in resident locations; utilizes medical equipment to perform job functions).
- Prepares reports and records of nursing activities (e.g.- updates resident charts; maintains medication and treatment records, menstrual list, restriction list and food allergy list; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as practical nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

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

- Ability to utilize medical equipment including sphygmomanometer, stethoscope, flashlight, audioscope and other diagnostic and surgical instruments and equipment.
- Ability to push and pull in the movement or treatment of residents; ability to lift and carry medical equipment and supplies.

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 medical charts, patient records, lab reports, X-ray results, psychological evaluations, clinic forms, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, Lab referral reference and policies and procedures manuals.
- Ability to prepare allergy lists, dietary restrictions list, menses list, restriction list 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 terminology and language.
- Ability to communicate with residents, other County employees and family members.

Environmental Adaptability

- Work is typically performed in an institutional health care environment or juvenile penal institution.
- Work may involve nursing response to emergency 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:	Purchasing Administrator	Class Number	1053514
		Pay Grade:	11

Departments:	Office of Procurement and Diversity, only
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Classification Function

The purpose of this classification is to supervise purchasing personnel and to evaluate, prepare and develop bids and specification packages.

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 purchasing personnel involved in procurement activities (e.g.- coordinates procurement activities, allocates personnel to procurement tasks and plans work of employees; reviews and evaluates work completed; maintains work standards; provides instruction; responds to employee problems; recommends the discipline of employees).
- Evaluates, prepares and develops bids and specification packages (e.g.- reviews all contracts for accuracy, clarity and compliance with applicable County, State and Federal purchasing regulations; supervises evaluation of bids; reviews and edits requisitions to ensure correct and complete specifications for materials desired; assists in specification development for County Departments).
- Maintains liaison with public and private entities to promote exchange of information on purchasing issues (e.g.- follows developments in purchasing regulations in both public and private sector; responds to vendor questions regarding County purchasing policies and procedures; interviews vendors; encourages and supports participation of new vendors including female owned businesses and minority owned businesses).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration with five years of 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 telephone, fax machine, adding machine and calculator.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including requisitions, requisition drafts, bid documents, vendor evaluation reports, employee evaluations, legal contracts and other reports and records.
- Ability to comprehend a variety of reference books, manuals and drawings including blueprints, floor plans, personnel policy manuals and warranty manuals.
- Ability to prepare usage reports, auction reports, auto titles, invoices and bills, vendor lists, vendor response forms, leases, contracts and options, 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 procurement terminology and language.
- Ability to communicate with directors, managers, supervisors, purchasing staff, other County employees, elected officials, contractors and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Sanitary Engineer	Class Number:	1063421
		Pay Grade:	18

Departments:	Development, only
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Classification Function

The purpose of this classification is to plan and implement goals and objectives of the Engineering Division, establish criteria to measure Division effectiveness and monitor budgetary activity.

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.

- Plans and implements goals and objectives for the Engineering Division to ensure that processes are in compliance with local, state and federal environmental laws (e.g.- reviews wastewater collection and treatment processes and weighs alternatives; considers issues surrounding wastewater treatment and industrial waste; determines program objectives, strategic plans and implementation time-lines; monitors progress and initiates corrective action when goals and objectives are unobtainable; monitors legislation affecting Division operations).
- Supervises subordinate supervisors and clerical personnel assigned to Sanitary Engineer division (e.g - assigns work and reviews completed work assignments; provides job instruction and training; evaluates employee performance; reviews and approves employee leave requests; recommends selection, promotion and discipline of employees).
- Oversees Division budget (e.g.- identifies requirements and resources for various services, establishes budgetary priorities; monitors expenditures; manages Division within budgetary limitations; reviews financial reports to monitor financial status of Division; recommends service rates to Development Director and Board of County Commissioners).
- Establishes constructive working relationships with federal, state, local and regional agencies in order to foster cooperation in the compliance with environmental laws (e.g.- meets with mayors, engineers, representatives of community organizations, representatives of industrial/commercial users and the general public).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered professional engineer with the State Board of Registration for Professional Engineers and Surveyors. Ten years of professional engineering experience including six years in a supervisory capacity.

Additional Requirements

Annual renewal of registration 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 machine, and calculator.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, make use of principles of algebra, geometry, trigonometry, calculus and statistical inference.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including periodic EPA reports, OPS reports, purchase requisitions, budgetary reports, safety reports, personnel records, personnel actions and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, federal and state environmental regulations, personnel manuals, technical periodicals, procurement regulations and uniform standards.
- Ability to prepare technical reports, EPA reports, budgetary projections, disciplinary actions, resolutions, work agreements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage programs and people, 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 legal, accounting, personnel and environmental and civil engineering terminology and language.
- Ability to communicate with Board of County Commissioners, Development Director, mayors, managers, municipal engineers, County employees, state and federal agencies 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:	Senior Employment Service Specialist	Class Number:	1014612
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Departments:	Human Services/Employment Services, only
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Classification Function

The purpose of this classification is to coordinate and monitor daily administrative activities of an employment services program and to function as lead worker over lower level employment service specialists. Examples of employment service programs are JTPA (Job Training Partnership Act), LEAP (Learning, Earning and Parenting), (CWEP) Community Work Experience Program, or JOBS (Job Opportunities and Basic Skills).

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 and monitors daily administrative activities of an employment services program (e.g.- coordinates computer systems to ensure compliance with federal, state and local regulations pertaining to program administration; reviews; approves and assigns appropriate funding source in accordance with eligibility criteria and funding availability; acts as a liaison between employment contract specialist and contractor to ensure accurate reporting; prepares monthly statistical reports; conducts follow-up and resolution of system and data errors).
- Functions as lead worker over lower level employment service specialists (e.g.- assigns work and reviews completed work assignments; provides job instruction and training).
- Assists with administration of an employment services program (e.g.- processes applications in accordance with Federal, State, and Local regulations, policies and procedures to ensure compliance; reviews and prioritizes applications based on funding source availability and priority; administers and scores math and reading tests as part of application process; schedules applicants and participants for orientation, pre-screening, voter registration and selective service requirements).
- Performs advanced clerical and computer functions (e.g. - operates keyboard entering data from application forms into computer system; tracks information such as updates, enrollments, terminations, etc.; answers telephone and directs calls; prints, reviews and issues certification list for program participation; distributes reports; maintains daily log for all transactions; records transactions onto card files).
- Performs administrative duties (e.g. - attends meetings, conferences, seminars, workshops, and technical assisting sessions to keep current on policy changes; maintains information to ensure compliance with policy changes).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one year of experience with federal and state employment programs, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, printer, fax machine, copier, adding machine, 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 certification lists, applications, intake documents, system error reports, monthly contractor reports, training orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, Dictionary of Occupational Titles (DOT), SIC, LMI, SPFR reporting requirements, and certification procedures.
- Ability to prepare certification lists, activity report, system transaction forms, contractor reports, status forms, scheduling sheets, memos, correspondence, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with intake staff, applicants, contractors, management, supervisor and other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Service Worker 4	Class Number:	1056251
		Pay Grade:	8

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to provide assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis or to investigate reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees.

Essential Duties and Responsibilities

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

- Provides assessment, referral, counseling and consultation services to adults and/or respective families on an individual or group basis (e.g.- conducts initial interview to determine eligibility for services; develops individual treatment plans; maintains clinical caseload of adult protective cases; re-determines eligibility periodically and appraises treatment plan to determine whether services will meet needs or to justify continuation of services; makes referrals to inside or outside services or agencies; sets client goals and makes plans to allow for discharge from County facilities and/or termination of services).
- Investigates reports of child abuse and neglect in out-of-home settings, as well as, misconduct by social service employees (e.g.- investigates situations involving complaints of child abuse and neglect in foster homes, schools and other out-of-home care settings; investigates reports of child abuse against other County social service employees; conducts interviews with clients, families, employee and witnesses to gather information; maintains ongoing caseload of these cases; conducts investigations of child deaths when abuse or neglect is alleged; determines facts of the case and prepares recommendation regarding further action).
- Functions as lead worker over lower level social service workers (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- works with community agencies to provide planning, continuity of services and community involvement in client care; participates in team meetings; schedules case conferences; participates in setting team agenda; organizes community action groups; speaks to various organizations as representative of County's social service programs; inspects home and medical treatment centers to ensure smooth transition; maintains contact with court's parole and probation officers; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluation according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work with two years of counseling experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

- Ability to operate a variety of automated office machines including computer, fax, 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 initial application information, client records, psychological reports, medical reports, termination summaries, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, personnel policy manuals and the Ohio Revised Code.
- Ability to prepare court summaries, treatment plans, assessments, termination summaries, requests for patient conferences, referral forms, assessment 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 and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with residents, clients, parents, school officials, other County employees, managers, supervisors, outside agencies 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:	Manager, Witness/Victim Services	Class Number:	1056533
FLSA:	Exempt	Pay Grade:	15
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of Witness/Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness/Victim Service Center and the Family Justice Center. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve 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 all programmatic, service, and administrative components of the Witness/Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures on division budget; fulfills all grant planning and management requirements; ensures client satisfaction and services are provided; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 20% +/- 10%
- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements.
- 20% +/- 10%
- Functions as liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.
- 15% +/- 10%
- Manages employees of the Witness/Victim Service Center and the Family Justice Center; manages employees through subordinate supervisors; assigns tasks and projects; manages case loads and provides case consultation; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews

Manager, Witness/Victim Services

and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures.

20% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current best practices; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, criminology, psychology, social work or related field with six (6) years of criminal justice or social work 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.

Manager, Witness/Victim Services

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile and civil codes and regulations, treatment and advocacy publications and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, grant applications, statistical reports, various reports, correspondence, purchase orders, contracts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and personnel terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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:	Manager, Mediation	Class Number:	1062553
FLSA:	Exempt	Pay Grade:	16
Dept:	Public Safety & Justice Services		

Classification Function

The purpose of this classification is to manage all programmatic, service and administrative components of the Public Safety & Justice Services Mediation Division.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Mediation Division. This class works under administrative direction from the Public Safety & Justice Services Administrator, and requires the analysis and solution of operational, technical, administrative and management problems. The incumbent exercises discretion in applying policies and procedures to resolve 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.

- 40% +/- 10%
- Manages the Public Safety & Justice Services Mediation Division; analyzes policies and procedures; develops new policies and procedures and revises current policies and procedures; monitors and approves expenditures of division budget; fulfills all contract planning and management requirements with Courts and other funding agencies; ensures client satisfaction and addresses customer issues; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals.
- 30% +/- 10%
- Conducts mediations; completes post mediation summary and filings to the court; identifies mediation barriers and provides solutions; assists and troubleshoots staff mediations; provides mediation training for staff, courts, and the community.
- 20% +/- 10%
- Supervises employees in the Mediation Division; manages employees through subordinate supervisors; assigns clients; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops staff trainings.
- 5% +/- 2%
- Functions as liaison with various community agencies and organizations; serves on various committees and task forces; organizes and runs Pro Se Child Support Clinics; collaborates with other government agencies and non-profit agencies; develops and delivers various presentations.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; negotiates and monitors contracts; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; researches current

Manager, Mediation

best practices in mediation; provides consultative assistance in preparations of grant proposals; assists with the preparation of and monitors contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with six (6) years of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience; including three (3) years of supervisory experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

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 employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, vouchers, contracts, Mediation Outcome reports, Pro Se reports, intake reports, and other reports and records.

Manager, Mediation

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, mediation guidelines, Courts Local Rules, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual and semi-annual statistical reports, intake report programmatic reports, performance reports, correspondence, purchase orders grant applications, contracts, memorandums and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to mediate disputes and guide parties to resolution.
- Ability to manage, 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 and personnel terminology and language.
- Ability to communicate effectively with the director, subordinate supervisors, employees, mediation parties, Pro Se parties, judges, court personnel, and customers.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence.

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. O2017-0001

Sponsored by: Councilmember Miller	An Ordinance enacting Section 303.051 of the Cuyahoga County Code to authorize the Personnel Review Commission to adopt Merit Principles in its Administrative Rules, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and,

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.02(4) of the Charter of Cuyahoga County provides that the Personnel Review Commission shall have "[r]esponsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in this Charter in accordance with the human resource policies established by ordinance;" 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. Cuyahoga County Code Section 303.051 is hereby enacted as follows. The remaining Sections of Chapter 303 shall remain in full force and effect.

Section 303.051 Merit Principles

Pursuant to Article 15, Section 10 of the Ohio Constitution and pursuant to Section 9.01 of the Charter, appointments, promotions, and personnel management in the civil

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Ordinance No. O2017-0002

Sponsored by: Councilmember Hairston	An Ordinance amending Section 501.15 of the Cuyahoga County Code to require entities contracting with the County to provide preschool, daycare, or out-of-school time services for children to prohibit firearms in facilities used for such services; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 3.09(4) of the Charter of Cuyahoga County provides that the legislative power of the County is vested in the Council to include the power to “establish procedures governing the making of County contracts;” and

WHEREAS, Section 501.15 of the Cuyahoga County Code requires certain certifications for contractors that enter into contract with the County; and

WHEREAS, the Ohio Senate Bill 199 allows individuals who are licensed to carry concealed firearms to bring concealed firearms into daycares unless those facilities prohibit firearms in their facilities; and

WHEREAS, Cuyahoga County has determined that it is beneficial to the health and safety of children in the County to require the prohibition of concealed firearms in facilities that contract with the County to provide certain services to children; and

WHEREAS, the amendments proposed are designed to support safer environments for children in Cuyahoga County; 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 501.15 of the Cuyahoga County Code is hereby amended to add Section 501.15(A)(14) to read as follows:

14. shall, if performing a contract to provide preschool, daycare, out-of-school time, and/or placement and foster care services for

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0096

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2016/2017 Biennial Operating Budget for 2017 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, on December 28, 2016, the Cuyahoga County Council adopted the 2016/2017 Biennial Operating Budget and Capital Improvements Program Update for 2017 (Resolution No. R2016-0216) establishing the 2017 biennial budget update for all County departments, offices and agencies; and

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 21A659 – Comprehensive Anti-Gang Initiative	BA1706080
PR751560 – Comprehensive Anti-Gang Initiative	
Personal Services	\$ (12,801.90)

Reduce appropriations in order to close Comprehensive Anti-Gang Initiative grant.

B. 40A069 – Capital Projects	BA1707603
CC768861 – Roof Replacement – Old Courthouse	
Personal Services	\$ 25,000.00
Capital Outlays	\$ 4,150,000.00

To increase appropriation for the Old Courthouse Roof Replacement and Stone Repair project. This project had initial appropriations in February 2016 in the amount of \$475,000.00 for the design portion of the project. These additional appropriations are for the construction of the new roof that has passed its useful life. Current Expenses in the project are \$126,806 with a cash balance of \$348,193.56. This project is on the 2016 CIP.

C. 40A099 – Maintenance Projects	BA1707615
CC768606 – Animal Shelter Laundry & Food Prep Imprv	
Other Expenses	\$ 20,607.00

Increase appropriation in the Animal Shelter Project in preparation for closure. This project was set up in 2014, the last transaction date was in 2016 and 74.47% of the project was expended. These funds are needed to provide sufficient appropriations for a future cash transfer.

D. 40A069 – Capital Projects	BA1707618
CC768572 – JJC Detention Sprinkler Modification Project	
Other Expenses	\$ 60,852.83

Increase appropriation in the JJC Detention Sprinkler Modification Project in preparation for closure. This project was set up in 2014, the last transaction date was in February 2017 and 78.207% of the project was expended. These funds are needed to provide sufficient appropriations for a future cash transfer.

E. 40A069 – Capital Projects	BA1707620
CC768507 – Justice Center Court Tower Security Equipment	
Other Expenses	\$ 537,469.18

Increase appropriation in the Justice Center Court Tower Security Equipment Project in preparation for closure. This project was set up in 2014, the last transaction date was in October 2016 and 44.69% of the project was expended. These funds are needed to provide sufficient appropriations for a future cash transfer.

F.	40A070 – Cleveland Capital Projects		BA1707622
	CC762088 – Cleveland Capital Projects		
	Other Expenses	\$	716.25

Increase appropriation in the Cleveland Capital Project in preparation for closure. This project was set up in 1998, the last transaction date was in 2016 and 74% of the project was expended. These funds are needed to provide sufficient appropriations for a future cash transfer.

G.	40A099 – Maintenance Projects		BA1707624
	CC768101 – Countywide Painting		
	Other Expenses	\$	363,086.25

Increase appropriation in the Countywide Painting Project in preparation for closure. This project was set up in 2012, the last transaction date was in 2016 and 81.76% of the project was expended. These funds are needed to provide sufficient appropriations for a future cash transfer.

H.	40A069 – Capital Projects		BA1707625
	CC769232 – JJC Solar Blinds Project		
	Personal Services	\$	134,874.00
	Capital Outlays	\$	217,626.00

Appropriation is requested for the JJC Solar Blinds Project. Funding for the project will come from the General Fund on an incremental basis. As the project incurs expenses, funding from the General Fund will be transferred into this project to cover these expenses. This project is on the 2017 CIP.

I.	40A069 – Capital Projects		BA1707626
	CC769240 – JJC Roof Ladders and Pumps		
	Personal Services	\$	115,500.00
	Other Expenses	\$	10,000.00
	Capital Outlays	\$	34,500.00

Appropriation is requested for the JJC Roof Ladders and Pumps project. Funding for the project will come from the General Fund on an incremental basis. As the project incurs expenses, funding from the General Fund will be transferred into this project to cover these expenses. This project is on the 2017 CIP.

J.	20A312 – Coroner’s Lab		BA1713665
	CR180034 – Medical Examiner - Lab		
	Capital Outlays	\$	300,000.00

The Medical Examiner’s Office is requesting an appropriation increase in Capital for \$300,000.00 in the Medical Examiners – Lab index code. This is for the purpose of purchasing a new Liquid Chromatography and Mass Spectrometry machine that is needed for lab work in Drug Chemistry. Funding is provided by the Medical Examiners Lab Fund, which is funded by ME- Lab User Fees and out-of-county autopsies. Current cash balance as of May 11, 2017 is \$1,079,823.10.

K.	21A218 – State SHSP – Law Enforcement (SHSPLE)		BA1715096
	JA769133 – FFY16 State Homeland – LE 16/19		
	Other Expenses	\$	169,923.25
	Capital Outlays	\$	138,013.75

Requesting appropriations for the FY16 State Homeland Security – Law Enforcement Grant Program, which was awarded by the Ohio Emergency Management Agency as a pass thru from the Federal Emergency Management Agency (FEMA). The award is for \$307,937, for the period 9/1/16 – 3/31/19. On October 31, 2016, the Board of Control issued approval (Consent Item Approval No. CON2016-116) to accept this award. There is no cash match for this grant. In addition, the previous State Homeland Security – Law Enforcement Grant (JA768903), 3-year grant, was for \$384,681.

L.	22A004 – Continuum of Care Planning Grant		BA1704512
	HS759282 – Continuum of Care Planning Grant 2016		
	Other Expenses	\$	300,000.00

Appropriation of \$300,000.00 is requested to establish the FFY 2016 Continuum of Care Planning grant, which is funded by the United States Department of Housing and Urban Development. The purpose of the grant is to provide for and implementation of activities encouraged by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The grant period for this new program is October 1, 2016 to September 30, 2017.

M.	22A024 – RRH for Single Adults - SA		BA1704513
	HS759274 – RRH for Single Adults FY 2016		
	Other Expenses	\$	537,741.00

Appropriation of \$716,955.00 is requested to establish the Rapid Re-housing Grant for 2016 under the Continuum of Care Homeless Grant. The grant period is October 2016 through September 2017.

N.	22A005 – Rapid Re-Housing EDEN		BA1704514
	HS759290 – Rapid Re-Housing 2016		
	Other Expenses	\$	716,955.00

Appropriation of \$537,741.00 is requested for the renewal of the Continuum of Care Rapid Re-housing for homeless men grant, which is funded by the United States Department of Housing and Urban Development. Grant funds provide for short term rent assistance, housing location assistance, housing inspections, and case management. The grant period is October 1, 2016 to September 30, 2017. This year's grant award is the same amount as the previous year.

O.	61A607 – Centralized Custodial Services		BA1703054
	CT577411 – Central Services – Other Services		
	Capital Outlays	\$	6,800,000.00

The County has entered into an Electric Service Agreement with Cleveland Public Power to purchase the electricity to be generated through renewable energy sources (R2016-0137 approved November 15, 2016), including solar energy. This would appropriate for the upfront cost of developing the solar array to provide solar energy as part of the Electric Service Agreement. Cash transfers to provide the funds for the appropriation are requested on this same

fiscal agenda in document JT1703053. Funding comes from the General Fund (\$5.54 million), Health and Human Services Levy (1.06 million), and grant funds from the Cleveland Foundation (\$200,000). The upfront expense includes the prepayment for electricity and will result in reduced electricity expenses for future years.

P.	29A391 – Health and Human Services Levy 4.8		BA1703055
	SU514422 – Health and Human Services Subsidy		
	Other Expenses	\$	1,056,000.00
	01A001 – General Fund		
	SU514091 – Space Maintenance		
	Other Expenses	\$	5,544,000.00
	01A001 – General Fund		
	SY302240 – Sustainability		
	Other Expenses	\$	100,000.00

This appropriation would provide the funding to transfer cash to Public Works – Facilities to develop renewable solar energy resources. This solar energy would provide some of the renewable energy that the County agreed to purchase in the \$68 million Electric Service Agreement (R2016-0137 approved November 15, 2016). The \$6.8 million for this solar project would be funded with \$6.6 million in General Fund/Health and Human Services (split 84%/16% respectively based on the funding ratio used to pay electricity in the buildings that will use the solar energy) supplemented by \$200,000 in grant funds from the Cleveland Foundation; \$100,000 was deposited into the General Fund and would be transferred to Public Works and another \$100,000 grant has been awarded and will be deposited into Public Works when received.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: 01A001 – General Fund		BA1701521
MI512657 – Miscellaneous		
Other Expenses	\$	420,000.00
TO: 01A001 – General Fund		
SH350272 – Law Enforcement - Sheriff		
Personal Services	\$	420,000.00

A transfer of appropriation from the Miscellaneous account to the Law Enforcement agency within the Sheriff’s Department is being requested to cover PERS expenses for 2017. Deputies within the Law Enforcement budget receive 18.1% PERS compared to the 14% for all other county employees. The source of funding comes from the General Fund.

B. FROM: 40A099 – Maintenance Projects		BA1707606
CC768291 – Cleveland Municipal Court 3A Expansion		
Personal Services	\$	17,806.18
Capital Outlays	\$	24,895.23

TO: 40A099 – Maintenance Projects
 CC768291 – Cleveland Municipal Court 3A Expansion
 Other Expenses \$ 42,701.41

Move appropriations in the Cleveland Municipal Court 3A Court Expansion Project in preparation of project closure. This project was set up in 2013 and the last transaction was in 2016 and 77% of the project was expended. There is a cash balance of \$142,932.09 in which it will be transferred to other projects.

C. FROM: 20A301 – Real Estate Assessment Fund **BA1707607**
 FS109702 – Fiscal Oper – Tax Assessments
 Other Expenses \$ 68,550.00

TO: 20A301 – Real Estate Assessment Fund
 FS109702 – Fiscal Oper – Tax Assessments
 Capital Outlays \$ 68,550.00

Requesting to transfer the remaining balance of the Transfer & Conveyance System encumbrance to buy computer hardware. The total amount was approved for \$150,000.00 in which only \$81,450.00 was encumbered leaving \$68,550.00 remaining. This fund is a special revenue fund that is collected from tax assessments and currently has over \$24 million in cash.

D. FROM: 40A099 – Maintenance Projects **BA1707610**
 CC768218 – Building Improvements
 Personal Services \$ 10,850.00

TO: 40A099 – Maintenance Projects
 CC768218 – Building Improvements
 Other Expenses \$ 10,850.00

To move appropriations in the Building Improvement Project in preparation for closure of which 88.73% of the original appropriations were expended. There is a resulting cash balance of \$19,817.00 that will be transferred to other projects.

E. FROM: 40A099 – Maintenance Projects **BA1707611**
 CC768606 – Animal Shelter Laundry & Food Prep Imprv
 Personal Services \$ 5,129.48
 Capital Outlays \$ 4,856.82

TO: 40A099 – Maintenance Projects
 CC768606 – Animal Shelter Laundry & Food Prep Imprv
 Other Expenses \$ 9,986.30

To move appropriations in the Animal Shelter Laundry & Food Prep Imprv Project in preparation for closure. This project was set up in 2014 and the last transaction was in 2016 with 74.47% of the project expended. There is a cash balance of \$42,359.45 that will be transferred to other projects.

F. FROM: 40A069 – Capital Projects	BA1707616
CC768572 – JJC Detention Sprinkler Modification Project	
Personal Services	\$ 53,392.76
Capital Outlays	\$ 143,135.74
 TO: 40A069 – Capital Projects	
CC768572 – JJC Detention Sprinkler Modification Project	
Other Expenses	\$ 196,528.50

To move appropriations in the JJC Detention Sprinkler Modification Project in preparation for closure. This project was set up in 2014 and the last transaction was in February 2017 with 78.20% of the project expended. There is a cash balance of \$271,448.10 that will be transferred to other projects.

G. FROM: 40A069 – Capital Projects	BA1707619
CC768507 – Justice Center Court Tower Security Equipment	
Personal Services	\$ 131,611.88
Capital Outlays	\$ 322,733.15
 TO: 40A069 – Capital Projects	
CC768507 – Justice Center Court Tower Security Equipment	
Other Expenses	\$ 454,345.03

To move appropriation in the Justice Center Court Tower Security Equipment Project in preparation for closure. This project was set up in 2014 and the last transaction was in October 2016 with 44.69% of the project expended. There is a cash balance of \$991,814.21 that will be transferred to other projects.

H. FROM: 40A070 – Cleveland Capital Projects	BA1707621
CC762088 – Cleveland Capital Projects	
Personal Services	\$ 172,028.16
Capital Outlays	\$ 51,573.26
 TO: 40A070 – Cleveland Capital Projects	
CC762088 – Cleveland Capital Projects	
Other Expenses	\$ 223,601.42

To move appropriation in the Cleveland Capital Projects in preparation for closure. This project was set up in 1998 and the last transaction was in 2016 with 74% of the project expended. There is a cash balance of \$224,317.67 that will be transferred to other projects.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 29A391 – Health & Human Services Levy 4.8	JT1703095
SU514596 – Alcohol Drug Addiction Mental Health 4.8	
Transfer Out	\$ 4,920,457.50

29A392 – Health & Human Services Levy 3.9
 SU514729 – Alcohol Drug Addiction Mental Health 3.9
 Transfer Out \$ 4,920,457.25

TO: 20A317 – ADAMHSBCC (as of 07/01/2009)
 MH431056 – BH – Administrative Oper Budget
 Revenue Transfer \$ 9,840,914.75

Subsidy for 2017 second quarter support of the Alcohol Drug Addiction Mental health Board based on the amount approved in the 2017 budget (R2016-0216). Funding comes from HHS Levy.

B. FROM: 29A391 – Health & Human Services Levy 4.8 **JT1703096**
 SU514877 – Public Defender HHS
 Transfer Out \$ 52,861.25

TO: 20A267 – Public Defender HHS
 PD141333 – Public Defender HHS
 Revenue Transfer \$ 52,861.25

To transfer HHS subsidy to Public Defender’s Office for second quarter expenses. Budgeted Public Defender HHS expenses include an expungement clerk and two attorneys for a child support program. Funding comes from the Health and Human Services Levy.

C. FROM: 29A391 – Health & Human Services Levy 4.8 **JT1703098**
 SU514414 – Senior & Adult Services Subsidy
 Transfer Out \$ 2,020,044.88

29A392 – Health & Human Services Levy 3.9
 SU514638 – Senior & Adult Subsidy 3.9
 Revenue Transfer \$ 2,020,044.87

TO: 24A601 – Senior & Adult Services
 SA138321 – Administrative Services - SAS
 Revenue Transfer \$ 4,040,089.75

To provide subsidy for the HHS Division of Senior and Adult Services for the second quarter. Funding comes from the Health and Human Services Levy.

D. FROM: 29A391 – Health and Human Services Levy 4.8 **JT1701506**
 SU514547 – Office of Re-Entry Subsidy
 Transfer Out \$ 528,704.00

TO: 24A878 – HHS – Office of Re-Entry
 HS749069 – HHS – Office of Re-Entry
 Revenue Transfer \$ 528,704.00

A cash transfer from the Health and Human Services Levy to the Office of Re-Entry for their second quarter expenses based on the 2017 approved budget. Funding comes from the Health and Human Services Levy.

E.	FROM: 29A391 – Health & Human Services Levy 4.8 SU515197 – HHS Subsidy Sheriff Mental Health Transfer Out	\$ 496,724.00	JT1701507
	TO: 20A830 – Mental Health Services HHS SH352062 – Sheriff – Mental Health HHS Revenue Transfer	\$ 496,724.00	

A cash transfer from the Health and Human Services Levy to the Sheriff's Mental Health HHS index for their second quarter expenses based on the 2017 approved budget. Funding comes from the Health and Human Services Levy.

F.	FROM: 29A391 – Health & Human Services Levy 4.8 SU514299 – Children & Family Services Subsidy Transfer Out	\$ 9,838,554.75	JT1706081
	29A392 – Health & Human Services Levy 3.9 SU515098 – Children & Family Services Subsidy 3.9 Transfer Out	\$ 9,838,554.75	
	29A391 – Health & Human Services Levy 4.8 SU514315 – Children & Family Services Fund Subsidy Transfer Out	\$ 6,057,325.50	
	29A392 – Health & Human Services Levy 3.9 SU514620 – Children & Family Services Fund Subsidy 3.9 Transfer Out	\$ 6,057,325.50	
	TO: 24A301 – Children & Family Services CF135467 – Administrative Services - CFS Revenue Transfer	\$ 19,677,109.50	
	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$ 12,114,651.00	

This operating transfer is necessary to disburse half of the budgeted 2017 subsidy payment to the Department of Children and Family Services.

G.	FROM: 29A391 – Health & Human Services Levy 4.8 SU514422 – Health & Human Services Subsidy Transfer Out	\$ 853,337.00	JT1706082
	29A391 – Health & Human Services Levy 4.8 SU514372 – Tapestry System of Care Subsidy Transfer Out	\$ 1,782,143.50	
	29A391 – Health & Human Services Levy 4.8 SU514349 – Family & Children First Council Transfer Out	\$ 1,452,965.50	

29A391 – Health & Human Services Levy 4.8
SU514323 – Children with Medical Handicaps
Transfer Out \$ 1,365,859.50

29A391 – Health & Human Services Levy 4.8
SU514398 – EC Invest in Children Subsidy
Transfer Out \$ 6,104,154.00

29A391 – Health & Human Services Levy 4.8
SU514273 – CSEA HHS 4.8 Mill Subsidy
Transfer Out \$ 3,614,312.00

29A391 – Health & Human Services Levy 4.8
SU515999 – Fatherhood Initiative Subsidy
Transfer Out \$ 545,938.00

29A391 – Health & Human Services Levy 4.8
SU514364 – Human Services Other Programs
Transfer Out \$ 1,185,943.50

TO: 24A430 – Executive Office of HHS
HS157289 – Executive Office of HHS
Revenue Transfer \$ 853,337.00

24A435 – Cuyahoga Tapestry System of Care (CTSOC)
CF135004 – DCFS – Cuy Tapestry System of Care
Revenue Transfer \$ 1,782,143.50

24A640 – FCFC Public Assistance
FC451492 – Family and Children First Council PA
Revenue Transfer \$ 1,452,965.50

24A530 – Children with Medical Handicap
WT137935 – Children with Medical Handicap
Revenue Transfer \$ 1,365,859.50

24A635 – EC – Invest in Children - PA
EC451435 – Early Start
Revenue Transfer \$ 6,104,154.00

20A600 – Cuyahoga Support Enforcement Agency
SE496000 – Child Support Enforcement Agency
Revenue Transfer \$ 3,614,312.00

20A606 – Fatherhood Initiative
SE507152 – Fatherhood Initiative
Revenue Transfer \$ 545,938.00

20A495 – Human Services Other Program
MI511410 – Human Services Other Contract
Revenue Transfer \$ 1,185,943.50

HHS Administration, Tapestry System of Care, FCFC, Children with Handicap, Early Childhood, CSEA, and Fatherhood Initiative – First half of budgeted HHS Levy Subsidies for 2017.

H.	FROM: 20D448 – Casino Tax Revenue Fund		JT1713664
	DV520791 – Casino Tax Revenue Fund		
	Transfer Out	\$	4,000,000.00
	TO: 20D447 – Economic Development Fund		
	DV520676 – Cuyahoga County Western Reserve Fund		
	Revenue Transfer	\$	4,000,000.00

The Department of Development (via the Office of Budget and Management) is requesting an operating transfer of \$4,000,000.00 from the Casino Tax Revenue Fund to the Economic Development Fund (Western Reserve/Job Creation Fund). This is for the purpose of satisfying the approved budget contribution of the Casino Tax Revenue Fund to the Economic Development Fund for 2017. Funding is provided through the Casino Tax Revenue Fund, which currently has a cash balance of \$16.2 million, for the period 1/1/17 – 12/31/17.

I.	FROM: 29A391 – Health & Human Services Levy 4.8		JT1704507
	SU514281 – Office of Homeless Services Subsidy		
	Transfer Out	\$	1,536,109.50
	TO: 24A641 – PA – Homeless Services		
	HS158097 – PA – Homeless Services		
	Revenue Transfer	\$	1,536,109.50

A cash transfer is requested to pay the second quarter subsidy for the Homeless Services program. Funding comes from the Health and Human Services Levy.

J.	FROM: 29A391 – Health & Human Services Levy 4.8		JT1704508
	SU514224 – JC Placement & Treatment HHS Subsidy		
	Transfer Out	\$	5,011,459.50
	TO: 20A811 – JC Detention and Probation Services		
	JC107524 – JC Detention Services		
	Revenue Transfer	\$	5,011,459.50

A cash transfer is requested to pay the second quarter subsidy for the applicable Juvenile Court legal, probation, and detention expenses. Funding comes from the Health and Human Services Levy.

K.	FROM: 01A001 – General Fund		JT1715097
	SU513101 – Civil Defense		
	Transfer Out	\$	267,277.50
	TO: 20A390 – Emergency Management		
	JA100123 – Justice Affairs – Emergency Management		
	Revenue Transfer	\$	267,277.50

Requesting a cash transfer from the General Fund to Justice Affairs – Emergency Management for the second quarter expenses based on the 2017 approved budget. Funding comes from the General Fund.

L.	FROM:	29A391 – Health & Human Services Levy 4.8		JT1715098
		SU514190 – Witness Victim HHS Subsidy		
		Transfer Out	\$	738,027.00
	TO:	20A809 – Witness Victim HHS		
		JA107425 – Witness Victim HHS		
		Revenue Transfer	\$	738,027.00

Requesting a cash transfer from the Health and Human Services Levy to Witness Victim for their second quarter expenses based on the 2017 approved budget. Funding comes from the Health and Human Services Levy 4.8.

M.	FROM:	01A001 – General Fund		JT1703053
		SY302240 – Sustainability		
		Transfer Out	\$	100,000.00
		29A391 – Health & Human Services Levy 4.8		
		SU514422 – Health and Human Services Subsidy		
		Transfer Out	\$	1,056,000.00
		01A001 – General Fund		
		SU514091 – Space Maintenance		
		Transfer Out	\$	5,544,000.00
	TO:	61A607 – Centralized Custodial Services		
		CT571000 – B&G - Administration		
		Revenue Transfer	\$	6,700,000.00

The County has entered into an Electric Service Agreement with Cleveland Public Power to purchase the electricity to be generated through renewable energy sources (R2016-0137 approved November 15, 2016). This transfer would provide the funding for a portion of this Power Purchase Agreement by developing renewable energy through a solar array to provide renewable solar energy. The project cost is not to exceed \$6.8 million, which includes \$200,000 grants from the Cleveland Foundation (\$100,000 was deposited in the General Fund in 2016 and would be transferred to this project, the second \$100,000 anticipated in 2017) and \$6.6 million from the General Fund and Health and Human Services Levy, split 84%/16% based on the pro-rated funding sources used to pay for electricity in the buildings that will benefit from this solar energy.

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

3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC026

May 23, 2017



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: May 16, 2017
RE: Fiscal Agenda – 5-23-17 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 **May 23, 2017**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This agenda includes a number of requests to increase appropriation to various capital project accounts. Approximately \$4.2 million is requested to fully appropriate the roof replacement project at the Old Courthouse, which was on the 2016 CIP. In 2016, Council approved appropriation \$475,000 to support the design portion of the project. This project is supported by the General Fund; consistent with current policy, cash will be transferred into this project as expenses are incurred.

The remaining requests related to capital projects are necessary to properly close the projects. While for many increases in appropriation are requested, these increases are not to support additional project expenses, but rather to support the transfer out of surplus cash in the projects. Cash transfers post as expenses, therefore appropriation is required in order to effectuate the transfer. The surplus of cash represents the difference between the amounts funded based on the initial project estimates and the final cost of completing the project. These projects were supported by the County's General Fund and the surplus cash will be used to support projects approved on the 2015-2017 CIP, which will reduce the amount needed from the General Fund in the current year. As previously stated, OBM is completing a thorough review of all capital projects and will have all completed projects properly closed by Midyear and Council will be provided with a summary of all activity.

Also included is a request to transfer \$420,000 from the Contingency allocation in the General Fund to the Sheriff's Office to fully fund the employer's share of PERS expenses for law enforcement officers, which totals 18.1%, not the 14% that the employer contributes for all other employees. This appropriation transfer does *not* increase the expenditure estimate in the General Fund as these expenses were included in the 1st Quarter Update, but rather provides appropriation to cover the projected expenditures.

Additionally, this request includes items related to the Solar Panel project discussed briefly during this past Monday's Finance & Budget Committee Meeting. This is part of the larger \$68 million power agreement with Cleveland Public Power for electricity generated through renewable energy sources (R2016-0137). The project cost is not to exceed \$6.8 million, which is funded by a combination of grants from the Cleveland Foundation totaling \$200,000, the HHS Levy Fund, and the General Fund. The share apportioned to the HHS and General Funds are based on the pro-rated share of electricity costs in the buildings that will benefit from the solar energy attributed to those two funding sources.

Finally, this agenda includes cash transfers from the County’s Health and Human Services Levy Fund to several special revenue funds to support expenditures through the second quarter of the year. These transfers are based on the budgeted subsidies: assuming approval of these requests, half of the annual budgeted subsidies will have been transferred to the various operating funds. The third quarter transfers, which will be processed after the completion of the Midyear (2nd Quarter) Review, will be based on the 2017 projections, as opposed to the budgets. Assuming no significant change in expenditure estimates from what was projected in the 1st Quarter Update, the third quarter subsidy transfers will be less than the previous quarters, which reflects under-spending in all but one of the budgets supported by the HHS Levy Fund.

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
General Fund Subsidies	\$5,544,000.00	General Fund
HHS Levy Fund Subsidies	\$1,056,000.00	HHS Levy Fund
HHS/Homeless Services	\$1,254,696.00	Grant – No General/HHS Levy Fund Impact
Medical Examiner’s Office	\$300,000.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor’s Office	(\$12,801.90)	Grant – No General/HHS Levy Fund Impact
Public Safety & Justice Services	\$307,937.00	Grant – No General/HHS Levy Fund Impact
Public Works/Capital Projects	\$5,670,231.51	Special Revenue – General Fund Impact
Public Works/Facilities	\$6,800,000.00	Special Revenue – General and HHS Levy Fund Impact
Sustainability	\$100,000.00	General Fund
TOTAL	\$21,020,062.61	

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Fiscal Office	\$68,550.00	Special Revenue – No General/HHS Levy Fund
Miscellaneous/Sheriff’s Office	\$420,000.00	General Fund
Public Works/Capital Projects	\$938,012.66	Special Revenue – General Fund Impact
TOTAL	\$1,426,562.66	

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
ADAMHS Board	\$9,840,914.75	HHS Levy Fund
HHS Administration	\$2,039,280.50	HHS Levy Fund
HHS/Children & Family Services	\$3,357,390.40	HHS Levy Fund

HHS/Children w. Medical Handicaps	\$1,365,859.50	HHS Levy Fund
HHS/Child Support Services	\$4,160,250.00	HHS Levy Fund
HHS/Early Childhood	\$6,104,154.00	HHS Levy Fund
HHS/Family & Children First Council	\$1,452,965.50	HHS Levy Fund
HHS/Homeless Services	\$1,536,109.50	HHS Levy Fund
HHS/Senior & Adult Services	\$4,040,089.75	HHS Levy Fund
HHS/Re-Entry	\$528,704.00	HHS Levy Fund
Juvenile Court	\$5,011,459.50	HHS Levy Fund
Public Defender's Office	\$52,861.25	HHS Levy Fund
Public Safety & Justice Services	\$267,277.50	General Fund
Public Safety & Justice Services	\$738,027.00	HHS Levy Fund
Public Works/Facilities	\$5,644,000.00	General Fund
Public Works/Facilities	\$1,056,000.00	HHS Levy Fund
Sheriff's Office	\$496,724.00	HHS Levy Fund
TOTAL	\$47,695,067.15	

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0088

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmembers Conwell, Miller and Tuma</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has recommended to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets; and

WHEREAS, a portion of County-owned Permanent Parcel Nos. 101-13-028, 101-13-029 and 101-13-031 will be part of the dedication with the primary goal of this project to approve the dedication plat creating Front Avenue, West 10th Street, Main Avenue, and Old River Road located in the Flats East Bank, located in Council District 7; 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 County Council hereby authorizes the County Executive to accept dedication of land for Front Avenue, West 10th Street, Main Avenue and Old River Road, located in the Flats East Bank in the City of Cleveland, as public streets.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedication of land.

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.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0093

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50; and

WHEREAS, the primary goal of this project is to continue to provide work-required public assistance recipients with high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits; and

WHEREAS, the nature of the change in scope of services includes services related to job readiness, job search, job placement and job retention programs; and

WHEREAS, this project is funded 85% by Federal TANF funding and 15% FAET funding; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for implementation of a job skills center for work-required public assistance recipients for the period 7/1/2016 - 6/30/2017, to extend the time period to 12/31/2017, to change the scope of services, effective 7/1/2017, and for additional funds in the amount not-to-exceed \$561,227.50.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; 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: May 9, 2017

Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: May 23, 2017

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0094

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p> <p>Co-sponsored by: Councilmembers Miller, Hairston, Jones, Conwell, Tuma and Brown</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 - 6/30/2017 to extend the time period to 12/31/2017 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 recommends authorizing amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 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 \$35,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 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 \$20,000.00 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 \$50,000.00 for the Rising Above Program.
 - b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.

- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad's Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 for the Healthy Fathering Program.

WHEREAS, the goals of the Fatherhood Initiative are: (1) to promote public awareness of the importance of the role of a father, (2) to provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) to fund fatherhood related programs at the county level; and

WHEREAS, this project is funded 100% by Health and Human Services Levy; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes amendments to agreements and contracts with various providers for the Cuyahoga County Fatherhood Initiative for the period 7/1/2014 - 6/30/2017 to extend the time period to 12/31/2017 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 \$35,000.00 for the Prevent Premature Fatherhood Program.
 - b. No. AG1400100-01 with The MetroHealth System in the amount not-to-exceed \$117,000.00 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 \$20,000.00 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 \$50,000.00 for the Rising Above Program.
- b. No. CE1400182-01 with The Centers for Families and Children in the amount not-to-exceed \$41,500.00 for the Families and Fathers Together Program.
- c. No. CE1400183-01 with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$41,500.00 for the Supervised Visitation Program.
- d. No. CE1400184-01 with JDC Advertising in the amount not-to-exceed \$35,000.00 for a Public Awareness Campaign.
- e. No. CE1400185-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$15,000.00 for the Dad’s Count Program.
- f. No. CE1400186-02 with Murtis Taylor Human Services System in the amount not-to-exceed \$30,000.00 for the Strong Fathers Program.
- g. No. CE1400187-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$50,000.00 for the Jobs for Dads Program.
- h. No. CE1400188-01 with Towards Employment, Incorporated in the amount not-to-exceed \$50,000.00 for the Network 4 Success Fatherhood Program.
- i. No. CE1400189-01 with University Settlement, Incorporated in the amount not-to-exceed \$26,000.00 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.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 9, 2017

Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested on the Floor: May 9, 2017

Additional Sponsorship Requested: May 16, 2017

Committee Report/Second Reading: May 23, 2017

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0089

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027; and

WHEREAS, the County desires to enter into a revenue generating agreement with University Hospital Health Systems, Inc. for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11001 Cedar Avenue, Cleveland, for a ten (10) year term beginning 6/1/2017, at market rates, with one renewal option; 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 revenue generating agreement with University Hospitals Health System, Inc. in the amount of \$5,892,335.16 for lease of space at the Samuel R. Gerber Cuyahoga County Medical Examiner's Building, located at 11011 Cedar Avenue, Cleveland, for the period 6/1/2017 - 5/31/2027.

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

Journal CC026
May 23, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0090

<p>Sponsored by: County Executive Budish/Departments of Public Works and Health and Human Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; 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 Public Works and Health and Human Services has recommended an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00; and

WHEREAS, the County desires to renew the term for lease of approximately 63,600 square feet of space located for the Neighborhood Family Service Center, located at 8111 Quincy Avenue, Cleveland; and

WHEREAS, this project is funded with Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE13495-02-03 with Fairfax Renaissance Development Corporation for lease of office space located at 8111 Quincy Avenue, Cleveland, for the period 6/1/2002 - 5/31/2017 to extend the time period to 5/31/2022 and for additional funds in the amount not-to-exceed \$5,500,224.00.

Journal CC026
May 23, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0091

<p>Sponsored by: County Executive Budish/Departments of Public Works and Health and Human Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; 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 Public Works and Health and Human Services has recommended an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00; and

WHEREAS, the County desires to renovate the leased space at the Westside Neighborhood Family Service Center for the Department of Health and Human Services/Cuyahoga Job and Family Services located at 9830 Lorain Avenue, Cleveland; and

WHEREAS, this project is funded with Health and Human Services Levy funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE0600382-03 with K & Z Mutual Realty, LLC for renovation of leased office space located at 9830 Lorain Avenue, Cleveland, for the period 10/1/2006 - 9/30/2021 for additional funds in the amount not-to-exceed \$650,000.00.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0092

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

WHEREAS, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for Schady Reserve Phase 2 on April 13, 2017; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; acceptance of the dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; and also accepting and dedicating easements for the construction, maintenance, and operation of public facilities and appurtenances in the Schady Reserve Subdivision (Phase 2)

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 County Council hereby authorizes the County Executive to accept dedication of land for Schady Elm Lane in Schady Reserve Subdivision (Phase 2), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; to accept dedication of land for Sugar Maple Place in Schady Reserve Subdivision (Phase 2) as a public street (60 feet total) with established setback lines, right-of-way, and easements; to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 2) to public use granted to the County of Cuyahoga and its corporate successors.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedications of land.

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.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0095

<p>Sponsored by: County Executive Budish/Department of Sustainability</p> <p>Co-sponsored by: Councilmember Simon</p>	<p>A Resolution amending Resolution No. R2016-0137 dated 11/15/2016, which authorized an Electric Service Agreement with City of Cleveland/Department of Public Utilities/Division of Cleveland Public Power in the amount not-to-exceed \$68,000,000.00 for electric power services for various County-owned buildings for the period 9/1/2016 - 5/1/2028, by authorizing the County Executive to enter into agreements related to a Solar Project on or about 9400 Memphis Avenue in the City of Brooklyn with no change to said amount not-to-exceed; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County desires to help finance a Solar Project on or about 9400 Memphis Avenue, Brooklyn, Ohio (the “Solar Project”); and

WHEREAS, Fred.Olsen Renewables USA, LLC (“FORUSA”) is developing an electrical generation project comprising of offshore wind-powered turbine-generators with an aggregate nominal generating capability of about twenty-one megawatts and related onshore electrical equipment (the “Project Icebreaker”); and

WHEREAS, Cleveland Public Power (“CPP”) and FORUSA entered into a Power Purchase and Sale Agreement (“PPSA”) pursuant to which CPP will purchase a portion of the electrical output of the Project Icebreaker; and

WHEREAS, the County desires to support the Project Icebreaker by purchasing from CPP about 8.7% of the energy generated by such project; and

WHEREAS, on November 15, 2016, the County Council adopted Resolution No. R2016-0137 authorizing an Electric Service Agreement with City of Cleveland/ Department of Public Utilities/Division of Cleveland Public Power for electric power services for various County-owned and leased buildings for the period 9/1/2016 - 5/1/2028; and

WHEREAS, CPP desires to support the County's participation in the Solar Project and Project Icebreaker by purchasing energy from both projects and including the County's solar energy and wind energy allocation in the energy supplied by CPP to serve the County's electricity accounts; and

WHEREAS, everything contemplated by this Resolution is funded by the General Fund; and

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

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

SECTION 1. The Cuyahoga County Council hereby amends Resolution No. R2016-0137 dated 11/15/2016 by authorizing the County Executive to enter into various agreements, loans, power purchase agreements, purchase agreements, ownership agreements, assignment agreements, sale agreements, and other documents with Cuyahoga Urban Renewable Power I, LLC and others related to a Solar Project on or about 9400 Memphis Avenue in the City of Brooklyn. The County Council hereby authorizes the County Executive to pay for any and all costs and fees associated with obtaining such documents and the actions described herein.

SECTION 2. The total amount for anything contemplated herein shall not exceed the \$68,000,000.00 previously authorized by Resolution No. R2016-0137, including anything contemplated in Section 1 of this Resolution.

SECTION 3. That all other provisions of Resolution No. R2016-0137 shall remain unchanged and in effect.

SECTION 4. The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized and directed to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with anything contemplated herein. To the extent an exemption is needed for anything contemplated herein, it is hereby authorized.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive

under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

In accordance with Rule 6B of the Rules of Council, legislation was added to the agenda by parliamentary motion: May 9, 2017

First Reading/Referred to Committee: May 9, 2017

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: May 17, 2017

Journal CC026
May 23, 2017

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0083

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution making awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$964,524.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2017; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019; and

WHEREAS, the primary goals of the project are to: (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community, and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; and

WHEREAS, the award of such contracts may be made by Council pursuant to the exemption set forth by Cuyahoga County Code Section 501.12(B)(15); 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. Pursuant to the exemption set forth by Cuyahoga County Code Section 501.12(B)(15), the Cuyahoga County Council hereby makes awards on RQ38561 to various providers, in the total amount not-to-exceed \$5,502,226.00, for emergency shelter services for single adults at various facilities located in the City of Cleveland for various time periods as follows:

- i) Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$964,524.00 at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue for the period 5/1/2017 - 12/31/2017; and
- ii) Lutheran Metropolitan Ministry in the amount not-to-exceed \$4,537,702.00 at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue for the period 5/1/2017 - 12/31/2019.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual, daily operation of the County; 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: April 25, 2017
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading/Referred to Committee: May 9, 2017
Committee(s) Assigned: Health, Human Services & Aging

Legislation Substituted in Committee: May 16, 2017

Journal CC026
May 23, 2017