



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JULY 18, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:30 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE JULY 6, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2017-0123: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2017-0127: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for various terms, and declaring the necessity that this Resolution become immediately effective:
 - 1) Chris Ronayne for a term ending 10/31/2019.
 - 2) Jan L. Roller for a term ending 9/30/2020.
 - c) R2017-0128: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga

County for various terms, and declaring the necessity that this Resolution become immediately effective:

1) Appointments for the term 7/1/2017 - 6/30/2021:

- a) Ken Silliman
- b) Ernie Cade

2) Reappointments for an unexpired term ending 6/30/2020:

- a) J. Robert Fowler
- b) Steve Killpack
- c) Mary Warr

d) R2017-0129: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various terms, and declaring the necessity that this Resolution become immediately effective:

1) Appointments:

- a) Kahlil Seren (County Class) for an unexpired term ending 10/15/2017.
- b) Dennis G. Kennedy (County Class) for an unexpired term ending 10/15/2017.
- c) Luis Cartegena (County Class) for an unexpired term ending 1/31/2018.
- d) Joseph E. Farris (County Class) for an unexpired term ending 1/1/2018.
- e) W. Christopher Murray, II (County Class) for an unexpired term ending 3/31/2020.
- f) Radhika Reddy (Private Sector Class) for an unexpired term ending 1/1/2018.
- g) Tania Menesse (Private Sector Class) for an unexpired term ending 1/1/2019.
- h) Jeff Bechtel (Private Sector Class) for an unexpired term ending 1/1/2020.
- i) Michael Obi (Private Sector Class) for an unexpired term ending 1/1/2019.
- j) Richard Perry (Private Sector Class) for an unexpired term ending 1/1/2020.
- k) Brian Hall (Private Sector Class) for an unexpired term ending 1/1/2019.

2) Reappointments:

- a) Kahlil Seren (County Class) for the term 10/16/2017 - 10/15/2020.
- b) Dennis G. Kennedy (County Class) for the term 10/16/2017 - 10/15/2020.
- c) Luis Cartegena (County Class) for the term 2/1/2018 - 1/31/2021.
- d) Joseph E. Farris (County Class) for the term 1/2/2018 - 1/1/2021.
- e) Radhika Reddy (Private Sector Class) for the term 1/2/2018 - 1/1/2021.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

**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 HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
THURSDAY, JULY 6, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:04 a.m.

2. ROLL CALL

Ms. Brown asked Assistant Deputy Clerk Culek to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JUNE 20, 2017 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the June 20, 2017 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2017-0118: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Tax Incentive Review Council for the term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective:

- 1) Lisa Rocco
- 2) Marionette Richardson-Scott
- 3) Joseph E. Farris
- 4) John P. Dobeck

Mr. Eddy Kraus, Director of the Department of Regional Collaboration, addressed the Committee regarding Resolution No. R2017-0118. Discussion ensued.

Committee members asked questions of Mr. Kraus pertaining to the item, which he answered accordingly.

Ms. Lisa Rocco, Ms. Marionette Richardson-Scott and Mr. Joseph Farris addressed the Committee regarding their nomination to serve on the Cuyahoga County Tax Incentive Review Council. Discussion ensued.

Committee members asked questions of Ms. Rocco, Ms. Richardson-Scott and Mr. Farris pertaining to their experience, expertise and qualifications, which they answered accordingly.

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to amend Resolution No. R2017-0118 by inserting “and reappointment” after “appointment” in the title and inserting “Reappointments” in the third Whereas clause before the following list of individuals:

- 1) Lisa Rocco, Cuyahoga County Fiscal Office;
- 2) Marionette Richardson-Scott, Cuyahoga County Planning Commission;
- 3) Joseph E. Farris, Cuyahoga County Treasurer’s Office; and

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2017-0118 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as amended.

- b) R2017-0119: A Resolution confirming the County Executive’s reappointment of The Honorable Michael Procuk to serve on the Cuyahoga County Planning Commission representing the Cuyahoga Region for the term 3/25/2017 - 3/24/2020, and declaring the necessity that this Resolution become immediately effective.

Mr. Kraus addressed the Committee regarding Resolution No. R2017-0119. Discussion ensued.

Committee members asked questions of Mr. Kraus pertaining to the item, which he answered accordingly.

In lieu of his attendance, The Honorable Michael Procuk submitted a written statement to the Committee.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2017-0119 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

There were no public comments given.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:38 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0123

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 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 June 21, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) 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: *Help Desk Technician Supervisor*
Class Number: 1053152
Pay Grade: 10B
*Revised essential job functions 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 changed from PG 11 on Schedule A to PG 10 on Schedule B and moved to IT.

Exhibit B: Class Title: *Permit Clerk*
Class Number: 1011131
Pay Grade: 3
*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: *Senior Assessment Specialist*
Class Number: 1056232
Pay Grade: 9
* 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.

Proposed New Classifications:

Exhibit D: Class Title: *Advocacy Coordinator*
Class Number: 1013511
Pay Grade: 10

Exhibit E: Class Title: *Business Analytics and
Project Management Specialist*
Class Number: 1053731
Pay Grade: 12

Exhibit F: Class Title: *Child Health Specialist*
Class Number: 1056261
Pay Grade: 9

- Exhibit G: Class Title: *Contract Analyst*
Class Number: 1022131
Pay Grade: 8
- Exhibit H: Class Title: *Employee Services Specialist*
Class Number: 1011311
Pay Grade: 4
- Exhibit I: Class Title: *Fraud Auditor*
Class Number: 1022111
Pay Grade: 9
- Exhibit J: Class Title: *Graphic Design Specialist*
Class Number: 1053431
Pay Grade: 9
- Exhibit K: Class Title: *State Hearing Manager*
Class Number: 1056531
Pay Grade: 11
- Exhibit L: Class Title: *Talent Advisor*
Class Number: 1055261
Pay Grade: 9

Proposed Deleted Classification:

- Exhibit M: Class Title: *Housing Manager*
Class Number: 1021315
Pay Grade: 15

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: July 11, 2017

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Service Desk Supervisor	Class Number:	1053152
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to supervise and coordinate activities of service desk/help desk personnel.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for supervising and coordinating activities of service desk/help desk personnel. This class works under direction from the Infrastructure and Operations Administrator. The employee in this class is expected to exercise discretion in applying general goal or policy statements and resolving organizational and service delivery problems.

Essential Job Functions

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

- 35% +/- 10%
- Supervises service desk/help desk employees; establishes schedules; assigns tasks and projects; reviews progress and completed work assignments; responds to employee problems; provides support and direction for administrative issues and IT initiatives; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures; develops and coordinates staff trainings.
- 35% +/- 10%
- Monitors ticketing system and follows up with assigned personnel to ensure timely resolution to problems; addresses and troubleshoots issues related to all desktop technologies; creates user accounts and manages access control based on departmental policies; creates project plans encompassing project tasks and deliverables.
- 20% +/- 10%
- Gathers and analyses metrics to benchmark the service desk workload and performance; enforces quality service guidelines for dealing with customers, completing services, and overall customer satisfaction; provides expert insight into general support issues; analyzes and identifies trends in issue reporting; devises preventative solutions; suggests new policies, procedures, and process improvements.
- 10% +/- 5%
- Performs related administrative duties; attends meetings and trainings; responds to questions and complaints; responds to requests for information; composes correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science or related field with three (3) years of help desk 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.

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 status reports, monthly reports, timesheets, email correspondence, quotes, service desk tickets, collective bargaining agreement, security agreements, Work Order Request, Buy In Spreadsheets, Network Relocation Forms, and Incident Reports.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, IT websites, software manuals, hardware manuals, HIPAA, and State Policy Manual.
- Ability to prepare computer generated reports including performance reviews, monthly reports, security agreements, departmental documentation, incident reports, Root Cause Analysis, CSR/TSSP Requests, project plans, 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 information technology terminology and language.
- Ability to communicate effectively with supervisors, directors, vendors, internal customers, external customers, direct reports, other County employees, various other agencies, Network Engineers, 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:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined 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.

50% +/- 10%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) 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.

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, 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:	Senior Assessment Specialist	Class Number:	1056232
FLSA:	Exempt	Pay Grade:	9
Dept:	Senior & Adult Services		

Classification Function

The purpose of this classification is to provide master's degree level medical social work and mental health assessments to Medicare/Medicaid clients and advocate for clients' medical coverage.

Distinguishing Characteristics

This is a professional-level classification that works under direction from the Senior Social Services Supervisor and is responsible for providing medical social work and mental health assessments to elderly clients. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 35% +/- 10%
- Provides master's degree level medical social work and mental health assessments to Medicare/Medicaid clients; conducts medical social work assessments; conducts goal setting and treatment planning with clients; coordinates and mobilizes community resources to maximize client health, adjustment and independent living; motivates clients to discover adaptive strategies and to comply with treatment regimens; facilitates and increases communication between collateral support systems; maintains positive rapport with clients; follows up on client referrals; references medical and psychological diagnostic and assessment manuals to formulate behavioral impressions, sound clinical planning, and interventions; adheres to Medicare/Medicaid protocol.
- 25% +/- 10%
- Advocates with Medicaid, My Care Ohio, and HMO(s) for clients' medical coverage, securing medical supplies and equipment and housing needs; coordinates communication between consumers and Medicaid to ensure agreement regarding redetermination status; coordinates communication between consumers and various agencies in order to secure required documents for redetermination; assists clients and significant others with organizing and providing required documents to Medicaid; corresponds with Western Reserve Area on Aging (WRAAA) regarding updates to clients' Medicaid status; corresponds with WRAAA, medical supply companies, and HMO(s) regarding consumers' medical equipment requirements; educates clients and their significant others about the procurement of medical supplies through Medicaid and My Care Ohio.

25% +/- 10%

- Maintains case records, data and supportive materials; prepares and compiles social histories, summaries, and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, state, and community agencies.

15% +/- 10%

- Educates clients and professionals about supportive community resources; identifies community agencies and contacts; coordinates communication between consumer and agencies to identify suitable support programs; shares expertise with other staff regarding knowledge of community resources.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work or counseling with three (3) years of counseling experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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-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 referral forms, Medicaid application/redetermination, MyCare Ohio, home energy assistance program documents, Annual WRAAA Audit documents, health maintenance organization bill summaries, psychological assessment reports, chemical dependency screening documents, medical reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, psychological assessment manuals, Medicare/Medicaid guidelines, Personnel Policies and Procedures Manual, and the Ohio Revised Code.

Senior Assessment Specialist

- Ability to prepare assessments, treatment plans, case management plans, progress and status reports, correspondence, Medicaid Application/Redetermination, Home Energy Assistance Plans Applications, Durable Power of Attorney/Living Will, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and basic legal terminology and language.
- Ability to communicate with clients, families, attorneys, administrators, outside treatment centers, physicians, other social service agencies and the general public.

Environmental Adaptability

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

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:	Advocacy Coordinator	Class Number:	1013511
FLSA:	Exempt	Pay Grade:	10
Dept:	Division of Senior and Adult Services		

Classification Function

The purpose of this classification is to coordinate the Division of Senior and Adult Services' (DSAS) advocacy activities and Advocacy Committee, including activities related to the DSAS Advisory Board.

Distinguishing Characteristics

This is a professional level classification with responsibility for coordinating the Division of Senior and Adult Services' advocacy activities and Advocacy Committee as well as the DSAS Advisory Board. This position works under the general supervision of the Program Administrator. This classification works within a framework of established policies, procedures, and regulations. The incumbent is expected to work independently and ensure that all 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%
- Coordinates advocacy activities of the Division of Senior and Adult Services (DSAS); convenes and staffs the Advocacy Committee, Governance Committee, and Community-Based Services Committee; develops annual advocacy priorities; develops project plans and project implementation timelines; works with Advocacy Committee to develop advocacy strategies and monitors progress; leads advocacy presentations on public policy issues at conferences, community public policy groups, and agency staff meetings; works with management, Board Chairs, and Committee Chairs to develop strategies to further senior agenda; develops and maintains relationships with elected officials, public policy groups, and advocacy groups to achieve advocacy priorities.
- 25% +/- 10%
- Coordinates the DSAS Advisory Board; serves as DSAS Administrator liaison to Advisory Board; serves as point of contact with County Executive's office; convenes Advisory Board meetings; prepares meeting agendas for Advisory Board meetings; develops orientation materials, manuals, and protocols for new Board members; evaluates potential members for recommendation to Advisory Board; assists with coordination of Cuyahoga County Senior Services network; creates and reviews Advisory Board's Code of Regulations.
- 15% +/- 10%
- Monitors relevant legislation and analyzes impact; examines legislation affecting seniors at local, state, and federal levels and determines course of action to ensure best outcomes for senior population; researches, analyzes, and monitors impact of policy issues affecting seniors and reports results to senior management, Advisory Board, Community partners, and elected officials.

15% +/- 10%

- Provides support to Office on Aging Program Administrator with marketing and project and event planning and implementation; assists with creating agency marketing materials; assists with development of Elder Abuse Awareness Month activities and program content; increases awareness and action for the protection of seniors with disabilities; assists with development, implementation, and evaluation of Senior Center Innovation forums and grants.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, public policy, political science, or related degree and five (5) years of experience in public social service program administration, public policy analysis, legislative policy advocacy, or related field; 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.

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 agendas, meeting minutes, legislation, news service, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Personnel Policies and Procedures Manual, DSAS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare meeting agendas, project plans, monthly reports, advocacy alerts, position papers, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Advocacy Coordinator

- Ability to communicate with supervisors, directors, other county employees, Advisory Board members, Advocacy Committee members, and members of other agencies and committees.

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.

UYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Analytics and Project Management Specialist	Class Number:	1053731
FLSA:	Exempt	Pay Grade:	12
Dept:	Human Resources		

Classification Function

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

Distinguishing Characteristics

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

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%
- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.
- 25% +/- 10%
- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.
- 25% +/- 10%
- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field.
- 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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Business Analytics and Project Management Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

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:	Child Health Specialist	Class Number:	1056261
FLSA:	Non-Exempt	Pay Grade:	9
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing support to the Division of Children and Family Services (DCFS) by coordinating healthcare related services for youth in custody. 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.

- 30% +/- 10%
- Documents and updates healthcare related information; collects and enters data to complete weekly log for contracted medical provider; collects survey data regarding contracted medical provider services; corresponds with case workers and providers regarding placement information; documents medical record information into Statewide Automated Child Welfare Information System (SACWIS); generates reports regarding child placement and custody termination; assists with processing medical and psychotropic medication requests, logging information and verifying medications.
- 25% +/- 10%
- Completes healthcare related duties; works with outside provider agencies on coordination of services and development of consumer friendly forms and procedures; reconciles Medicaid issues and invoices with outside non-contractual agencies; gathers psychiatric information from prescribing physician; attends psychiatric appointments as needed; serves as liaison between agency and community medical providers; provides case consultations to staff regarding resources, psychotropic medications, and healthcare issues; assists with Health Care Unit initiatives ; provides suggestions and guidance on procedures, data entry and record requests; communicates with caregivers and providers; ensures compliance with OAC standards.
- 15% +/- 10%
- Coordinates second opinion services; gathers and reviews appropriate information and paperwork for submission to contractor; coordinates and monitors second opinion contract with contracted psychiatrists and psychologists; prepares reports for youth eligible for second opinion services; discusses appropriate referrals with coordinating staff.

15% +/- 10%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; reviews nationwide best practices regarding child welfare and healthcare related activities and examines implementation for DCFS; contributes to development of policies and procedures; conducts research to improve medical case management program; reviews Requests for Proposals (RFPs) and helps with RFP selection process; prepares statistics, data charts and graphs for Health Care Unit; analyzes data and reports, identifies areas for improvement, and develops recommendations.

15% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; processes medical and psychiatric requests and vouchers; provides oversight and serves as point of contact for Health Care related contracts.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, healthcare, psychology, child welfare or related field with three (3) years of experience in social work, program administration, physical/mental healthcare or related field; 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.

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 medical reports, medication reports, statistical reports, flow charts, invoices, treatment information, contracts and other reports and records.

Child Health Specialist

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Social Work Board regulations.
- Ability to prepare statistical reports, graphs, charts, basic spreadsheets, logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and medical terminology and language.
- Ability to communicate with supervisors, coworkers, customers, consultants, other County employees, contracted providers, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Services Specialist	Class Number:	1011311
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Human Resources		

Classification Function

The purpose of this classification is to provide a variety of data entry and maintenance functions for the Human Resources module of the County's Enterprise Resource Planning (ERP) system.

Distinguishing Characteristics

This is an entry level classification responsible for working with Human Resources staff to provide a variety of data entry and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. 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.

- 55% +/- 10%
- Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed with 100% accuracy and in compliance with established guidelines and procedures; revises incomplete or incorrect information; researches to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.
- 25% +/- 10%
- Creates and modifies reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.
- 10% +/- 5%
- Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.
- 5% +/- 2%
- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; may provide training to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.
- 5% +/- 2%
- Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator, administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors Audit and security logs; develops solutions to collect, analyze, and report

Employee Services Specialist

project-specific data using a wide range of technologies including but not limited to SQL, MS Access, MS Office, etc.; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas and implements; assists in writing and maintaining policies, procedures, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and two (2) years of ERP or database management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and record retention guidelines.
- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, 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:	Contract Analyst	Class Number:	1022131
FLSA:	Exempt	Pay Grade:	8
Dept:	All Departments		

Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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.

50% +/- 10%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

20% +/- 10%

- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

Contract Analyst

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field.
- 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.

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 contracts, contract amendments, contract status reports, certificates of liability insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, departmental policies and procedures/standard operating procedures, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

Contract Analyst

- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisors, co-workers, goods and service providers, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on occasional site visits.

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:	Fraud Auditor	Class Number:	1022111
FLSA:	Exempt	Pay Grade:	9
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to research, analyze, and audit potential fraud, county employee misconduct, or dereliction of duty within County Human Services Departments in compliance with local, state, and federal regulations and guidelines.

Distinguishing Characteristics

This is a journey-level classification that is responsible for researching and auditing potential fraud, employee misconduct, or dereliction of duty. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed 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.

- 75% +/- 10%
- Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.
- 10% +/- 5%
- Researches, analyzes and evaluates existing operations, systems, policies, and procedures to identify operational deficiencies; makes recommendations to improve operations; researches current best practices and changes in policies and procedures; develops new operations, policies, and procedures for county programs.
- 15% +/- 10%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and three (3) years of experience in auditing, investigations, public assistance eligibility determination, or related field; 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.

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 complaints, referrals, case history transactions, worker history transactions, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly and annual case summaries, monthly and yearly case charts, case exhibits, prosecutions memorandums, policy proposal memorandums, court case charts, restitution tracking chart, case support documents, memorandums, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource, legal, and medical insurance terminology and language.
- Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external 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:	Graphic Design Specialist	Class Number:	1053431
FLSA:	Exempt	Pay Grade:	9
Dept:	Communications		

Classification Function

The purpose of this classification is to design, create, and produce marketing and public relations materials for the Communications Department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for designing, creating, and producing marketing and public relations materials for the Communications Department. 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.

- 80% +/- 10%
- Plans and produces marketing and public relations material for the County; designs and produces marketing and public relations materials including digital news magazine, slideshows, interactive digital signs, brochures, event flyers, posters, signs, digital signs, banners, display boards, mailers, inserts, annual reports, newsletters, presentations, infographics, booklets, pamphlets, and resource guides; develops informational and educational advertisements, campaigns, and materials for presentation to employees and the general public; determines size and arrangement of illustrative material and copy; selects text size and font; designs infographics and layouts for reports and articles; develops graphics and layouts for signs and marketing displays; creates designs, concepts, and sample layouts; draws and prints charts, graphs, illustrations, and other artwork using computer software; proofreads and reviews products to produce high-quality, accurate work; confers with managers, directors, and staff to discuss content, layout, and design; assists managers, directors, and staff with development of collateral marketing material, marketing communication strategies, and special projects; presents finalized ideas, concepts, and projects to managers and directors; coordinates with County print shop and sign shop staff to produce printed materials and signs.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; gives presentations as needed; researches and keeps up-to-date with new design concepts, software, and emerging technologies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in graphic design, marketing, or related field with three (3) years of graphic design experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to utilize a variety of graphic design software including ADOBE Creative Suite, Four Winds Interactive Digital Signage, Photoshop, and other graphic design software.

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 spreadsheets, data, annual reports, expense reports, statistical reports, committee reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and Cuyahoga County Branding Guidelines.
- Ability to prepare slideshows, digital signs, brochures, booklets, posters, event flyers, banners, signs, invitations, display boards, portfolios, infographics, annual reports, presentations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing and graphic design terminology and language.
- Ability to communicate with supervisor, co-workers, directors, and other County Employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	State Hearings Manager	Class Number:	1056531
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise staff and manage the state hearing process for Cuyahoga County Health and Human Service agencies.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff and managing the state hearing process for Cuyahoga County Health and Human Service agencies. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. 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.

- 40% +/- 10%
- Manages the state hearing process for Cuyahoga County Health and Human Service agencies; takes state hearing requests; performs conciliation between the agency and clients; reviews budget with clients; determines agency representative for each hearing; enters hearing information in state tracking system; generates and maintains hearing activity reports; develops different options for new or revised operations, systems, policies and/or procedures; reviews work flow to state hearing officers and agency staff to ensure representation at all state hearings; determines status of case work to be completed for Bureau of State Hearings; analyzes state hearing trends.
- 30% +/- 10%
- Conducts formal and informal state hearing training; responds to inquiries regarding the hearing process.
- 20% +/- 10%
- Supervises and directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns and problems; approves employee timesheets and leave requests and prepares related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares, reviews, and maintains various reports, records, and other documents; responds to emails and phone calls; attends various State and County trainings and mandated State of Ohio meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in business administration, social science, humanities, or related field with three (3) years of administrative appeals/hearings procedures experience 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.

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 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 state hearing requests, appeal summaries, county review requests, administrative appeal decisions, state hearing dockets, case inventory contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Union Contract, Prevention Retention and Contingency Manual, State Hearing Manual, Cuyahoga Job and Family Services Policy Manual, Ohio Administrative Code, and Ohio Revised Code.

State Hearings Manager

- Ability to prepare appeals reports, pending compliance reports, docket reports, disposition reports, state hearing activity reports, employee evaluations, correspondence 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 convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, supervisors, attorneys, other County employees, outside boards, commissions and agencies, 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:	Talent Advisor	Class Number:	1055261
FLSA:	Exempt	Pay Grade:	9
Dept:	Development		

Classification Function

The purpose of this classification is to identify and facilitate employers and Cuyahoga County residents through the County's workforce programs; including training plans and career steps for various occupations.

Distinguishing Characteristics

This is a journey-level classification that is responsible for identifying prospective employers, assessing employers' operations, explaining County programs and assessing employers' talent needs. 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%
- Initiates contact and develops relationships with employers; consults with employers regarding talent needs and talent supply both remotely and on-site; assess employer's operations and determines if County programs are viable for employer; presents County program(s) to prospective clients and other talent audiences.
- 35% +/- 10%
- Creates individualized training plans to enhance skills and competencies related to a job or occupation; coaches approved employees through the training process in order to encourage persistence including connecting employees to various post-placement services; provides additional career coaching beyond training completion; assesses employees to identify skill development opportunities; tracks and reports employee and employer progress through appropriate training programs, including possible interaction with training providers; identifies testing sources to ensure accomplished skills.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Human Resources, Business Administration, Psychology, or related degree and two (2) years of experience in human resources or related field; 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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including basic job descriptions, charts, basic assessment score reports, curriculum summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare training outlines, training schedules, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources and business operations terminology and language.
- Ability to communicate with coworkers, management, employers, employees, prospective 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:	Housing Manager	Class Number:	1021315
		Pay Grade:	15

Departments:	Development only
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Classification Function

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0127

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for various terms, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors was established in 1968 to manage maritime operations, and the Organization of the Board of Directors was created pursuant to the provisions of ORC Chapter 4582.03; and

WHEREAS, the Port of Cleveland fosters job creation and economic vitality in Cleveland and Cuyahoga County; and

WHEREAS, the Cleveland-Cuyahoga County Port Authority Board of Directors has nine (9) members appointed by both the City of Cleveland and Cuyahoga County and members shall serve a four (4) year term; and

WHEREAS, the individuals appointed shall serve a term commencing immediately upon signature of this Resolution; and

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

WHEREAS, County Executive Armond Budish has nominated the following individuals for reappointment to serve on the Cleveland-Cuyahoga Port Authority Board of Directors:

- a) Chris Ronayne for a term ending 10/31/2019;
- b) Jan L. Roller, Esq. for a term ending 9/30/2020; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter

requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to serve on the Cleveland-Cuyahoga Port Authority Board of Directors:

- a) Chris Ronayne for a term ending 10/31/2019; and
- b) Jan L. Roller, Esq. for a term ending 9/30/2020.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 11, 2017

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

Journal _____
_____, 20__



July 11, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Port Authority Board of Directors

Dear President Brady,

Pursuant to Ohio Revised Code Section 4582.03, I am pleased to nominate the following individual for reappointment to serve on the Port Authority's Board of Directors until September 31, 2020:

- **Jan L. Roller, Esq.**

The Cleveland-Cuyahoga County Port Authority was created in 1968 to manage this area's maritime operations. The Port Authority's Board of Directors consists of nine members who are appointed to four-year terms. Six of the members are appointed by the City of Cleveland and the remaining three are appointed by Cuyahoga County.

A copy of Ms. Roller's biography is attached hereto. Ms. Roller is a well-respected leader in both legal and civic matters in the Cleveland area. In addition to attending her legal practice, she serves on numerous non-profit boards, including the Board of Trustees for the Near West Theater. In recognition of her legal skills, Ms. Roller has been selected as an *Ohio Super Lawyer* on several occasions and previously served as the President of the Cleveland Bar Foundation. She has a distinguished career that will be well suited for continuing service on the Port Authority's Board of Directors.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Armond Budish".

Armond Budish
County Executive



Jan L. Roller
jroller@thinkgk.com

Previous Experience

- Davis & Young LPA Partner
1989 - 2015
Cleveland, OH
- Assistant District Attorney
1980-1982
Plymouth County, MA
- Assistant District Attorney
1979-1980
Suffolk County, MA



GIFFEN & KAMINSKI
Attorneys at Law

Suite 1600
1300 East Ninth Street
Cleveland, Ohio 44114
216.621.5161 ph
216.621.2399 fx



Practice Areas

- Tort, Personal Injury & Insurance Defense
- Business Litigation
- Mediation & Arbitration

Education

- Case Western Reserve University School of Law, Cleveland, Ohio
Juris Doctor, 1979
- Denison University, Granville, Ohio
Bachelor of Arts, 1976
Cum Laude

Admitted to Practice

- State of Ohio
- U.S. District Court for the Northern and Southern Districts of Ohio
- State of Massachusetts (Inactive)

Professional Associations, Affiliations and Achievements

- International Society of Barristers, Member 2014
- Cleveland Metropolitan Bar Association
- Ohio State Bar Association
- American Board of Trial Advocates, Member 2010
- Cleveland Bar Foundation, Trustee 2001-2008; President 2007-2008
- Judge John M. Manos Inn of Court: Barrister 1992-1993;
Master Bencher 1994-Present
- Super Lawyer for Insurance Defense: Personal Injury in
Ohio Super Lawyers 2006, 2010
- Eighth District Judicial Conference: Life Member,
Co-Chair of Conference, April 2006
- International Association of Defense Counsel, Member 2000-2004
- Case Western Reserve University, Guest Critiquer,
Professor James McElhaney's Trial Tactics Class, 1994-2001
- Case Western Reserve University Law School:
Law Alumni Association Board, 1992-1993, 1999-2002

Frequent Author and Presenter on topics, including:

- Common Mistakes Made by Plaintiff's Attorneys, Cleveland Academy of
Trial Attorneys, Bernard Friedman Litigation Institute, Cleveland, Ohio
- Presenter at conference, The Women Advocate, The Woman Lawyer in the
Courtroom, co-sponsored by Ohio State Bar and Ohio Women's Bar Associations
- Trial Superstar Series presentation, Cleveland Bar Association
- Gorilla-Guerilla, Conquering the Legal Jungle, Cleveland Bar Association
- Beyond Bridging the Gap, Cuyahoga County Bar Association
- The Defendant's Opening Statement, Litigation Institute of the Litigation
Section of the Cleveland Bar Association



Jan L. Roller
jroller@thinkgk.com

Civic and Community Service

- Appointed Cleveland - Cuyahoga County Port Authority, Board Member, 2012 to present
- City Year Cleveland: Co-Chair, Advisory Board, 1996-2002; 2012 to present
- Planned Parenthood of Greater Ohio, Board Member, 2012 to present
- The City Club of Cleveland: Trustee 2006 to 2012, President, 2009-2010
- Chair, City Club of Cleveland's 100th Anniversary Conference on Free Speech, October 10, 2011
- Near West Theatre: Trustee, 1996- present; President 2001-2003
- Cuyahoga Women's Political Caucus; Board Member 1990-present, President 1989-1990
- Lutheran Metropolitan Ministries: Trustee 2001-2012; President 2005 Vice President 2003
- Cleveland Bar Foundation: Trustee, 2002 to present; President 2007-2008
- Ohio Democratic Women's Caucus: Co-founder
- Executive Committee, Ohio Democratic Party, 2006 to present
- Ohio Women for Kerry: Kerry/Edwards Presidential Campaign, Chair 2004
- Urban Community School: Trustee 1991-2004
- Visiting Committee, Levin College of Urban Affairs, Cleveland State University, Member 1998-2000
- Greater Cleveland Women's Roundtable: Chair 1995-1998
- Cleveland Bicentennial Commission: Task Force Chair, Volunteerism and Community Service, 1994-1996
- WomenSpace: Board Member 1992-1995
- Neighborhood Counseling Service: Chair, Building Acquisition Committee
- Office of School Monitoring and Desegregation: Board Member 1989-1994
- Planned Parenthood of Greater Cleveland: Board Member 1987-1989

Awards and Recognition

- 2014 Honoree, Near West Theatre
- 2013 Crain's Cleveland Business, Women of Note
- 2010 Denison University Alumni Citation
- 2010 Faith and Friendship Award, Lutheran Metropolitan Ministries
- 2008 Nonprofit Executive of the Year, Pillar Award, Smart Business
- 2007 Ohio Democratic Party Volunteer of the Year Award



GIFFEN & KAMINSKI

Attorneys at Law

Suite 1600
1300 East Ninth Street
Cleveland, Ohio 44114
216.621.5161 ph
216.621.2399 fx





July 11, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Port Authority Board of Directors

Dear President Brady,

Pursuant to Ohio Revised Code Section 4582.03, I am pleased to nominate the following individual for reappointment to serve on the Port Authority's Board of Directors until October 31, 2019:

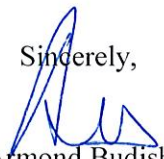
- **Chris Ronayne**

The Cleveland-Cuyahoga County Port Authority was created in 1968 to manage this area's maritime operations. The Port Authority's Board of Directors consists of nine members who are appointed to four-year terms. Six of the members are appointed by the City of Cleveland and the remaining three are appointed by Cuyahoga County.

A copy of Mr. Ronayne's biography is attached hereto. Mr. Ronayne has been involved in numerous public leadership positions in the Greater Cleveland Community, including as the City of Cleveland's Planning Director, Chief Development Officer, and Chief of Staff. Under his leadership, numerous revitalization projects, including the Avenue District, the Flats East Bank, Battery Park, and Steelyard Commons, were implemented. Mr. Ronayne was the chief architect of Cleveland's Waterfront District Plan. Mr. Ronayne has been recognized for his leadership and service in the community, as the 2006 recipient of the Smart Business Pillar Award for Nonprofit Executive Director of the year, and as *Crain's Cleveland Business* 40 under 40. Mr. Ronayne is able and willing to continue serving Cuyahoga County residents on the Port Authority's Board of Directors.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive

Chris Ronayne

Mr. Ronayne is the President of University Circle Inc. in Cleveland, Ohio, a community development corporation responsible for the growth of the University Circle with a focus on health care, education, and arts & culture. As of June 2010, he is a candidate for Cuyahoga County Council.

Mr. Ronayne was born in Chicago, Illinois. He attended Bay High School in Bay Village, Ohio and earned his bachelor's degree at the Miami University School of Business Administration and a Masters of Urban Planning from Cleveland State University where he presently serves on the university visiting committee for the Levin College of Urban Affairs. He is married to Natalie Ronayne, director of the Cleveland Botanical Garden. They live in Cleveland's Cudell-Edgewater neighborhood.

Mr. Ronayne was the campaign manager for Jane L. Campbell's successful bid to become the mayor of Cleveland in 2001. He served as Cleveland's Planning Director, Chief Development Officer, and Chief of Staff, where he led numerous revitalization projects, including the Avenue District, the Flats East Bank, Battery Park, and Steelyard Commons. He was the chief architect of the City's Waterfront District Plan expected to transform eight miles of Cleveland shore with larger beaches, new marinas, housing, retail businesses, and offices.

Mr. Ronayne is the recipient of the 2006 Smart Business Pillar Award for Nonprofit Executive Director of the Year, Ronayne was named to *Crain's Cleveland Business* 40 under 40. Recipient of the Dean's Distinguished Alumni Award for the Cleveland State University College of Urban Affairs and the Ohio American Institute of Architects award for the Cleveland Waterfront District Plan. He is a member of the Leadership Cleveland Class of 2007.



July 14, 2017

Cuyahoga County Council
Human Resources, Appointments & Equity Committee
2709 East Ninth St.
Cleveland, OH 44115

Dear County Council Members:

I am sorry not to join you in person for a hearing on my reappointment to the Cleveland Cuyahoga County Port Authority July 18th. This week I am in Israel and would otherwise be with you. I very much covet my role as a Port Board member and appreciate your consideration. I write to officially request re-appointment to the Board of the Cleveland Cuyahoga County Port Authority as one of three County appointees. It's an honor to serve the County in this capacity and one I feel qualified for. I had the pleasure of previously serving as City Planning Director for the City of Cleveland where among other initiatives we launched a comprehensive Lakefront Plan. It's satisfying to see the Port become a major contributor to that plan in ways ranging from opening up Dike 14 as the Lakefront Nature Preserve to cleaning up the Cuyahoga River through its debris management plan to leading the fight to keep Lake Erie clean through responsible sediment management. I also served as Chief Development Officer where again it is satisfying to see the Port as a community development partner in communities throughout Cuyahoga County through its Bond Finance Program.

For the last two years I served as Chairman of the Port Board and am proud of the many accomplishments our team of directors, working with the County, continue to achieve. When I think of the Port today, I believe we are a public agency truly achieving triple bottom line results when it comes to economic, environmental, and community sustainability. Together we are growing jobs, advocating for cleaner water through responsible dredge management practice, and positively impacting communities through partnership in placemaking and economic development. As a county appointed director, I am proud to be associated with many Port lead initiatives including:

- Launching and doubling the number of ships to Northern Europe on the Cleveland Express Liner Service. We are now booking two ships a month in trans-Atlantic shipments and have grown the business to over \$20 M in just three years.
- Partnering on a pioneering sediment management system that is a Great Lakes model for innovation. From our Interceptor in Independence to our Sluiceway on the east end of Burke Lakefront our interception and de-watering practice focus on a reduce/reuse strategy for sediment that's working and yielding benign community benefits in multiple ways.
- Advocacy for community impact grants supporting everything from the crucial stabilization of Irishtown Bend to the Lake Links Trail, Lakefront Nature Preserve, and Harbor Lights project at Dock 20.

A look at photos on the Cleveland Harbor Docks-20-28 east of the Cuyahoga River to the stadium in 2010 and 2017 reveals remarkable progress and activity generation by the Port these last seven years.

UNIVERSITY CIRCLE INC

Development Service Advocacy

10831 Magnolia Drive Cleveland, OH 44106-1887

P 216.791.3900 F 216.791.3935 www.universitycircle.org Page 52 of 80



Annually we move 13 million tons of Cargo through the Cleveland Harbor increasing maritime activity to \$1 billion in value and a 30% overall increase in economic impact. We've grown into a real maritime port and a model for "A Green Port on the Great Lakes". These distinctions don't happen by accident. They happen through leadership and innovation. I am proud to serve as one of the directors on the Port and very much appreciate your support in our innovation, business development and advocacy for a clean Great Lake Erie and Cuyahoga River. We've been in dogfight together with the Army Corps over best practice in dredge management. Thank you for your support for the best practice on the Great Lakes. Together we've staved off open lake dumping for three years successfully won our battle with the Corps in Federal Court.

We have more work to be done in all of these areas. I'm particularly looking forward to the challenge with projects like the IrishTown Bend and I enjoy the partnership with County Council and the County Administration. We've got momentum on projects like these and go into a levy year with community confidence earned through steady management, board oversight and direction and a responsive nature to the needs of Cuyahoga County residents. We are ensuring clean water, building community and supporting 18,000 jobs countywide. It's this positive momentum that has me interested in working with you and all in another term of service for the Cleveland Cuyahoga County Port Authority. Thank you for your consideration in the re-appointment of me to another term as member of the Board of Directors. It would be my honor. Please call should you have any questions.

Sincerely,

Chris Ronayne
Board of Directors
Cleveland Cuyahoga County Port Authority

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0128

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Ohio Revised Code Section 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for the planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- i) Appointments for the term 7/1/2017 - 6/30/2021:
 - a. Ken Silliman
 - b. Ernie Cade

- ii) Reappointments for an unexpired term ending 6/30/2020:
 - a. J. Robert Fowler
 - b. Steve Killpack
 - c. Mary Warr

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- i) Appointments for the term 7/1/2017 - 6/30/2021:
 - a. Ken Silliman
 - b. Ernie Cade
- ii) Reappointments for an unexpired term ending 6/30/2020:
 - a. J. Robert Fowler
 - b. Steve Killpack
 - c. Mary Warr

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 eight (8) members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 11, 2017

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

Journal _____
_____, 20__

[PROPOSED SUBSTITUTE]

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0128

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment and reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Ohio Revised Code Section 340.02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for the planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

- a) Appointments:
 - 1) Max Rodas for an unexpired term ending 6/30/2019;
 - 2) Ernie Cade for an unexpired term ending 6/30/2020;
 - 3) Hugh Shannon for an unexpired term ending 6/30/2020; and

b) Reappointments:

- 1) Steve Killpack for an unexpired term ending 6/30/2020;
- 2) Cassi Handler for an unexpired term ending 6/30/2020; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment and reappointment of the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:

a) Appointments:

- 1) Max Rodas for an unexpired term ending 6/30/2019;
- 2) Ernie Cade for an expired term ending 6/30/2020;
- 3) Hugh Shannon for an unexpired term ending 6/30/2020; and

b) Reappointments:

- 1) Steve Killpack for an unexpired term ending 6/30/2020; and
- 2) Cassi Handler for an unexpired term ending 6/30/2020.

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 eight (8) members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 11, 2017

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

Journal _____
_____, 20__



June 28, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board until June 30, 2019:

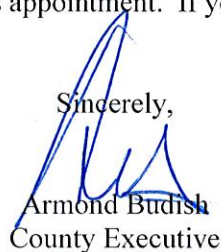
- **Max Rodas**

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

A copy of Mr. Rodas' biography is attached hereto. Mr. Rodas is a Reverend, and originally from Guatemala City, Guatemala. Currently, he is the Chief Executive Officer of the Nueva Luz Urban Resource Center, a faith-based organization whose mission is to challenge and end the cycle of poverty among Latino and other underserved individuals in the Greater Cleveland area, through holistic and compassionate outreach. Under his leadership, Nueva Luz provides assistance to over 3,000 individuals. Mr. Rodas is willing to and able to commit his time and leadership to serve on the ADAMHS Board.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive

BIOGRAPHICAL INFORMATION

Max M. Rodas, M.A.



Max Rodas has been involved in responding to the challenges faced by the urban communities of Greater Cleveland, Ohio since 1988. For the last 17 years he has been the Founder and Executive Director of *Proyecto Luz*, an HIV/ AIDS, faith-based initiative on the West Side of Cleveland and since 2006 he has been the Executive Director of Nueva Luz Urban Resource Center, a broader organization addressing the root causes of systemic poverty and health inequities in Cleveland's Cudell Neighborhood. Under his leadership, *Nueva Luz* has evolved from an idea to a faith-based organization providing culturally competent services to over 3,000 individuals both in Cleveland and Lorain, Ohio. Currently, Nueva Luz employs approximately 20 staff members/consultants and collaborates with over 200 volunteers in challenging poverty, family disintegration and health inequities in Northeastern Ohio.

From a statewide and national perspective, Max Rodas serves as an organizational strategist for his ecclesiastical denomination and he is especially committed to Latino/a capacity building, youth development and urban leadership development. He has served as a Trustee for Mount Vernon Nazarene University, Cleveland Commissioner for both Governor Strickland and Governor's Kasich's Commission on Latino Affairs and member of the Greater Cleveland Hispanic Roundtable. He graduated from Leadership Cleveland Class of 2008 and is a member of the Hispanic Alliance Inc. On the national level, he represents Ohio at the National Latino Evangelical Coalition as it relates to salient Latino issues such as education, safety and business development. In 2010 President Obama invited Pastor Rodas and his wife, Kim to the White House and recognized them for their commitment to health disparities, youth development and making this world a better place. Pastor Rodas is originally from Guatemala, C.A., holds a graduate degree from Olivet Nazarene University and was ordained by the Church of the Nazarene in 1984.



June 28, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board from July 1, 2017 to June 30, 2021:

- **Ernie Cade**

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

A copy of Mr. Cade's biography is attached hereto. Mr. Cade has extensive experience in the healthcare field. He is currently a partner at Strategic Health Care. Mr. Cade has previous experience as a business executive, most recently as Senior Vice President and Director of Government Relations at Key Corp. Prior to that, Mr. Cade enjoyed a meritorious 35-year career with The Standard Oil Company of Ohio, where he served as regional director and director of government relations for the Midwest, Northeast, and Southeast states. Mr. Cade is willing and able to commit his time and leadership to serve on the ADAMHS Board.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,


Armond Budish
County Executive

Ernie Cade

Ernie Cade is a partner at Strategic Health Care. He brings to Strategic Health Care some 25 years of experience as a corporate lobbyist and business executive. He most recently served as Senior Vice President and Director of Government Relations for Cleveland-based Key Corp, one of the nation's largest bank-based financial services companies with assets of more than \$105 billion and operations in 26 states and 22 foreign countries. For eight years beginning in 2002, he oversaw Key's efforts and accomplishments on legislative and regulatory matters at the federal, state and local levels.

Ernie previously served a meritorious 35-year career with The Standard Oil Company of Ohio (SOHIO). Among his many assignments, he served as regional director and director of government relations for the Midwest, Northeast, and Southeast states. He also held positions in consumer sales, industrial sales, and retail marketing where he was responsible for managing more than 300 employees in 120 retail outlets. His tenure also included working for the company's Alaskan pipeline permitting operations.

Ernie's strong ties to his community are apparent: currently, he is Board member and former Board Chair for the Center of Families and Children; Board Chair for the Ohio United Way; a member of the Executive Leadership Council (ELC); and a life member of the National Black MBA Association. He formerly served as a member of Ohio Governor Ted Strickland's Transition Committee for the Ohio Department of Commerce; chairman of the American Association of Blacks in Energy (AABE), and as a member of the Ohio Lottery Commission.

A native of Birmingham, Alabama, Ernie received his Business Administration degree from West Virginia State University while playing for the university's basketball program. He holds an executive master's degree in Business Administration from the Weatherhead School of Management of Case Western Reserve University in Cleveland, Ohio.



June 28, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individual for reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board from July 1, 2016 to June 30, 2020:


- **Steve Killpack**

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

A copy of Mr. Killpack's biography is attached hereto. Mr. Killpack is the Executive Director of the Community Endeavors Foundation and the coordinator of the Healthy Father Collaborative. The Healthy Father Collaborative was established by the Community Endeavors Foundation in 2001, as a working group of providers and funders, providing services to fathers, fathers-to-be, and young men in Greater Cleveland. Mr. Killpack is willing and able to continue serving on the ADAMHS Board.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,


Armond Budish
County Executive

STEVEN R. KILLPACK



Profile: A career social worker and community organizer with experience in developing, funding and monitoring social service programs, specializing in programs serving the lifespan of fatherhood; best practice research; private foundation management; and direct service to youth and families.

Nonprofit Management & Community Organizing

Executive Director, The Community Endeavors Foundation, Cleveland, OH. August 2001 to present. Manager of all activities relating to the operation and grantmaking of a private charitable foundation focused on developing, funding and promoting fatherhood programs; Consultation and technical assistance with grantees.

Executive Director, The Healthy Fathering Collaborative, Cleveland, OH. August 2001 to present. Manager of all communications, meetings, community events and advocacy for coalition of public agencies, community-based and faith-based organizations serving fathers in Cuyahoga County. Responsible for all administrative and fiscal management of parenting programs for fathers and families. Enterprise manager for multi-agency database for performance management and outcome tracking.

Program Development and Direct Services

Student Support Specialist, Sakai Intermediate School, Bainbridge Island, WA. July 1999 to June 2001. Manager of Student Support Center, leader of Behavior Intervention Team and group counseling for at risk students.

School Counselor, Strawberry Hill Alternative School, Bainbridge Island, WA. September 1997 to June 2001. Individual and group counseling for students in alternative high school.

Group Facilitator, Central Kitsap School District, Silverdale, WA. Dec 1996 to May 2001. Design and Facilitation of weekly Anger Management, Clean & Sober and Teen Dad groups at Central Kitsap Alternative High School.

Group Facilitator, Bainbridge Island School District, B.I., WA. Sept 1993 to Jan 1999. Co-facilitation of KLUE groups in elementary schools on Bainbridge Island; 12 week program for students who are impacted by a chemically dependent family member.

Youth and Family Counselor, Bainbridge Youth Services, Bainbridge Is, WA. June 1986 to June 1992. Founder and developer of comprehensive outreach, drop-in and counseling service for youth, families and groups; fundraising; agency management.

Crisis Counselor, Bremerton Crisis Residential Center, Bremerton, WA. Sept 1982 to January 1984. Intake and short term counselor for youth and families in crisis.

Residential Counselor, Kitsap Youth Homes, Bainbridge Is, WA. December 1981 to July 1982. Live-in counselor/case manager for emotionally disturbed adolescents;

Research

Research Associate, The Center for Health Training, Seattle, WA. July 1992 to November 1995. Research on prevalence of abuse among family planning clients; survey design and administration; training for survey administration; data analysis; report writing.

Research Assistant, Washington Alliance Concerned with School Age Parents, Seattle, WA. May 1990 to February 1992. Research on the prevalence of abuse among female teenage parents; data analysis; report writing; survey instrument development.

Research Assistant, Street Exit Project, Seattle, WA. December 1984 to May 1986. Longitudinal study of street youth; interviewing and tracking; field observations; quantitative and qualitative data analysis; report writing; evaluation of social services.

Volunteer

Alcohol Drug and Mental Health Services Board (ADAMHS) of Cuyahoga County. Member of the Board of Directors, 2013-present.

Ohio Practitioners' Network for Fathers and Families, Cleveland and Columbus, OH. A statewide network of practitioners and stakeholders in the fatherhood movement. Founding Board member and Secretary-Treasurer, 2003-present.

Ohio Collaborative to Prevent Infant Mortality, Member of Steering Committee and Co-Chair of Father Engagement in Maternal, Child and Family Health Action Group, 2015-present.

University Hospitals Rainbow Babies and Children's Hospital, Community Advisory Board for Rainbow/McDonald Women's and Children Center, 2015-present.

Ruffing Montessori School, Cleveland Heights, OH Member of the Board of Trustees and Chair, Advancement Committee, 2014-present.

Ohio Commission on Fatherhood, Columbus, OH. Public Member appointed by Governor Ted Strickland, 2007-2014.

National Children's Study, Washington, DC. National Community Representative to the Executive Steering Committee, 2011-2014.

Help Me Grow Collaborative of Cuyahoga County, Cleveland, OH. A county agency serving the needs of children prenatal to three and their families. Advisory Board and Chair of Fatherhood Task Force, 2003-2008.

Family Planning Advisory Council., Cleveland, OH. Advisory Board for Title X family planning programs in seven county region, 2003-2012.

Community Endeavors Foundation, Inc., Cleveland, OH. A nonprofit foundation supporting social service agencies in Cleveland, Ohio. President and Founding trustee, 1990-present.

Sexuality Information and Education Council of the United States., New York, NY. An international agency promoting comprehensive sexual education. Board member and Treasurer, 2004-2011.

Killpack Foundation, Cleveland, OH. A non-profit foundation supporting community agencies, primarily in Ohio and Florida. Treasurer and Principal Manager, 1994-2002.

Boys and Girls Club of Bainbridge Island. Founding Board Member, 1994-2001, Vice-President, 1995-1999; President, 1999-2001.

New Horizons, Seattle, WA. A social service agency serving the needs of street youth in Downtown Seattle. Advisory Board, 1990-1993; Case Manager Consultant, 1995-2001.

Kitsap County Big Brother/Sisters, Bainbridge Island, WA. Founding member, worked on agency development and formation, 1989-1991.

StraighTalk, Bainbridge Island, WA. A community agency raising public awareness of drug/alcohol problems, 1986-1990.

Education

Kenyon College, Gambier, OH.

B.A. in Biology; Graduated Summa Cum Laude and Phi Beta Kappa, May 1979.

University of Michigan, Ann Arbor, MI.

M.S. in Social Advocacy, August 1981.



June 28, 2017
Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Brady,

I am pleased to nominate the following individual for reappointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board until June 30, 2020:

- **Cassi Handler**

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

A copy of Ms. Handler's biography is attached hereto. Ms. Handler is currently a realtor with Howard Hanna. She is a former pre-school teacher and has prior experience as a marketing assistant. Ms. Handler's passion to change the current state of addiction in the Greater Cleveland community comes from her personal experiences of being married to a man who became addicted to opiates and passed away in July 2006. Ms. Handler is willing and able to continue serving on ADAMHS Board.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,



Armond Budish
County Executive

Cassi Handler

Ms. Handler is currently a member of the Cuyahoga County ADAMHS Board. Ms. Handler is a realtor with Howard Hanna and is a former pre-school teacher and marketing assistant. Her passion to change the current state of addiction and make a difference in the Greater Cleveland community comes from her personal experiences of being married to a man who became addicted to opiates and passed away in July 2006.

Résumé Kahlil Seren

Contact/Personal Information

(216) 698-2042

kseren@cuyahogacounty.us

Professional Experience

Research & Policy Analyst (6/2011 – Present)

Cuyahoga County Council

Duties:

- Designs, coordinates and manages projects and programs of the Council
- Assists in managing the board and commission appointment process and select hiring processes for Council
- Provides strategic research and policy analysis of various county programs, policies, and operations
- Advises Council in areas of public policy, county operations, communications, and planning
- Drafts reports and legislation, prepares talking points, letters and other written materials
- Communicates Council's positions to internal and external constituencies
- Serves as a staff liaison with Executive Staff, other County Departments and public and private entities

Communications Coordinator (3/2007 – 6/2011)

Policy Matters Ohio

Duties:

- Financial Transactions, assist with grant reporting, grant writing, and other development tasks
- Technology contracts, purchases, repair, training and maintenance
- Final editing, layout and publication of reports
- Report distribution to media, state, local and federal government agencies and officials
- Media coverage tracking
- Event coordination
- Communications (presentations, press releases, brochures, newsletter, web design/maintenance)
- Training of staff and student interns in clerical, technical and other tasks
- Research Assistance

Education

Master of Science in Urban Studies (Law and Public Policy Specialization)

Graduate Certificate in Urban Economic Development

Maxine Goodman Levin College of Urban Affairs

Cleveland State University

Bachelor of Arts, Cum Laude

Cleveland State University

Civic Experience

City Councilman, City of Cleveland Heights (2/2015 – Present) – (Chair – Public Safety and Health Committee, Vice-chair – Planning and Development Committee) Member of the legislative, taxing, and budgeting authority of the City of Cleveland Heights, Ohio, a suburb of the City of Cleveland with approximately 45,000 residents and an annual total budget of over \$80,000,000.

Center for Population Dynamics Advisory Board (4/2015 – Present) – (Member, Real Estate Development Committee) Board Member at Cleveland State University Research Center focused on competitive development through the lens of migration, applied demography, and cultural trends.

Cleveland Neighborhood Progress Policy & Advocacy Advisory Committee (9/2016 – Present) – Volunteer group providing policy guidance to Cleveland Neighborhood Progress, the City of Cleveland’s community development funding intermediary organization.

City of Cleveland Heights Citizens Advisory Committee (1/2013 – 2/2015) – (Vice-chair, Commercial Areas Subcommittee) Assists in the evaluation and preparation of the CDBG yearly application, participates in monitoring the implementation of the CDBG program, and reviews the City's annual CDBG budget.

Higher Education Compact of Greater Cleveland (2012- Present)

- *Member, Operations Committee* – Determines the objectives and direction of the Compact, provides oversight of Compact Executive Director and ensures the successful completion of goals by the Compact partners and task forces.

Cuyahoga County Veterans’ Employment Transition Team (2012 – 2014) – Voluntary organization of service providers and employers using shared information to work toward the goal of connecting U.S. military veterans to civilian employment. Helped develop and fund the United Way of Greater Cleveland 2-1-1 Help 2 Veterans Line.

Strategic Workforce Alignment Group (2013) – Created by the Cleveland/Cuyahoga County Workforce Investment Board (WIB) to design and implement strategies to address information, skill, and location gaps that constrain the alignment of workforce supply and demand.

Professional Development

Lean Six Sigma Yellow Belt Certification (2/2017) – Training in Lean Six Sigma methodologies and tools that are necessary to identify opportunities for eliminating waste, reducing costs and improving processes as an active member on Lean Six Sigma project teams. Program included Cuyahoga County procurement process improvement project.

Federal Bureau of Investigation Citizens Academy 2016 – Practical training program involving evidence collection and preservation; FBI jurisdiction and congressional oversight; Structure and operation of FBI field offices and satellite agencies; fingerprint, forensic, technology, training, and other services; Includes curricula related to ethics, discipline, communications, drug enforcement, civil rights, and future criminal trends; and firearms training.

LeanOhio Boot Camp: Transforming the Public Sector – Intensive Lean/Six Sigma training offered by the Ohio Department of Administrative Services with an emphasis on application of process improvement concepts in the public sector.

Leadership Academy XXII – Executive development program offered by the Maxine Goodman Levin College of Urban Affairs for policy makers, elected officials, senior administrators, and community executives in the region.

BIO Information for Dennis G. Kennedy

Mr. Kennedy, a Certified Public Accountant, has held the position of Fiscal Officer for Cuyahoga County since March 2015. As Fiscal Officer, Mr. Kennedy oversees the majority of functions previously associated with the County Auditor, County Recorder, County Treasurer positions as well as partial duties previously enforced by the Clerk of Courts. The Fiscal Office includes the Office of Budget and Management, the Office of Procurement and Diversity, Financial Reporting, Auto Title, Recording Office, Real Property and Appraisal, the Board of Revision and several other financial related operations. The Fiscal Officer also holds positions on the Board of Revision and the Board of Control.

Prior to accepting his current position, Mr. Kennedy was the Finance Director for the City of Solon, Ohio. Mr. Kennedy has also served as Finance Director for two other northeast Ohio municipalities, Brooklyn and Beachwood, and was the Executive Director of the Ohio Lottery Commission for four years. Prior to becoming Executive Director, Mr. Kennedy served as Deputy Director of Finance for the Ohio Lottery and also held various financial positions with that agency over the course of his employment there.

In 2016, Mr. Kennedy was awarded the Government Finance Officers Association of Ohio's Lifetime Achievement award. Mr. Kennedy is a graduate of Cleveland State University and St. Joseph High School in Cleveland and presently resides in South Euclid, Ohio. He is a member of the AICPA (CGMA designation) and the OSCP.

Luis Cartagena

Mr. Cartagena serves as Cuyahoga County's Inclusion Officer, focusing on providing diversity outreach to vendors, potential vendors, stakeholders, and the community. Previously, Mr. Cartagena served as Strategic Planning Business Advisor with the Minority Business Development Agency Business Center in Cleveland, where he consulted with minority-owned business enterprises to create and retain capital and procurement opportunities. In his free time, Mr. Cartagena volunteers his time, and vast experience, as a Hispanic Leader in the Greater Cleveland Community.

Joe Farris

Mr. Farris is an Investment & Cash Management Officer with the Cuyahoga County Treasurer. Previously, Mr. Farris worked for the City of Cleveland, and in the private sector at Keybank's Keybank Capital Markets Group.

Chris Murray

Mr. Murray is the Cuyahoga County Treasurer. He is a graduate of the University of Dayton, with a degree in Accounting.

Radhika Reddy

Ms. Reddy came to Cleveland from India in 1989 to attend graduate school at Case Western Reserve University, and has been here ever since. Ms. Reddy is an entrepreneur who built a successful finance and business advisory firm, Ariel Ventures, and works with local economic development groups to promote Cleveland businesses to export products to India. In 2013, she was named one of the most interesting people in Cleveland, by Cleveland Magazine. Ms. Reddy has worked to facilitate more exports from Cleveland area companies to India.

Tania Mensse

Ms. Menesse is currently the Director of Economic Development for the City of Shaker Heights. Ms. Menesse has ten years of experience in sales, product development, project management and process re-engineering in the private sector. She led the development of Shaker Heights' economic development plan. Ms. Menesse is a graduate of Cleveland State University. She has previous experience at The Cleveland Foundation, the Maxine Levin College of Urban Affairs, and Towards Employment.

Jeff Bechtel

Mr. Bechtel is the Chief Lending Officer of the Commercial Banking Group at Fifth Federal Lakewood. Previously, Mr. Bechtel worked as a Senior Vice President at PNC and Fifth Third Bank. Mr. Bechtel is a graduate at the University of Miami.

Michael Obi

Mr. Obi has been a leader in entrepreneurship for decades. As a teenager in Nigeria, Mr. Obi expanded his father's car importing parts business from a small town to the capital city of Lagos. At 18, Mr. Obi immigrated to Florida. He earned his undergraduate degree and an MBA from the University of North Florida in Jacksonville. After 17 years in banking, he left a position as a senior vice president of Key Bank to launch Spectrum Global Solutions, Inc. Currently, Mr. Obi is the Chairman and CEO of Spectrum Global Solutions, which, among other assets, owns and operates Little Caesars Pizza Stores in Northeast Ohio. He led the effort that established the Entrepreneurship Center at the Urban League of Greater Cleveland in 2004. The model has been replicated across 12 other major US cities, and Mr. Obi continues to oversee operations and strategies for the Center, which serves over 900 clients per year to launch, grow, and sustain businesses in Northeast Ohio.

Richard Perry

Mr. Perry is President and CEO of Pinkney-Perry Insurance Company. The company began as a partnership in 1961 including Mr. Perry's father, Charles Brooks Perry. Pinkney-Perry is the oldest and largest minority owned insurance agency in Ohio, and works with many of Northeast Ohio's public and private sector entities. Mr. Perry is a graduate of Central State University.

Brian Hall

Mr. Hall is part of the Greater Cleveland Partnership's senior leadership team. Mr. Hall is an entrepreneur with 30 years' experience leading companies in logistics, distribution, real estate, and food service. He is a member of the boards of the Rock and Roll Hall of Fame Museum, and University Hospitals. In addition, Mr. Hall founded the Tremont Advisory Group, which mentored 14 boys from elementary school through high school, and continues to mentor the participants today.