



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 27, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) March 13, 2018 Regular Meeting (See Page 14)
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2018-0067: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain

Avenue in the City of Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective. (See Page 32)

Sponsor: Council President Brady

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

- 1) R2018-0052: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective. (See Page 36)

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

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

c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2018-0004: An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective. (See Page 78)

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

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2018-0068: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to

meet the budgetary needs of various County departments, offices and agencies; amending Resolution Nos. R2018-0021 dated 2/13/2018 and R2018-0041 dated 2/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective. (See Page 91)

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

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

- 1) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 126)

Sponsor: County Executive Budish

- 2) R2018-0070: A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 130)

Sponsor: County Executive Budish

- 3) R2018-0071: A Resolution authorizing a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 to facilitate private construction of an airport hangar and related facilities and improvements to be located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 135)

Sponsor: County Executive Budish/Department of Public Works

- 4) R2018-0072: A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 139)

Sponsor: County Executive Budish/Department of Public Works

- 5) R2018-0073: A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective. (See Page 145)

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

- 6) R2018-0074: A Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective: (See Page 148)

- i) Warrensville Center Road from Mayfield Road to Noble Road.
- ii) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

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

- 7) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective. (See Page 153)

Sponsor: County Executive Budish/Fiscal Officer

- 8) R2018-0076: A Resolution making an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective. (See Page 198)

Sponsor: County Executive Budish/Department of Information Technology

- 9) R2018-0077: A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 207)

- i) Applewood Centers, Inc.
- ii) Bellfaire Jewish Children's Bureau
- iii) Community Specialists Corporation dba The Academy
- iv) Cornell Abraxas Group, Inc.
- v) George Junior Republic in Pennsylvania
- vi) The Glen Mills Schools
- vii) Keystone Richland Center, LLC dba Foundations for Living
- viii) Lakeside for Children dba Lakeside Academy
- ix) Muskegon River Youth Home, Inc.
- x) New Directions, Inc.
- xi) OhioGuidestone

- xii) Rite of Passage, Inc.
- xiii) The Summit School, Inc. dba Summit Academy
- xiv) The Village Network
- xv) The Cleveland Christian Home, Inc.
- xvi) Safehouse Ministries dba Safehouse Residential Services Division
- xvii) Star Commonwealth dba Starr Albion Prep

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

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2018-0056: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 245)

Sponsor: County Executive Budish/Fiscal Officer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2018-0060: A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. (See Page 247)

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

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

- 3) R2018-0064: A Resolution making an award on RQ40102 to Young Women’s Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 251)

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

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

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

- 1) R2018-0054: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children’s Trust Fund representing the Great Lakes Region for various terms, and declaring the necessity that this Resolution become immediately effective: (See Page 254)
 - i) Councilmember Dale Miller for an unexpired term ending 6/24/2019.
 - ii) Robin Martin for an unexpired term ending 5/25/2018.
 - iii) Robin Martin for the term 5/26/2018 - 5/25/2020.

Sponsor: County Executive Budish

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

- 2) R2018-0055: A Resolution confirming the County Executive’s appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term

ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective. (See Page 257)

Sponsor: County Executive Budish

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

- 3) R2018-0057: A Resolution making an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,075,000.00 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 259)

Sponsor: County Executive Budish/Department of Public Works

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

- 4) R2018-0058: A Resolution making an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program - Part One in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective: (See Page 261)

- i) Abbey Road Bridge No. 02.35 over Baldwin Creek in the City of North Royalton.
- ii) Harris Road Bridge No. 01.61 over Chippewa Creek in the City of Broadview Heights.

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

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

- 5) R2018-0059: A Resolution making an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$300,000.00 to fund said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 264)

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

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

- 6) R2018-0061: A Resolution making an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 267)

Sponsor: County Executive Budish/Department of Law

Committee Assignment and Chair: Finance & Budgeting – Miller

- 7) R2018-0062: A Resolution authorizing a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022; authorizing the County Executive to execute the contract and all other documents consistent with this

Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 269)

Sponsor: County Executive Budish/County Sheriff

Committee Assignment and Chair: Finance & Budgeting – Miller

- 8) R2018-0065: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 271)
- i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,978,478.29.
 - ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,657,067.78.
 - iii) Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$3,976,259.70.

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

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

- 9) R2018-0066: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 274)
- i) Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$73,483.94.

- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$34,341.79.

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

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

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2018-0045: A Resolution declaring that public convenience and welfare requires resurfacing of various roads and a boulevard located in various municipalities in connection with the 2019 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective: (See Page 277)

- i) Alexander Road from Walton Road to Northfield Road in the Village of Walton Hills; total estimated project cost \$529,521.00.
- ii) Lindbergh Boulevard from Abbeyshire Drive to the Berea East Corporation Line in the City of Berea; total estimated project cost \$340,926.00.
- iii) Mackenzie Road from Lorain Road to the North Olmsted South Corporation Line in the City of North Olmsted; total estimated project cost \$740,824.00.
- iv) Dunham Road from Turney Road to the Maple Heights South Corporation Line in the City of Maple Heights; total estimated project cost \$246,510.00.
- v) East Mill Road from East Wallings Road to Lacey Lane in the City of Broadview Heights; total estimated project cost \$565,679.00.

- vi) Sheldon Road from Eastland Road to Harrow Road in the Cities of Brook Park and Middleburg Heights; total estimated project cost \$641,803.00.
- vii) Edgerton Road from Bennett Road to Ridge Road in the City of North Royalton; total estimated project cost \$630,827.00.

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

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

- 1) R2018-0048: A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation] (See Page 281)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

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

- 1) O2018-0001: A Resolution providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. (See Page 284)

Sponsor: County Executive Budish/Department of Human Resources

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

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

NEXT MEETINGS

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 10, 2018
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, APRIL 10, 2018
5:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 13, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:02 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT RELATED TO AGENDA

The following citizens addressed Council regarding Resolution No. R2018-0064, an award to Young Women's Christian Association of Greater Cleveland for operation and case management services for the Norma Herr Women's Shelter:

- a) Mr. Chris Knestrick**
- b) Ms. Loh**

6. APPROVAL OF MINUTES

- a) February 27, 2018 Committee of the Whole Meeting
- b) February 27, 2018 Regular Meeting

A motion was made by Ms. Brown, seconded by Mr. Jones and approved by unanimous vote to approve the minutes of the February 27, 2018 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from the Council President.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that he participated in a demonstration of the Microsoft HoloLens at Case Western Reserve University. The HoloLens will be used to teach students about anatomy and has the potential for many other uses.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2018-0052: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0052 to the Human Resources, Appointments & Equity Committee.

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

- 1) O2018-0004: An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.

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

Council President Brady referred Ordinance No. O2018-0004 to the Human Resources, Appointments & Equity Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2018-0053.

- 1) R2018-0053: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2018-0053 was considered and adopted by unanimous vote.

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

- 1) R2018-0054: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for various terms, and declaring the necessity that this Resolution become immediately effective:

- i) Councilmember Dale Miller for an unexpired term ending 6/24/2019.
- ii) Robin Martin for an unexpired term ending 5/25/2018.
- iii) Robin Martin for the term 5/26/2018 - 5/25/2020.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0054 to the Human Resources, Appointments & Equity Committee.

- 2) R2018-0055: A Resolution confirming the County Executive's appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0055 to the Human Resources, Appointments & Equity Committee.

- 3) R2018-0056: A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer

Council President Brady referred Resolution No. R2018-0056 to the Finance & Budgeting Committee.

- 4) R2018-0057: A Resolution making an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,317,677.40 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0057 to the Public Works, Procurement & Contracting Committee.

- 5) R2018-0058: A Resolution making an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program - Part One in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:
- i) Abbey Road Bridge No. 02.35 over Baldwin Creek in the City of North Royalton.
 - ii) Harris Road Bridge No. 01.61 over Chippewa Creek in the City of Broadview Heights.

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

Council President Brady referred Resolution No. R2018-0058 to the Public Works, Procurement & Contracting Committee.

- 6) R2018-0059: A Resolution making an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$300,000.00 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0059 to the Public Works, Procurement & Contracting Committee.

- 7) R2018-0060: A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0060 to the Public Works, Procurement & Contracting Committee.

- 8) R2018-0061: A Resolution making an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

Council President Brady referred Resolution No. R2018-0061 to the Finance & Budgeting Committee.

- 9) R2018-0062: A Resolution authorizing a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff

Council President Brady referred Resolution No. R2018-0062 to the Finance & Budgeting Committee.

- 10) R2018-0063: A Resolution making awards on RQ40883 to various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2018 - 3/31/2019; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- i) Catholic Charities Corporation in the amount not-to-exceed \$737,732.00.
 - ii) Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$375,000.00.
 - iii) East End Neighborhood House in the amount not-to-exceed \$445,009.00
 - iv) City of Lakewood in the amount not-to-exceed \$431,379.83.
 - v) Murtis Taylor Human Services System in the amount not-to-exceed \$1,000,000.00.
 - vi) Parma City School District in the amount not-to-exceed \$440,814.99.
 - vii) The Centers for Families and Children in the amount not-to-exceed \$425,000.00.
 - viii) University Settlement in the amount not-to-exceed \$380,000.00.
 - ix) West Side Community House in the amount not-to-exceed \$450,000.00.

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

Council President Brady referred Resolution No. R2018-0063 to the Health, Human Services & Aging Committee.

- 11) R2018-0064: A Resolution making an award on RQ40102 to Young Women's Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents

consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0064 to the Health, Human Services & Aging Committee.

12) R2018-0065: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,978,478.29.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,657,067.78.
- iii) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,976,259.70.

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

Council President Brady referred Resolution No. R2018-0065 to the Health, Human Services & Aging Committee.

13) R2018-0066: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$73,483.94.
- ii) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$34,341.79.

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

Council President Brady referred Resolution No. R2018-0066 to the Health, Human Services & Aging Committee.

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

- 1) R2018-0045: A Resolution declaring that public convenience and welfare requires resurfacing of various roads and a boulevard located in various municipalities in connection with the 2019 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective:

- i) Alexander Road from Walton Road to Northfield Road in the Village of Walton Hills; total estimated project cost \$529,521.00.
- ii) Lindbergh Boulevard from Abbeyshire Drive to the Berea East Corporation Line in the City of Berea; total estimated project cost \$340,926.00.
- iii) Mackenzie Road from Lorain Road to the North Olmsted South Corporation Line in the City of North Olmsted; total estimated project cost \$740,824.00.
- iv) Dunham Road from Turney Road to the Maple Heights South Corporation Line in the City of Maple Heights; total estimated project cost \$246,510.00.

- v) East Mill Road from East Wallings Road to Lacey Lane in the City of Broadview Heights; total estimated project cost \$565,679.00.
- vi) Sheldon Road from Eastland Road to Harrow Road in the Cities of Brook Park and Middleburg Heights; total estimated project cost \$641,803.00.
- vii) Edgerton Road from Bennett Road to Ridge Road in the City of North Royalton; total estimated project cost \$630,827.00.

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

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

Clerk Schmotzer read Resolution No. R2018-0045 into the record.

This item will move to the March 27, 2018 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2018-0043, R2018-0044, R2018-0046, R2018-0047, R2018-0049, R2018-0050 and R2018-0051.

- 1) R2018-0043: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2021, and declaring the necessity that this Resolution become immediately effective:
 - i) Reginald C. Blue
 - ii) Harvey A. Snider

Sponsor: County Executive Budish

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0043 was considered and adopted by unanimous vote.

- 2) R2018-0044: A Resolution declaring that public convenience and welfare requires resurfacing of various avenues, roads and streets located in various municipalities in connection with the 2018 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective:
 - i) Clark Avenue from West 41st Street to Quigley Road in the City of Cleveland; total estimated project cost \$7,501,947.00.
 - ii) Pettibone Road/Cochran Road at the intersection of Pettibone Road and Cochran Road in the Village of Glenwillow; total estimated project cost \$299,310.00.
 - iii) Broadway Avenue from Macedonia Road to Interstate 271 in the Village of Oakwood; total estimated project cost \$724,130.00.
 - iv) East 55th Street from Harvard Avenue to the Newburgh Heights North Corporation Line in the Village of Newburgh Heights; total estimated project cost \$161,000.00.
 - v) Canal Road from Rockside Road to East 71st Street in the Village of Cuyahoga Heights; total estimated project cost \$2,204,448.00.
 - vi) West 54th Street from Snow Road to Loya Parkway in the City of Parma; total estimated project cost \$330,226.00.

- vii) Fairhill Road from Coventry Road to the Shaker Heights West Corporation Line in the City of Shaker Heights; total estimated project cost \$498,080.00.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer and Councilmembers Gallagher, Conwell and Tuma

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

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2018-0044 was considered and adopted by unanimous vote.

- 3) R2018-0046: A Resolution authorizing an Initial Project Application to Ohio Department of Transportation/State Infrastructure Bank for a loan in the amount not-to-exceed \$10,358,800.00 for the Royalton Road Widening Project in the City of North Royalton; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to administer the project; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2018-0046 was considered and adopted by unanimous vote.

- 4) R2018-0047: A Resolution making an award on RQ41561 to Whiting-Turner Contracting Company in the amount not-to-exceed \$4,250,000.00 for design-build services for the Maintenance Yard Consolidation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2018-0047 was considered and adopted by unanimous vote.

- 5) R2018-0048: A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Schmotzer read Resolution No. R2018-0048 into the record.

Council President Brady then referred Resolution No. R2018-0048 back to the Economic Development & Planning Committee.

- 6) R2018-0049: A Resolution authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 3), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 3) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2018-0049
was considered and adopted by unanimous vote.**

- 7) R2018-0050: A Resolution authorizing a contract with Alcohol Monitoring Systems, Inc. in the amount not-to-exceed \$2,511,750.00 for GPS and alcohol monitoring equipment and other related equipment and services for the period 3/1/2018 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/County Sheriff and
Cuyahoga County Court of Common Pleas/General and
Juvenile Divisions

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

**On a motion by Mr. Gallagher with a second by Mr. Brady, Resolution No. R2018-
0050 was considered and adopted by unanimous vote.**

- 8) R2018-0051: A Resolution making awards on RQ40018 to various providers, in the total amount not-to-exceed \$1,682,158.00, for the Shelter Care Spectrum of Services Program for the period 3/1/2018 - 2/29/2020; authorizing the County Executive to execute the master contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Beech Brook
- ii) Carrington Youth Academy, LLC
- iii) The Cleveland Christian Home Incorporated

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

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

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2018-0051 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2018-0022: A Resolution confirming the County Executive's appointment of Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2018 - 12/31/2020, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0022 was considered and adopted by unanimous vote.

- 2) R2018-0023: A Resolution confirming the County Executive's reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for an unexpired term ending 4/30/2019; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0023 was considered and adopted by unanimous vote.

- 3) R2018-0031: A Resolution making an award on RQ41307 to W.B. Mason Co., Inc. in the amount not-to-exceed \$2,067,000.00 for general office supplies and related services for the period 4/1/2018 - 3/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2018-0031 was considered and adopted by unanimous vote.

4) R2018-0032: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$1,019,698.00, for various projects in connection with the 2018 Community Development Supplemental Grant Program for the period 3/1/2018 - 2/28/2019; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) One South Euclid in the amount not-to-exceed \$50,000.00 for a Home Repair Grant Program.
- ii) City of Fairview Park in the amount not-to-exceed \$50,000.00 for the Playground Installation at Nelson Russ Park Project.
- iii) Village of Mayfield in the amount not-to-exceed \$50,000.00 for the Grove Amphitheater Phase II Project.
- iv) City of Lakewood in the amount not-to-exceed \$50,000.00 for the Detroit Sloan Gateway Project.
- v) CHN Housing Partners in the amount not-to-exceed \$50,000.00 for the Wiring Replacement Weatherization Program.
- vi) City of Euclid in the amount not-to-exceed \$50,000.00 for the purchase of a Senior Center van.
- vii) Village of Brooklyn Heights in the amount not-to-exceed \$50,000.00 for the Village Park Improvements Project.
- viii) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for the Sidewalk Extension of East 49th Street to Towpath Trail Project.
- ix) City of Parma Heights in the amount not-to-exceed \$50,000.00 for the Wayfinding and Branding Plan.
- x) Shaker Heights Development Corporation in the amount not-to-exceed \$50,000.00 for the Streetscape Enhancements of Lee Road Project.
- xi) City of Broadview Heights in the amount not-to-exceed \$50,000.00 for the Community Amphitheater Construction Project.
- xii) City of Strongsville in the amount not-to-exceed \$50,000.00 for the Senior Center Meeting Room Upgrade Project.

- xiii) Famicos Foundation in the amount not-to-exceed \$50,000.00 for the Cultural Gardens Welcome Center Project.
- xiv) Village of Oakwood in the amount not-to-exceed \$50,000.00 for the Railroad Crossing Improvement at Richmond Road Project.
- xv) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for the Railroad Crossing Improvement at Richmond Road Project.
- xvi) City of Olmsted Falls in the amount not-to-exceed \$50,000.00 for the Downtown Safety and Aesthetic Improvements Project.
- xvii) City of Maple Heights in the amount not-to-exceed \$49,945.00 for the Lee/Libby Pocket Park Improvement Project.
- xviii) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for the Resurfacing of Old Pleasant Valley Road Project.
- xix) City of Richmond Heights in the amount not-to-exceed \$48,000.00 for the Greenwood Farm Sanitary Sewer Project.
- xx) Kamm's Corners Development Corporation in the amount not-to-exceed \$26,753.00 for the Parking Lot Security Upgrades Project.
- xxi) Bedford Community Development Corporation in the amount not-to-exceed \$45,000.00 for the Storefront Renovation Program.

Sponsors: County Executive Budish/Department of Development and Councilmembers Jones, Brown, Houser, Simon, Baker, Miller, Tuma, Gallagher, Schron, Conwell and Brady

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0032 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, March 19, 2018 at 1:00 p.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, March 19, 2018 at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, March 20, 2018 at 10:00 a.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, March 21, 2018 at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, March 21, 2018 at 1:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, March 21, 2018 at 3:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, April 3, 2018 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. PUBLIC COMMENT UNRELATED TO AGENDA

Reverend Pinkney Butts addressed Council regarding various agenda and non-agenda related items.

Ms. Kim Brown addressed Council regarding various CMHA housing related issues.

Ms. Loh addressed Council regarding various homelessness and public transportation related issues and funding.

14. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:45 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0067

Sponsored by: Council President Brady	A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development recommended an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$2,500,000.00 to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland; and

WHEREAS, the primary goals of this project are to redevelop and restore 25,160 square feet of space in order to create a Variety Theater Complex along Lorain Avenue from West 110th Street to West 123rd Street in the City of Cleveland, Council District 3; and

WHEREAS, upon completion, this project is anticipated to create one hundred and ten (110) permanent employment positions in two (2) years; and

WHEREAS, County Council approved Resolution No. R2016-0218 authorizing the recommended economic development loan on December 13, 2016; and

WHEREAS, Resolution No. R2016-0218 included a sunset provision which imposed a time-based limitation on the loan authorization ending twelve (12) months after County Council approval; and

WHEREAS, unforeseen circumstances have prevented implementation of the authorized action within twelve (12) months after County Council's approval of Resolution No. R2016-0218; and

WHEREAS, County Council wishes to ensure the realization of the intended benefits expected to result from the completion of the Variety Theater Complex redevelopment; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby amends Resolution No. R2016-0218 dated 12/13/2016, which authorized an Economic Development Fund Redevelopment and Modernization Loan to Detroit Shoreway Community Development Organization for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset to twenty-four (24) months after County Council approval of this Resolution.

SECTION 2. That all other provisions of Resolution No. R2016-0218 shall remain unchanged and in effect.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal _____
_____, 2018



March 15, 2018

MAR 19 2018

Ms. Jeanne Schmotzer
Clerk of Council
Cuyahoga County Council
2079 East 9th Street
Cleveland, Ohio 44115

Cuyahoga County Council

RE: Sunset of R2016-0218 – Loan to Detroit Shoreway Community Development Organization for the Variety Theater Complex, City of Cleveland

Dear Ms. Schmotzer,

In accordance with Section 3 of Cuyahoga County Council Resolution No. R2016-0218 for the approval of the above-captioned loan, I hereby notify the Clerk of Council that the action authorized by said Resolution has not occurred prior to the sunset date as set forth in said Section 3.

Please feel free to contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Theodore N. Carter".

Theodore N. Carter
Chief Economic Development and Business Officer
Department of Development

cc: Dan Brady, President, County Council
Joseph Nanni, Chief of Staff, County Council
Greg Huth, Deputy Chief, Department of Development
Michael May, Economic Development Administrator, DOD ✓

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0052

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 February 21, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: *C.A.D. Technician 1*
Class Number: 1061122
Pay Grade: 5
*Revised specification to update essential job duties and education and experience requirements.

Exhibit B: Class Title: *C.A.D. Technician Assistant*
Class Number: 1061121
Pay Grade: 4
*The education and experience requirements were updated to be consistent with other positions in the series.

Exhibit C: Class Title: *Principal Support Officer Supervisor*
Class Number: 1056613
Pay Grade: 13
*The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit D: Class Title: *Support Specialist Supervisor*
Class Number: 1011214
Pay Grade: 8
*Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Proposed New Classifications:

Exhibit E: Class Title: *Foster/Adoptive Recruitment Specialist*
Class Number: 1056281
Pay Grade: 6

Proposed Deleted Classifications

Exhibit F: Class Title: *C.A.D. Technician*
Class Number: 1061111
Pay Grade: 4

- Exhibit G: Class Title: *Case Control Reviewer*
 Class Number: 1014411
 Pay Grade: 8

- Exhibit H: Class Title: *Justice Affairs Manager*
 Class Number: 1056541
 Pay Grade: 15

- Exhibit I: Class Title: *Public Information Officer*
 Class Number: 1053422
 Pay Grade: 7

- Exhibit J: Class Title: *Senior Public Information Officer*
 Class Number: 1053423
 Pay Grade: 11

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

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

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

Yeas:

Nays:

 County Council President

 Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Human Resource, Appointments & Equity

Journal CC029
March 27, 2018

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061122	C.A.D. Technician 1	Public Works	Non-Exempt	5

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061122	C.A.D. Technician 1	Public Works	Non-Exempt	5

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The essential job functions and education and experience requirements were updated.
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No. of Employees Affected:	1
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Norm Hoovler,	8/4/2017	Email	Questions to Supervisor Clarification Reminder
Engineering Map	8/8/2017	Email	
Supervisor	8/23/2017	Email	

	08/25/2017	Email	Final Draft Review
David Marquard	08/25/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	9/18/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	08/25/2017	Email	Copied on Communications
Kelli Neale, HR	08/25/2017	Email	Copied on Communications
Michael Brown, HR	08/25/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician 1	Class Number:	1061122
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Public Works		

Classification Function

The purpose of this classification is to update, prepare and maintain the tax maps and G.I.S parcel maps; to review legal descriptions, plats of surveys, maps of official records, annexations, vacations, and dedications for incorporation/conversion into the Shared Land Base System.

Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Engineer Map Supervisor that oversees the work of this class and requires a higher-level of education and experience.

Essential Job Functions

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

- Updates, prepares, and maintains the tax maps and G.I.S parcel maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field surveys, and hardcopy drawings using G.I.S software; prints out deeds for confirmation of legal descriptions and location of parcels; assigns new permanent parcel numbers to newly created parcels; assists with reviews of survey plats for accuracy and compliance with Ohio Revised Code (ORC) and conveyance standards. 60% +/- 10%
- Creates compiles and maintains geospacial datasets; draws plats into a microstation; measures acreage. 10% +/- 5%
- Performs standard database queries and special analysis; runs queries and expressions to update database; runs validations and checks for errors; assists the public and other county agencies in reviewing real property deed legal descriptions; maintains proficiency with GIS technology and stays current with developments in the field. 30% +/- 10%

Experience Required to Perform Essential Job Functions

High School diploma or equivalent with two (2) years of experience with CAD or GIS systems using Coordinate Geometry (COGO) as it relates to land surveying; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Proposed DATE:

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate automated office machines including computers, copier, and peripheral equipment.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, County Conveyance Standards, departmental and county policy manuals, reference and computer manuals, aerial photos, plats, and legal documents.
- Ability to prepare tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, 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.

Proposed DATE:

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061121	C.A.D. Technician Assistant	Public Works	Non-Exempt	4

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061121	C.A.D. Technician Assistant	Public Works	No-Exempt	4

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The education and experience requirements were updated to be consistent with other positions in the series.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Norm Hoovler	08/25/2017	Email	Final Draft Review

David Marquard	08/25/2017	Email	Final Draft Review
Jim Battigaglia, Archer Consultant	9/18/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	08/25/2017	Email	Copied on Communications
Kelli Neale, HR	08/25/2017	Email	Copied on Communications
Michael Brown, HR	08/25/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician Assistant	Class Number:	1061121
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Public Works		

Classification Function

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

Distinguishing Characteristics

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in 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.

- 20% +/- 10%

• Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software.
- 10% +/- 10%

• Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments.
- 20% +/- 10%

• Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions.
- 50% +/- 20%

• Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) year of experience with CAD or GIS systems; 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 automated office machines including computers and peripheral equipment.

Proposed DATE:

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE:

EXHIBIT C

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056613	Principal Support Officer Supervisor	JFS	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056613	Principal Support Officer Supervisor	JFS	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	21
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Kevin Gowan, Deputy Director	4/11/2017 5/3/2017	Email Email	Questions to Supervisor Reminder

	5/22/2017 7/21/2017 7/25/2017 8/11/2017	Email Email Email Email	Reminder Clarification Final Draft Review Reminder
David Merriman, Director	7/25/2017 8/11/2017	Email Email	Final Draft Review Reminder
Ashombia Hawkins, SPA3	4/11/2017	Email	Questions to Supervisor
Christine Meznarich, SPA3	4/11/2017	Email	Questions to Supervisor
Thomas Lempke, Support Enforcement Manager	4/11/2017	Email	Questions to Supervisor
Jeffrey Bloom, Support Enforcement Manager	4/11/2017	Email	Questions to Supervisor
Jim Battigaglia, Archer Consultant	9/18/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	7/25/2017 8/11/2017	Email Email	Copied on Communications
Kelli Neale, HR	7/25/2017 8/11/2017	Email Email	Copied on Communications
Michael Brown, HR	7/25/2017 8/11/2017	Email Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Principal Support Officer Supervisor	Class Number:	1056613
FLSA:	Exempt	Pay Grade:	13
Department:	Job and Family Services		

Classification Function

The purpose of this classification is to supervise support officers and clerical support employees who provide case management services to customers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Support Officers and other assigned staff and overseeing case management service activities. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely, accurate, and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
 - Oversees and coordinates delivery of child and family support services to clients and oversees related data management activities; provides child support case management services including establishing paternity and child support orders, collecting regular and consistent current child support, collecting child support arrears, modifying child support orders, providing findings and recommendations for termination of support, and conducting investigations to locate individuals, assets, and income sources; establishes new records in databases; maintains, updates, and monitors data tracking and filing systems; performs records management tasks; generates various documents associated with case processing; processes documentation through cases management systems, trackers, logs, and forms; analyzes incoming and outgoing documents and ensures proper distribution to the appropriate destination; shares and re-routes case documentation for internal/external departmental review; compiles data and creates, updates, and analyzes reports; assists staff with issues regarding case management services, data management, and auditing.
- 30% +/- 10%
 - Supervises a unit of employees responsible for providing child support case management services to customers; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitate staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Proposed DATE

10% +/- 5%

- Monitors and evaluates unit operations, policies, and procedures; ensures daily operations, case management, and data management are in compliance with County, state, and federal guidelines; ensures work is completed by the required deadlines; documents performance outcomes; reviews program work, data entry, and documentation for accuracy and completeness; identifies errors and determines corrective actions; researches federal and state rules, regulations, laws, and requirements to assess impact on local policy and procedures; reviews, analyzes, and recommends policies and procedures and assists with development; interacts with management staff to coordinate work flows, develop policies, and clarify issues.

5% +/- 2%

- Participates in program planning and implementation; researches, tests, and plans new services and programs; coordinates work with internal groups and develops reports and plans for service and program implementation.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; develops training materials; receives and responds to requests for information from various agencies, court personnel, upper management, and the general public; functions as department liaison with other agencies, the courts, and other states; provides information on case management activities.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with five (5) years of human services 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 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 the discipline or discharge of other employees.

Proposed DATE:

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 data reports, basic court documents, billing reports, overtime logs, time sheets, interface reports, information system reports, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Personnel Policies and Procedures, agency policies and procedures, federal, state, County codes and regulations, and union contracts.
- Ability to prepare monthly reports, logs, time sheets, supply requisitions, case tracking reports, court related documents, training materials, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to identify, develop, and implement targeted training and coaching needs for employees.
- Ability to communicate effectively with managers, clients, subordinates, Court personnel, union representatives, 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.

Proposed DATE:

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011214	Support Specialist Supervisor	JFS	Non-Exempt	8

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011214	Support Specialist Supervisor	JFS	Non-Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2001. The essential job functions have been updated to better reflect the current duties. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
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No. of Employees Affected:	3
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Dept.(s) Affected:	Job and Family Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Kevin Gowan, Deputy Director	4/11/2017 5/3/2017	Email Email	Questions to Supervisor Reminder

	5/22/2017 7/21/2017 7/25/2017 8/11/2017	Email Email Email Email	Reminder Clarification Final Draft Review Reminder
David Merriman, Director	7/25/2017 8/11/2017	Email Email	Final Draft Review Reminder
Ashombia Hawkins, SPA3	4/11/2017	Email	Questions to Supervisor
Christine Meznarich, SPA3	4/11/2017	Email	Questions to Supervisor
Thomas Lempke, Support Enforcement Manager	4/11/2017	Email	Questions to Supervisor
Jeffrey Bloom, Support Enforcement Manager	4/11/2017	Email	Questions to Supervisor
Jim Battigaglia, Archer Consultant	9/18/2017	Email	Pay Grade Evaluation
Melissa Foldesi, Compensation Manager	7/25/2017	Email	Copied on Communications
Kelli Neale, HR	7/25/2017	Email	Copied on Communications
Michael Brown, HR	7/25/2017	Email	Copied on Communications

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Support Specialist Supervisor	Class Number:	1011214
FLSA:	Non-exempt	Pay Grade:	8
Dept:	Job and Family Services		

Classification Function

The purpose of this classification is to supervise employees responsible for the electronic processing of data and information.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Information Processors I and II and Support Specialists I and II overseeing electronic data and information processing activities. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely, accurate, and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Oversees and performs data entry, database information maintenance and document processing functions; establishes new records in databases; reviews data and documentation for accuracy, completeness, and errors; maintains, updates, and monitors data tracking and filing systems; produces, researches, verifies, and retrieves documentation; reviews and interprets journal entries; generates various documents associated with case processing; processes documentation through case management systems, trackers, logs, and forms; analyzes incoming and outgoing documents and ensures proper distribution to the appropriate destination; shares and re-routes case documentation for internal/external department review; compiles and analyzes data and creates and updates reports; assists staff with issues regarding electronic data processing and information.
- 30% +/- 10%
- Supervises a unit of employees responsible for the electronic processing of data and information; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 10% +/- 5%
- Provides communication and administrative support to the child support enforcement casework function; reviews and processes case management information in child support program software and databases; monitors and tracks cases submitted to the Prosecutor's Office and the courts; monitors and completes all information processing activities for cases in the confidential caseload.

Proposed DATE:

5% +/- 2%

- Monitors and evaluates unit operations, policies, and procedures; ensures daily operations, case management, and data processing are in compliance with County, state, and federal guidelines; ensures work is completed by the required deadlines; documents performance and outcomes for reports; researches federal and state rules, regulations, laws, and requirements to assess impact on local policy and procedures; reviews, analyzes, and recommends policies and procedures; assists with policy and procedure development, program planning, and implementation; interacts with management staff to coordinate work flows, develop policies, and clarify issues.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; develops training materials; receives and responds to requests for information from various agencies, court personnel, upper management, and the general public; acts as department liaison; provides information on case management documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree with five (5) years of information processing 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 perform information processing functions with high degree of accuracy.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of other employees.

Mathematical Ability

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

Proposed DATE:

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 data reports, basic court documents, billing reports, overtime logs, time sheets, interface reports, information system reports, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Personnel Policies and Procedures, agency policies and procedures, federal, state, and County codes and regulations, and union contracts.
- Ability to prepare monthly reports, logs, time sheets, supply requisitions, case tracking reports, court related documents, training materials, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with managers, clients, subordinates, Court personnel, union representatives, 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.

Proposed DATE:

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056281	Foster/Adoptive Recruitment Specialist	Children and Family Services	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential functions and minimum qualifications of the position. This position is currently classified as a Program Officer 1. Pay grade remained the same at a PG 6.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Children and Family Services
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Fiscal Impact:	PG 6 \$37,876.80 - \$53,040.00 Incumbent's Current Salaries: \$37,876.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	Date of Contact:	Type of Contact:	Reason:
Melissa Foldessi, Compensation Manager	3/27/2017	Email	Copied on Communications
Kelli Neale, HR	3/27/2017	Email	Copied on Communications
Michael Brown, HR	3/27/2017	Email	Copied on Communications

Melanie Zabukovec, Social Service Supervisor	8/5/2016 8/10/2016 8/22/2017 3/27/2017	Email Email Call Email	Questions to Supervisor Clarification Clarification Review of Final Draft
Cynthia Weiskittel, Director	3/27/2017	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	4/11/2017 9/22/2017	Email Email	Pay Grade Evaluation Reminder for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Foster/Adoptive Recruitment Specialist	Class Number:	1056281
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Children & Family Services		

Classification Function

The purpose of this classification is to coordinate the recruitment of foster and adoptive parents for the Cuyahoga County Department of Children and Family Services.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Social Services Supervisor and is responsible for the recruitment of foster and adoptive parents for the Cuyahoga County Department of Children and Family Services. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

Essential Job Functions

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

- 50% +/- 10%
- Recruits foster and adoptive parents for Cuyahoga County Division of Children and Family Services; schedules and attends community events and activities; actively recruits potential foster and adoptive parents; coordinates event registration; provides information on policies and procedures to potential parents; determines if there are barriers to candidates becoming foster or adoptive parents; processes foster and adoptive parent applications; reviews application materials to ensure all required information is provided; notarizes foster and adoptive parent applications; enters candidate information into databases; creates reports of foster and adoptive parent information; participates in strategic planning and goal setting of DCFS recruitment plan.
- 25% +/- 10%
- Coordinates and supports foster and adoptive parent Pre-Service Orientation training; enters applicant training attendance data into databases; provides training verification to other agencies as requested.
- 20% +/- 10%
- Performs fingerprinting duties; fingerprints applicants for background check; distributes results of background check to the appropriate parties; enters and tracks background check results data into spreadsheet; fingerprints clients in their home when necessary.
- 5% +/- 2%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; attends adoption mixers held by adoptions department; provides technical assistance to collaborative partners in the community.

Proposed DATE

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, marketing or related field with six (6) months of strategic planning, public speaking, or project management or any equivalent combination of training and experience
- Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Notary Public within 6 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift, push and pull up to 25 lbs. and ability to bend and twist.

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 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 agency weekly reports, fingerprint results, contracts and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Administrative Code, Personnel Policies and Procedures Manual, Department of Children and Family Services Policies and Procedures, Bureau of Criminal Investigation rules, Federal Bureau of Investigation rules and Ohio Revised Code.
- Ability to prepare pre-service attendance reports, recruitment monthly statistics, application reports, community partner reports, fingerprint 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, to follow instructions.
- Ability to use and interpret marketing and basic legal terminology and language.

Proposed DATE:

- Ability to communicate with prospective foster and adoptive families, applicants, relatives of applicants, coworkers, supervisors, other County employees, community partners, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at community and recruitment events.

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

Proposed DATE:

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1061111	C.A.D. Technician	Public Works	Exempt	4

Requested By: Personnel Review Commission

Rationale: The duties of this position have been incorporated into other related classifications in the department.

No. of Employees Affected: None

Dept.(s) Affected: Public Works

Fiscal Impact: None

Staffing Implications: None

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Michael Dever, Director

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	C.A.D. Technician	Class Number:	1061111
		Pay Grade:	4

Departments:	Community Services, only
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Classification Function

The purpose of this classification is to prepare and design maps using a C.A.D. Geographic Information System (GIS).

Essential Job Functions

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

- Prepares and maintains maps using a C.A.D. Geographic Information System (GIS) (e.g. - designs and generates sanitary, storm plan and profile sheets on GIS; prepares maps for contractors as-built sanitary and storm sewers in participating communities; converts paper drawings into digital format using C.A.D. computer and software; plots work order maps for maintenance supervisors and field crews; plots tributary areas for engineers, service directors and the public; maintains sewer maps for assessment billings)
- Maintains database systems (e.g.- installs new and existing upgrades of Intergraph software; creates, compiles and maintains geographic databases; completes maintenance reports for computer input; maintains Emergency Management and Hazardous Facilities and Hospitals' graphic database; manages backing-up and restoring information for Intergraph System).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

C.A.D. Workstation certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer with departmental software, Intergraph workstation, plotter, digitizer, and tape drives.
- Ability to use drafting tools.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including blueprints, street maps, sewer maintenance reports, parcel reports, subdivision maps and other reports and records.

- Ability to comprehend a variety of reference books and manuals including sewer maps, as-built drawings, computer manuals such as DBase III, Lotus 1-2-3, and Intergraph Micro station. etc.
- Ability to prepare maps, reports, forms, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering and computer terminology and language.
- Ability to communicate effectively with supervisor, other County employees, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014411	Case Control Reviewer	Health and Human Services	N/A	8

Requested By: Personnel Review Commission

Rationale: All employees in this position are now bargaining employees and the classification is no longer needed.

No. of Employees Affected: None

Dept.(s) Affected: Health and Human Services

Fiscal Impact: None

Staffing Implications: None

PRC Contact(s): Verona Blonde, Classification and compensation Specialist
Albert Bouchahine, Manager of Classification and Compensation

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Candace Williams, Case Control Supervisor
Christy Nicholls, Social Program Administrator 4

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Control Reviewer	Class Number:	1014411
		Pay Grade:	8

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to conduct quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

Essential Job Functions

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

- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gathers information; describes and explains objective to clients; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as needed).
- Performs administrative duties (e.g.- completes quality assurance duties; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.

- Ability to prepare quality assurance reports, statistical reports, monthly reports, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with clients and their families, supervisors, bank personnel, school personnel, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056541	Justice Affairs Manager	Public Safety and Justice Affairs	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	This classification is being deleted because each division in the Department of Public Safety and Justice Services now has a unique classification incorporated into the County's plan. Therefore, the general "Justice Affairs Manager" classification is no longer needed.
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No. of Employees Affected:	0
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Dept.(s) Affected:	Public Safety and Justice Affairs
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Melinda Burt, Administrator
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Justice Affairs Manager	Class Number:	1056541
FLSA:	Exempt	Pay Grade:	15
Departments:	Justice Affairs, only		

Classification Function

The purpose of this classification is to manage entire operations of a Justice Affairs division (Division of Treatment Services, Division of Treatment Alternatives to Street Crime, Division of Witness/Victim Services, or the Criminal Justice Service Agency).

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 entire operations of a Justice Affairs division (Division of Treatment Services, Division of Treatment Alternatives to Street Crime, Division of Witness/Victim Services, or the Criminal Justice Service Agency) (e.g.- develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; analyzes and evaluates policies and procedures; develops new policies and procedures and revises current policies and procedures; audits service records and case files; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; monitors and approves expenditures of division budget).
- Manages employees of a Justice Affairs division (e.g.- manages employees through subordinate supervisors; assigns tasks and projects and reviews progress and completed work assignments; responds to employee problems; evaluates employee performance; interviews and recommends employees for hiring and promotion; recommends disciplinary and discharge procedures).
- Functions as liaison with various community agencies and organizations (e.g.- works with police departments, Courts, probation officers, referees and judges in the provision of services; communicates with criminal justice referral agencies regarding existing services; serves on various committees and task forces; coordinates community outreach among networking agencies).
- Performs administrative functions as required (e.g.- prepares reports, audits and statistics for public and private agencies; provides consultative assistance in preparation of grant proposals; prepares and monitors working agreements with treatment agencies and courts; monitors contractual agreements).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, business administration or related field with six years of criminal justice or social services experience; or any equivalent combination of training and experience.

Additional Requirements

For the Manager of Emergency Management, must complete required courses at stated in the Ohio Revised Courses within a three-year period from the date of appointment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, auditor's reports, inventory reports, billing invoices, vouchers, contracts, grant applications, client/service records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, criminal, domestic, juvenile and civil codes and regulations, criminal justice, treatment and advocacy publications and the Ohio Revised Code.
- Ability to prepare service delivery audits, employee performance evaluations, monthly, annual and semi-annual statistical reports, correspondence, purchase orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret legal, counseling, accounting and personnel terminology and language.
- Ability to communicate effectively with Director, subordinate supervisors, employees, police, judges, court personnel, probation officers, treatment providers, criminal justice referral agency, clients and families.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve responding to crisis situations.

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

EXHIBIT I

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053422	Public Information Officer	All Departments	N/A	7

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification or the duties have been redistributed to other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Melissa Foldesi, Compensation Manager
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Management Contact(s):	Mary Louise Madigan, Communications Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Public Information Officer	Class Number:	1053422
		Pay Grade:	7

Departments:	All departments
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Classification Function

The purpose of this classification is to perform public information and public relations tasks for a County department.

Essential Job Functions

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

- Performs public information and public relations tasks for a County department (e.g.- implements outreach programs and projects; contacts media with press releases and responds to media questions; acts as department liaison to elected officials, state and federal management teams, customers, advocacy groups and professional organizations; receives, investigates and responds to consumer concerns).
- Functions as legislative liaison for department (e.g.- tracks state and federal legislation; evaluates impact of legislation on department; responds to legislation and testifies when necessary; develops drafts of implementation plans for new mandates; participates in work of task forces and committees set up to draft legislation; acts as in-house department contact for legislative updates and information).
- Appears as department designee at various meetings and functions (e.g.-attends state administrative hearings; performs community education tasks; participates in work of County committees, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public relations, communications or related field with one year of public relations experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053423	Senior Public Information Officer	All Departments	N/A	11

Requested By: Personnel Review Commission

Rationale: The department no longer needs the job duties performed by this specification or the duties have been redistributed to other classifications in the department.

No. of Employees Affected: 1 (Employee was moved to another position)

Dept.(s) Affected: Communications Department

Fiscal Impact: None

Staffing Implications: Employee was moved to a more appropriate position that better described her job duties.

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

Human Resources Contact(s): Kelli Neale, Program Officer 4
Melissa Foldesi, Compensation Manager

Management Contact(s): Mary Louise Madigan, Communications Director

Class Title:	Senior Public Information Officer	Class Number:	1053423
		Pay Grade:	11

Departments:	All departments
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Classification Function

The purpose of this classification is to plan and administer a public information program for a County department.

Essential Job Functions

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

- Plans and administers public information program for a County department (e.g.-designs and produces marketing and public relations materials including brochures, reports and correspondence; develops, prepares, proofs and issues news releases; develops and presents informational and educational displays, programs, materials and speeches to the media or general public; writes, edits and produces lay-out work for publications, articles or newsletters; responds to requests for information from other agencies, the general public and news media for information about department programs).
- Advises and consults with department director and staff regarding public relations issues (e.g.- serves as resource person for information on positive public presentation of department programs and activities; responds to requests for information from general public and media; delivers speeches and gives presentations on behalf of the department director).
- Appears as department designee at various meetings and functions (e.g.-attends Administrative Hearings pursuant to 2301.353 of the Ohio Revised Code (ORC); attends State administrative hearings; participates in work of County committees, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public relations, communications or related field with three years of public relations 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, personal computer, fax machine and telephone.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including media/consumer requests for information, proposed legislation, legislative reports, statistical reports, committee reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Federal Register, legal journals.
- Ability to prepare speeches, outreach programs, legislative analysis, rules/clearance responses, policy statements, summary appeals, findings of fact and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with media, advocacy groups, customers, lawyers, judges, referees, Directors, managers, support staff, legislators and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0004

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and,

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

WHEREAS, the County's current Civil Service System, including the process for examination and appointment, is codified in Chapter 303 of the Cuyahoga County Code and incorporates by reference Chapter 124 of the Ohio Revised Code, Chapter 123:1 of the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the proposed amendments provided herein are submitted in concert with the Administrative Rules of the Personnel Review Commission as submitted to Council on February 27, 2017 pursuant to Section 113.02(I) of the Cuyahoga County Code; and,

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

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

SECTION 1. Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code are hereby amended as follows (additions are underlined; deletions are stricken). The remaining Sections of Chapter 303 remain in full force and effect.

Section 303.02 Definitions

As used in Chapter 303 of the Cuyahoga County Code and the Personnel Review Commission's Rules:

A. Abolishment – Means one of the following:

1. Abolishment of Classification – The permanent deletion of a classification from the organization due to lack of continued need for the classification, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose; or
2. Abolishment of Position – The permanent deletion of a position from the structure of an Appointing Authority due to lack of continued need for the position, due to reorganization for efficient operation, economy or lack of work, or other lawful purpose.

B. Appeal – An action by which an affected party challenges the decision or determination of an Appointing Authority, the Director **of HR**, and/or the Commission.

C. Appointment – Placement of an employee in a position.

D. Appointing Authority – Means the same as defined in Section 9.04 of the Cuyahoga County Charter.

E. Classification – Means one of the following:

1. A group of positions of sufficiently similar duties that the same title and specification may be assigned to each; or
2. The act of assigning a classification title to a position(s) based upon the duties performed.

F. Commission **or PRC** – The Cuyahoga County Personnel Review Commission.

G. Competitive Examination— Method used by the Commission to assess the relative capability of qualified applicants to perform the duties and responsibilities of the classification.

H. County – As defined in the Charter.

I. Demotion – The act of placing an individual in a position, at the request of an Appointing Authority or the employee, the classification for which carries a lower salary range **pay grade** than that of the classification the employee currently holds.

J. Director **of HR** – The Director of the Cuyahoga County Human Resources Department as appointed by the County Executive **and confirmed by County Council.**

K. Eligibility List – A list of names established by the Commission for the purpose of filling vacancies in the classified service.

L. Ethics ~~Code~~**Policy** – Title IV of the Cuyahoga County Code and any revisions thereto.

M. Human Resources Department – The Cuyahoga County Department of Human Resources.

N. Layoff – A suspension of employment due to either a lack of work or a lack of funds, or other lawful purpose.

O. Meeting – Any prearranged discussion of the public business of the PRC by a majority of its members.

P. Noncompetitive Examination – An examination that evaluates individual candidates based upon established criteria to determine which applicants are qualified to fill appointments to positions requiring exceptional qualifications of a scientific, professional, educational, or managerial character or positions where it is impractical to develop and administer competitive examinations.

Q. Pay – The annual, non-overtime compensation due an employee.

~~R. Pay Equity Ordinance – Chapter 303 of the Cuyahoga County Code and any revisions thereto.~~

~~S.~~**R. Pay RangeGrade** – The pay ~~grade~~**range** assigned to a position or classification.

~~T.~~**S. Position** – The name that applies to a group of duties intended to be performed by an employee.

T. PRC Director - The Director of the Cuyahoga County Personnel Review Commission as appointed by the Commission.

U. Promotion – The appointment of an employee to a different position assigned a higher pay ~~range~~**grade** than the employee's previous position.

V. Reassignment – The assignment of an employee to a different classification.

W. Reclassification – The assignment of a position to a different classification.

X. Reduction in Pay – An action that diminishes an employee's pay. When the conditions of entitling an employee to supplemental pay end, the ending of supplemental pay shall not be considered a reduction, nor shall a change in the cost of an ~~a~~**A**ppointing ~~a~~**A**uthority's insurance or other contributions be considered a reduction.

Y. Reduction in Position – An action that diminishes an employee’s duties or responsibilities to the extent an audit of the employee’s position would result in a reclassification to a classification assigned a lower pay ~~range~~grade.

Z. Removal – Termination of an employee’s employment.

AA. Request for Reconsideration - A request made by an affected party seeking the Commission’s reconsideration of certain pre-employment determinations made by the Commission.

AB. Request for Restoration - A request made by an affected party seeking the Commission’s consideration to restore that party to an established eligibility list. See Rule 9.05.

~~ACB~~. Suspension – The interruption of an employee’s employment and/or compensation for a fixed period of time.

Section 303.03 Examinations

A. General Provisions

The Cuyahoga County Personnel Review Commission shall provide for the:

1. Administration, preparation, conducting, grading, and validation of all competitive examinations for positions in the County’s classified service;
2. Evaluation of qualifications for all noncompetitive positions in the County’s classified service; and
3. Preparation and maintenance of eligibility lists containing the names, scores, and rankings of persons qualified for appointment to positions in the classified service.

B. Announcements & Applications

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

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

C. Rejection of Applicants

All applications shall be reviewed by the Cuyahoga County Personnel Review Commission. Applications may be rejected for any of the following reasons:

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

Upon rejecting any application, the Personnel Review Commission shall promptly notify the applicant of the reason for the rejection at the electronic mail address provided on the application. The applicant may, within five (5) calendar days after the date of the notice, file **with the Personnel Review Commission a Request for Reconsideration.** ~~written request for reconsideration of such rejection that shall set forth why the rejection was in error and providing evidence of the same.~~ The Personnel Review Commission will not consider requests that contest the qualifications established for the position. If a request for reconsideration from a rejection is pending at the time an examination is scheduled to be held, the applicant shall be allowed to take the examination pending the resolution of the request. If **after review, the Personnel Review Commission, within its sole discretion, finds it is determined that** the rejection **is** justified, the applicant's examination shall not be graded. Consideration of an applicant's request for reconsideration shall not be quasi-judicial and shall not result in a final order that entitles the applicant to an administrative appeal to the Personnel Review Commission.

D. Fraud

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

1. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing;
2. Make any false representations concerning the results of such examination or concerning any person examined;
3. Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted;

4. Impersonate another person, or permit or aid in any manner another person to impersonate a candidate~~an applicant~~, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed;
5. Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined (including a request for examination rescheduling or reasonable accommodation), registered or appointed;
6. Make known or assist in making known to any applicant for examination any question to be asked on such examination;
7. Acquire, through fraudulent means, any exam content or question(s) to be asked on the examination prior to the examination; or
8. Personally solicit a favor from any appointing officer, or have any person on his/her behalf solicit a favor pertaining to the testing procedures of the Personnel Review Commission.

Any person or persons attempting to deceive any of the examiners in any manner whatsoever ~~by impersonation or by assisting or receiving assistance~~ as described above, shall be prohibited from taking any examination for employment with Cuyahoga County for a period of two (2) years. If the person is already employed by the County, such conduct shall be grounds for disciplinary action, the Personnel Review Commission shall notify the Director of HR upon learning of any such conduct.

E. Method of Grading

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

F. Military Service Credit

~~Any person who has completed service in the uniformed services and who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission a DD-214, and, upon this filing, the person shall receive an additional credit of five (5) numerical points or 5% of his or her score, whichever is greater, provided the applicant has received a passing grade in all phases of the examination before addition of the military service credit. Credit for uniformed service will not be given if the request for such credit is received by the Commission after the closing date for applications. As used in this Section, "service in the uniformed services" and "uniformed services" have the same meaning as the "Uniformed Services Employment and Reemployment Rights Act of~~

1994,..." 38 U.S.C.A. 4303" which meaning shall be: The Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or a full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in the time of war or national emergency.

Any person who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service may file with the Commission Form DD214, member copy 4 as proof of military service, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

Any person in good standing of a reserve component of the armed forces of the United States who successfully completes the member's initial entry-level training may submit to the Commission proof of such completion, and, upon verification, the person shall receive an additional credit of 5% of the maximum score for the examination, provided the candidate has received a passing grade in all phases of the examination before addition of the military service credit.

As used in this Section, "uniformed services" and "reserve component" include service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency.

G. Noncompetitive Examinations

For positions designated as noncompetitive, the Personnel Review Commission may suspend competition. Applicants for noncompetitive positions shall file an application, together with such proof of education, training, experience, ability and character, as shall be set forth in the examination announcement. The Personnel Review Commission shall evaluate the applications to determine if the applicants meet the minimum requirements of the class specifications for the class being examined. Following this review, an eligibility list shall be prepared including the names of all applicants who met the minimum requirements. Applicants will appear in alphabetical order.

H. Eligibility Lists

Eligibility lists shall remain in force not longer than one (1) year; however, the Personnel Review Commission may, at its discretion, extend the duration of an eligibility list.

I. Breaking tie Grades

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

J. Removal from List

~~Names may be removed from an eligibility list by action of the Personnel Review Commission for the following reasons:~~

- ~~1. At the request of the eligible candidate.~~
- ~~2. After three certifications or considerations without receiving an appointment.~~
- ~~3. Failure to pass a pre-employment background check and/or drug or alcohol screen.~~
- ~~4. Failure to appear for an interview.~~
- ~~5. Inability to locate the eligible at his or her last known address.~~
- ~~6. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.~~
- ~~7. Any other just or reasonable cause that is job-related and non-discriminatory.~~

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

- 1. At the request of the eligible candidate.**
- 2. After declining a conditional offer for the position.**
- 3. After three certifications or considerations without receiving a conditional offer.**
- 4. Failure to pass a pre-employment background check and/or drug or alcohol screen.**
- 5. Failure to appear for an interview.**

6. Inability to contact the candidate via the contact information on file with the Commission .

7. Practice or attempt to practice any deception in his or her application or in securing eligibility or appointment.

8. Any just or reasonable cause that is job-related and non-discriminatory.

For the purpose of this rule, “removal” from an eligibility list constitutes the removal of the candidate from consideration in any current or future hiring process for the life of the list. This does not mean a candidate’s name will be removed from the eligibility list posted on the PRC’s website. Once the eligibility list is posted on the PRC’s website, it will not be modified or removed until the list expires, the list is exhausted, or the Commission must correct an error on the list.

If a current County probationary employee appears on an eligibility list for a classification that would be considered a promotion, and that employee is not eligible for promotion per the Cuyahoga County Personnel Policies and Procedures Manual, that employee will be temporarily removed from the eligibility list pending completion of the probationary period. Upon receipt of verification that the employee has successfully completed the probationary period, the employee will be reinstated to the eligibility list.

If a candidate requests removal, and the request is based on illness, military service, or conflict with schooling, that candidate may be restored to the eligibility list ~~for~~ **consideration** when that candidate indicates renewed availability for consideration if the eligibility list is still in effect as provided in Section 303.03(H).

If a candidate’s name is removed for any of the other reasons set forth in this Section, the candidate may make a written request for ~~reconsideration~~ to the Personnel Review Commission for the restoration of his or her name to the eligibility list. Such request shall be made within five (5) calendar days of ~~the~~ **the** date the notification of removal from the list was electronically mailed and shall set forth why the removal was in error, stating the reasons that would justify restoration to the list, and providing evidence of the same. **The request shall be made in the manner provided by the Administrative Rules of the Personnel Review Commission. Only requests made using the proper form and submitted by the deadline will be considered.**

Restoration to the eligibility list is within the sole discretion of the Personnel Review Commission. However, consideration of a candidate’s request for ~~reconsideration~~ **restoration** shall not be quasi-judicial and shall not result in a final order that entitles the candidate to an administrative appeal to the Personnel Review Commission.

K. Certification

1. Certification Request

When an Appointing Authority desires to fill a vacancy in any position in the classified service (excluding promotions), the Appointing Authority shall submit a request to the Personnel Review Commission specifying the department, title of the position, grade, whether the service is temporary or permanent, and the anticipated date of the vacancy. **Upon establishing an eligibility list, the Commission, through its staff, shall certify names to the Appointing Authority to fill the next vacancy in the classification. This certification is made to the Appointing Authority via the Department of Human Resources. For each vacancy beyond the first, the Appointing Authority, through HR, shall submit a written request for certification to the Commission's staff unless all remaining names have already been certified.**

2. Number of Names to be Certified

Following a certification request from an Appointing Authority, the Personnel Review Commission, through its staff, shall certify the names, addresses, and rank of the top twenty-five percent (25%) or a minimum of ten (10) names of the applicants on the eligibility list for the class or grade to which the position is classified. When less than 10 names appear on an eligibility list, the Personnel Commission may certify less than ten (10) names and a new examination may be scheduled. **When certifying names from an eligibility list established through competitive means, the Commission, through its staff, shall certify the names and rank of the top twenty-five percent (25%) or a minimum of ten (10) names, whichever is greater, of the candidates remaining on the eligibility list for the class to which the position is classified. When certifying names from an eligibility list established through noncompetitive means, the Commission, through its staff, shall certify all of the names remaining on the eligibility list for the class to which the position is classified.**

If a name has been certified to an Appointing Authority, and sufficient justification is found to remove that name from the eligibility list per Rule 9.05 before a conditional offer has been extended from that certification, the name will be removed and a replacement name will be certified to the Appointing Authority. The replacement name will be the highest-ranked name remaining on the eligibility list that was not already certified to the Appointing Authority.

When fewer than ten (10) names remain on the eligibility list at the time a certification is made, the Commission may certify fewer than ten (10) names and a new examination may be scheduled. If all names remaining on an eligibility list have been certified to an Appointing Authority and there is sufficient justification to remove any names per Rule 9.05 such that the number of remaining names is fewer than ten (10) before a conditional offer is extended, a new examination may also be scheduled.

3. Merging New Names into an Existing Eligibility List

When a new examination is scheduled due to fewer than ten names remaining on an active eligibility list, and the results of that examination are to be posted prior to the expiration of that list, the names of those persons who pass the new examination shall be merged with those who remain on the original list.

The same examination and passing score used to establish the original eligibility list shall be used for the new examination. All candidates who pass either the original or new examination shall be placed on the eligibility list in rank order according to their examination scores. In the case of noncompetitive examinations, all candidates who met the minimum requirements of the classification during either the original or new announcement period shall appear on the eligibility list in alphabetical order. The Commission will then certify names per Rule 10.02.

Names appearing on the eligibility list are considered eligible for the duration of the original eligibility list on which they first appeared, as described in Rule 9.02. However, those names may be extended at the discretion of the Commission, as described in Rule 9.02.

3.4. Certification Not More Than Three Times

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

Section 303.05 Appointments

A. Original Appointments. A person who has been selected by an Appointing Authority from an eligibility list that is established by the Personnel Review Commission to fill a vacancy in the classified service is said to have received an original appointment. Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.

B. Temporary Appointments

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

1. Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible

person to certification for appointment to a permanent position. At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.

2. No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service. In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period. Successive temporary appointments to the same position are prohibited. Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence **may exceed the 180-day limitation; however, the temporary appointment** shall not continue beyond such period of sickness, disability, or other absence.

Section 305.02

The ~~Department of Human Resources~~ **Personnel Review Commission** shall publish and keep up-to-date the County's complete Non-Bargaining Classification Plan on the ~~Department's~~ **PRC's** website.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018

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

Committee Report/Second Reading: March 27, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0068

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; amending Resolution Nos. R2018-0021 dated 2/13/2018 and R2018-0041 dated 2/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2018 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 01A001 – General Fund **BA1800011**
AE210005 – Soldiers & Sailors Monument
Other Expenses \$ 24,235.62

To Increase appropriations for the 2016 Space Reconciliation which compares the 2016 estimate that posted in 2016 against the actual charges from 2016 resulting in additional costs that were incurred in 2016. Funding is from the General Fund.

B. 01A001 – General Fund **BA1800012**
HC019018 – Personnel Review Commission
Other Expenses \$ 48,604.76

Increase appropriations for the 2016 Space Reconciliation which compares the 2016 estimate of \$548,749 that posted in 2016 against the actual charges from 2016 of \$597,363.76 resulting in additional costs that were incurred in 2016 of \$48,604.76. Note that reconciled charges from 2015 were \$44,745, charges from 2017 were \$46,236 and the budget for 2018 are \$46,241. The 2017 reconciliation is expected by the end of March or early April. Funding is from the General Fund.

C. 68A100 – Hospitalization-Self Insurance Fund **BA1801513**
HR499061 – Hospitalization-Self Insurance
Other Expenses \$ (5,335,667.95)

20A195 – Self Insurance Regionalization
HR499087 – Self Insurance Regionalization
Other Expenses \$ (2,733,594.69)

20A196 – Self Insurance Developmntl. Disabilities
HR499095 – Self Insurance Developmntl. Disabilities
Other Expenses \$ (1,536,492.40)

A reduction in appropriation is being requested to remove excess appropriation due to the decertification of expired Benefits contracts. The source of funding comes charges to regional entities, employees and user agencies for healthcare premiums.

D. 54P532 – Chagrin Highlands Imp 3 4 5 **BA1803012**
DV750562 – Chagrin Highlands Imp 543A 3 4 5
Other Expenses \$ (4,519.11)

54P536 – Olmsted Township Waterline
DV755587 – Olmsted Township Waterline
Other Expenses \$ (18,475.52)
Capital Outlays \$ (100,534.66)

54P537 – Chagrin Falls Township Waterline		
DV755595 – Chagrin Falls Township Waterline		
Other Expenses	\$	(7,934.18)
Capital Outlays	\$	(284,118.13)

54P541 – Sharp Road Waterline		
DV755637 – Sharp Road Waterline		
Capital Outlays	\$	(4,415.02)

To remove appropriation from project funds for the Sanitary Engineer that have been inactive for multiple years. Funding comes from payments from local governments for sewer construction and maintenance. Cash transfers of the remaining funds to other funds in the same sewer district are requested on JT1803014 and JT1803021.

E. 54A509 – Pepper Pike			BA1803013
DV541003 – Pepper Pike			
Other Expenses	\$	115.50	
54P472 – Sewer Improvement #3-B-1			
CS750067 – Sew Imp #3-B-1			
Other Expenses	\$	22,157.30	
54A502 – Sewer District #3			
DV540302 – Sewer Dist #3			
Other Expenses	\$	0.60	
54A507 – Sewer District #14			
DV540807 – Sewer Dist #14			
Other Expenses	\$	0.71	
54A515 – San Eng Misc Revenue			
DV541300 – San Eng Misc Revenue			
Other Expenses	\$	0.45	
54A512 – City of Parma Sewer Dist 1A			
ST500561 – City of Parma, Sewer District 1A			
Other Expenses	\$	13,217.69	
54P900 – San. Eng. Bond Retirement			
DV752006 – Bond Retrmt. Chagr. Highlands. 543A			
Other Expenses	\$	151,504.92	
54A506 – Sewer District #13			
DV540708 – Sewer Dist #13			
Other Expenses	\$	0.50	

The appropriation requested would be used to transfer the remaining cash balances from project funds for completed projects to active Sanitary Engineer funds in the same sewer district (documents JT1803014 and JT1803021). Funding comes from fees paid by local governments for sewer projects and maintenance.

F.	54P551 – Fitch Road Sanitary Sewer		BA1803025
	ST540641 – Fitch Road Sanitary Sewer		
	Other Expenses	\$	(0.17)
	Capital Outlays	\$	(277,845.04)
	54P562 – Thornapple Pump Station		
	ST540971 – Thornapple Pump Station		
	Capital Outlays	\$	(231,196.53)
	54P566 – Jefferson Drive Sewer Lining		
	ST541235 – Jefferson Drive Sewer Lining		
	Capital Outlays	\$	(1,344,121.09)
	54P567 – Dewey Road		
	ST541243 – Dewey Road		
	Capital Outlays	\$	(1,233,202.39)
	54P568 – HSTS Repair/Replacement Prog		
	ST541144 – HSTS Repair/Replacement Prog		
	Other Expenses	\$	(14,420.63)
	54P570 – Broadview Rd. Drill Drop Proj. - Parma		
	ST541136 – Broadview Rd. Drill Drop Proj. - Parma		
	Other Expenses	\$	(27,011.50)
	54P571 – Echo Hills Pump Station Storm & Driveway		
	ST541250 – Echo Hills Pump Station Storm & Driveway		
	Other Expenses	\$	(108,787.00)
	54P574 – Turney Road Sewer Project		
	ST540096 – Turney Road Sewer Project		
	Capital Outlays	\$	(649,950.00)
	54P606 – Grannis Thraves San and Storm Impr		
	ST540567 – Grannis Thraves San and Storm Impr		
	Capital Outlays	\$	(28,384.00)
	54P607 – North Granger Sewer Replacement		
	ST540435 – North Granger Sewer Replacement		
	Capital Outlays	\$	(1,311.91)
	54P608 – Fernhill Sanitary and Storm Upgrade		
	ST540559 – Fernhill Sanitary and Storm Upgrade		
	Capital Outlays	\$	(310,017.07)
	54P611 – Sewer Lining 2011 Various Communities		
	ST540088 – Sewer Lining 2011 Various Communities		
	Other Expenses	\$	(1,239,899.72)

54P562 – Thornapple Pump Station		
ST540971 – Thornapple Pump Station		
Capital Outlays	\$	(231,196.53)

To remove appropriation from project funds for the Sanitary Engineer that have been inactive for multiple years. Funding comes from payments from local governments for sewer construction and maintenance. Cash transfers of the remaining funds to other funds in the same sewer district are requested on JT1803014 and JT1803021.

G. 40A526 – ODOT – LPA		BA1803030
CE785006 – ODOT - LPA		
Capital Outlays	\$	2,489,450.00

The appropriation request would pay for three projects. 1) \$630,000 - Towpath Trail Stage 3, an LPA project which is 50% federally funded and 50% funded by the State Capital Dept. of Natural Resources Grant (ODNR). 2) \$1,505,250 - Towpath Trail Stage 4 - the acquisition costs for this project are 50% federally funded and 50% funded by the State Capital Dept. of Natural Resources Grant (ODNR) and the labor costs for this project are 80% federally funded and 20% funded by the State Capital Dept. of Natural Resources Grant (ODNR). 3) \$354,200 - Olmsted Township Sidewalk Project is an LPA project that is 80% federally funded and 20% municipality funded. The cash balance in this fund was \$5,040,193 as of February 28, 2018.

H. 01A004 – .25% Sales Tax Fund		BA1809059
MI512699 – .25% Sales Tax		
Other Expenses	\$	1,500,000.00

Appropriation increase to allow cash transfer (JT1809060) for General Fund reimbursement of debt service paid to the 2017 Q Arena Bonds (0.25% Fund). Please see JT1809060 in Section 3 of this agenda.

I. 01A004 – .25% Sales Tax Fund		BA1809061
MI512699 – .25% Sales Tax		
Other Expenses	\$	1,000,000.00

Appropriation increase to allow cash transfer (JT1809061) for General Fund reimbursement of debt service paid to the 2017 Q Arena Bonds (Destination Cleveland). Please see JT1809062 in Section 3 of this agenda.

J. 24A635 – EC – Invest in Children - PA		BA1809064
EC451500 – UPK 2.0		
Other Expenses	\$	467,250.00

To appropriate the Cleveland Foundation grant award for High Quality Pre-K Education Fund for UPK 2.0 Providers from January 1, 2018 through December 31, 2018.

K. 24A641 – PA – Homeless Services		BA1810635
HS158097 – PA – Homeless Services		
Other Expenses	\$	(133,322.73)

Appropriation reduction for Homeless Services, removing the remaining appropriation of three expired contracts that were carried over into 2018. All outstanding 2017 invoices have now been paid and these contracts have expired.

L.	21A493 – Youth Svcs Subsidy-FDCC		BA1810639
	JC759316 – Probation-FY18/19-101		
	Personal Services	\$	104,429.89
	21A493 – Youth Svcs Subsidy-FDCC		
	JC759357 – Mental Health FY18/19-111		
	Personal Services	\$	17,605.05
	21A493 – Youth Svcs Subsidy-FDCC		
	JC759373 – Shelter Care FY18/19-202		
	Personal Services	\$	4,300.00

Appropriation increases for three (3) Juvenile Court Youth Services Grants, funded by RECLAIM. The fund as of 02/26/2018 had a cash balance of \$1,874,573.23. These appropriation increases will provide for the remaining SFY18, which ends on 06/30/2018.

M.	22S294 – ARRA HUD HPRP		BA1810641
	HS754085 – ARRA – Cleveland HPRP		
	Personal Services	\$	(163,800.00)
	Other Expenses	\$	(9,999.00)
	22S294 – ARRA HUD HPRP		
	HS754077 – ARRA – County HPRP		
	Personal Services	\$	(11,816.63)
	Other Expenses	\$	(2,486.12)

Appropriation reduction from Homeless Services for the ARRA - Cleveland HPRP and ARRA - County HRPR Grants. These grants have expired and the appropriation reductions will allow this index and grant codes to be closed out.

N.	22A240 – Emergency Solutions Grant		BA1810644
	HS755207 – Emergency Solutions Cleveland FY 15		
	Other Expenses	\$	(37,716.00)

Appropriation reduction from Homeless Services for the Emergency Solutions Cleveland FY 15 Grant. This grant has expired and the appropriation reduction will allow this index code to be closed out.

O.	22A371 – Shelter+Care '09-SRA (6YR)		BA1810645
	HS752801 – Shelter+Care '09-SRA		
	Other Expenses	\$	(32,046.84)

Appropriation reduction from Homeless Services for the Shelter+Care '09 SRA Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

P.	22A728 – SHP '03 – SA Pass Transitional		BA1810646
	HS749531 – SHP '03 – SA Pass Transitional		
	Other Expenses	\$	(10,255.83)

Appropriation reduction from Homeless Services for the SHP '03 - SA PASS Transitional Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

Q.	22A746 – SHP '05 – SA Pass Supportive		BA1810647
	HS749820 – SHP '05 – SA Pass Supportive		
	Other Expenses	\$	(47,187.75)

Appropriation reduction from Homeless Services for the SHP '05 - SA PASS Supportive Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

R.	22A260 – SHP - '08 - SA Zelma George		BA1810648
	HS752170 – SHP - '08 - SA Zelma George		
	Other Expenses	\$	(3,328.00)

Appropriation reduction from Homeless Services for the SHP - '08 -SA Zelma George Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

S.	22A747 – SHP - '05 - SA Pass Traditional		BA1810649
	HS749861 – SHP - '05 - SA Pass Traditional		
	Other Expenses	\$	(11,140.27)

Appropriation reduction from Homeless Services for the SHP '05 - SA PASS Traditional Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

T.	22A754 – Shelter + Care		BA1810650
	HS752550 – Shelter + Care '08 SRA		
	Other Expenses	\$	(95,087.16)

Appropriation reduction from Homeless Services for the Shelter + Care '08 SRA Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

U.	22A789 – SHP '07 – SA Pass Supportive		BA1810651
	HS752246 – SHP '07 – SA Pass Supportive		
	Other Expenses	\$	(5,156.00)

Appropriation reduction from Homeless Services for the SHP '07 - SA PASS Supportive Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

V.	22A790 – Shelter + Care '07 – SRA		BA1810652
	HS751602 – Shelter + Care '07 SRA		
	Other Expenses	\$	(17,964.07)

Appropriation reduction from Homeless Services for the Shelter + Care '07 SRA Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

W.	22A791 – SHP '07 – SA Pass Transitional		BA1810653
	HS751610 – SHP '07 SA Pass Transitional		
	Other Expenses	\$	(10,242.00)

Appropriation reduction from Homeless Services for the SHP '07 SA PASS Transitional Grant. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

X.	22A798 – Homeless Prevention & Rapid Rehousing		BA1810654
	HS753053 – Homeless Prevention & Rapid Rehousing		
	Other Expenses	\$	(30,000.00)

Appropriation reduction from Homeless Services for the Homeless Prevention & Rapid Rehousing. This grant has expired and the appropriation reduction will allow this grant and index code to be closed out.

Y.	21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810655
	JC754275 – Monit./Surv. FY14-15-201		
	Personal Services	\$	(238,133.21)
	Other Expenses	\$	(5,327.07)

Appropriation reduction for Juvenile Court Monit./Surv. FY14-15-201 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

Z.	21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810656
	JC754283 – Sheltercare-FY14 & 15-202		
	Personal Services	\$	(56,462.69)
	Other Expenses	\$	(574,741.13)

Appropriation reduction for Juvenile Court ShelterCare-FY14 & 15-202 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AA.	21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810657
	JC754309 – Probation-FY14 & 15-101		
	Personal Services	\$	(39,832.22)
	Other Expenses	\$	(47,011.67)

Appropriation reduction for Juvenile Court Probation-FY14 & 15-101 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AB. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810658
JC754317 – Fam Base HB-FY14 & 15-110	
Other Expenses	\$ (77,615.03)

Appropriation reduction for Juvenile Court FAM BASE HB-FY14 & 15-110 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AC. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810659
JC754325 – Mental Health-FY14 & 15-111	
Personal Services	\$ (130,963.72)
Other Expenses	\$ (23,012.90)

Appropriation reduction for Juvenile Court Mental Health-FY14 & 15-111 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AD. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810660
JC754341 – Youth I G-FY14 & 15-115	
Other Expenses	\$ (81,277.56)

Appropriation reduction for Juvenile Court Youth I G-FY14 & 15-115 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AE. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810661
JC754358 – Work Detail FY14 & 15-209	
Personal Services	\$ (23,828.62)
Other Expenses	\$ (10,468.93)

Appropriation reduction for Juvenile Court Work Detail FY14 & 15-209 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AF. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810662
JC754366 – JDAI-FY14 & 15-302	
Other Expenses	\$ (147,639.22)

Appropriation reduction for Juvenile Court JDA-FY14 & 15-302 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AG. 21A429 – Youth Svcs Subsidy – FCCC 2014/15	BA1810663
JC754374 – Day Treatment FY14 & 15-104	
Other Expenses	\$ (30.37)

Appropriation reduction for Juvenile Court Day Treatment FY14 & 15-104 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AH. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810664**
JC754382 – Sex Offender Treatment FY14 & 15-106
Other Expenses \$ (168,371.61)

Appropriation reduction for Juvenile Court Sex Offender Treatment FY14 & 15-106 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AI. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810665**
JC754390 – Substance Abuse Treatment FY14 & 15-107
Other Expenses \$ (39,718.95)

Appropriation reduction for Juvenile Court Substance Abuse Treatment FY14 & 15-107 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AJ. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810666**
JC754408 – Clinical Assessment FY14 & 15-217
Other Expenses \$ (119,986.84)

Appropriation reduction for Juvenile Court Substance Clinical Assessment FY14 & 15-217 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AK. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810667**
JC754416 – Mental Hlth (T.R.) FY14/15-T111
Other Expenses \$ (104,539.44)

Appropriation reduction for Juvenile Court Mental HLTH (T.R.)FY14/15-T111 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AL. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810668**
JC754424 – CBT (T.R.) FY15/15-T303
Personal Services \$ (4,594.98)
Other Expenses \$ (399,501.41)

Appropriation reduction for Juvenile Court CBT (T.R.) FY14/15-T303 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AM. 21A429 – Youth Svcs Subsidy – FCCC 2014/15 **BA1810669**
JC754432 – Fam Pres/HB(T.R.) FY14/15-110 R100
Other Expenses \$ (39,581.88)

Appropriation reduction for Juvenile Court FAM PRES/HB(T.R.) FY14/15-110 R100 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AN. 21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810670
JC754440 – Day Treatment (T.R.) FY14/15-T104		
Other Expenses	\$	(1,142,789.00)

Appropriation reduction for Juvenile Court Day Treatment (T.R.) FY14/15-T104 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AO. 21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810671
JC754457 – Day Treatment (T.R.) FY14/15-R104		
Other Expenses	\$	(120,782.48)

Appropriation reduction for Juvenile Court Day Treatment (T.R.) FY14/15-R104 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AP. 21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810672
JC754671 – Targeted Program Admin FY15 T100		
Other Expenses	\$	(30,347.50)

Appropriation reduction for Juvenile Court Targeted Program Admin FY15 T100 Grant. This grant period has expired and all expenses paid. This reduction will allow for the closing of this grant and index code.

AQ. 21A429 – Youth Svcs Subsidy – FCCC 2014/15		BA1810675
JC754291 – Program Admin-FY14 & 15-000		
Other Expenses	\$	2,499,716.92

Appropriation Increase for Juvenile Court Program Admin-FY14 & 15-000 Grant. This appropriation increase will allow us to move the remaining cash balance of \$2,704,807.88 to the current RECLAIM Grant fund. A cash transfer for these funds is also on the 03/27/2018 Fiscal Agenda, item JT1810676.

AR. 01A001 – General Fund		BA1810679
IT601054 – Web Application Development		
Other Expenses	\$	(0.01)

01A001 – General Fund		
IT601088 – Security and Disaster Recovery		
Other Expenses	\$	(886.82)

01A001 – General Fund		
IT601096 – Engineering Services		
Other Expenses	\$	(5,065.50)

01A001 – General Fund		
IT601112 – Operations Support		
Other Expenses	\$	(3,792.61)

24A430 – Executive Office of HHS
 HS157396 – Human Services Applications
 Other Expenses \$ (876.62)

An appropriation reduction for the remaining amount of 2017 carryover from multiple contracts over several divisions of the Department of Information Technology. All 2017 expenses have now been paid for these contracts. The 2018 budget provided full appropriations for 2018 projected expenses and this reduction does not impact that.

AS. 21A173 – Adult Drug Court Prj FY18 **BA1812032**
 CO759795 – Adult Drug Court Project
 Personal Services \$ 289,013.00
 Other Expenses \$ 15,000.00

Common Pleas Court is requesting an appropriation increase for \$304,013.00. This is to support the Adult Treatment Drug Court for FY2018. Appropriation based on current projection of awarded funds from the funder, will be subject to appropriation increase or decrease if deemed necessary. Funding is provided by the Alcohol, Drug Addiction & Mental Health Services (ADAMHS) Board for the period of 1/1/18 through 12/31/18. Current version of this grant has a balance of \$7.00 with 99% expended.

AT. 21A176 – Treatment Capacity Expansion **BA1812033**
 CO759803 – Treatment Capacity Expansion FY2018
 Personal Services \$ 142,888.00

Common Pleas Court is requesting an appropriation increase for \$142,888.00. This is to support the Treatment Capacity Expansion for FY2018. Appropriation based on current projection of awarded funds from the funder, will be subject to appropriation increase or decrease if deemed necessary. Funding is provided by the Alcohol, Drug Addiction & Mental Health Services (ADAMHS) Board for the period of 1/1/18 through 12/31/18. Current version of this grant has a balance of \$14,991.00 with 91% expended.

AU. 20D449 – Property Demolition Fund **BA1812035**
 DV520809 – Property Demolition Fund
 Other Expenses \$ 4,727,600.00

Department of Development is requesting an appropriation increase of \$4,727,600.00 in the Property Demolition Fund. This is for the purpose of providing appropriation for agreements with the City of Cleveland (\$2 million), City of East Cleveland (\$2 million) and the Cities of Lakewood and Pepper Pike (\$727,600). Funding is provided through the Property Demolition Fund, which has a cash balance (as of 19-Mar-18) of \$8.1 million (\$21.2 million current cash balance minus \$13.1 million in existing encumbrances).

AV. 21A218 – State SHSP – Law Enforcement (SHSPLE) **BA1813533**
 JA769448 – FFY17 State Homeland – LE 17/20
 Personal Services \$ 92,271.00
 Other Expenses \$ 20,841.85
 Capital Outlay \$ 194,144.15

Requesting to establish appropriations for the FFY2017 State Homeland-LE 17/20. This a federal pass-thru grant awarded by the Ohio Emergency Management Agency through the

Federal Emergency Management Agency (FEMA) in the amount of \$307,257. The period for this grant is September 1, 2017 to March 31, 2020, CFDA#97.067. The approval (CON2017-106) to submit and receive the grant award was accepted on December 4, 2017. There is no cash match. The previous year, FFY2016 State Homeland LE 16/19 grant, was for \$307,937.

AW. 50A410 – Cuyahoga Reg Infor System	BA1813538
JA090068 – J.A. Cuyahoga Regional Info. Sys.	
Personal Services	\$ (61,318.35)

An appropriation reduction is being requested to move a Crime Analyst position from Cuyahoga Regional Information Systems to the Prosecutor's Office (See corresponding increase BA1813539). This is a result of the Prosecutor's Office already having a Crime Strategies Unit which includes a Crime Analyst. They too would benefit from having access to the data from the Data Sharing Project (implemented by Cuyahoga Regional Information System) as well as adding another Analyst to their unit to help process requests submitted countywide. The salaries and fringes for this position are funded by the General Fund.

AX. 01A001 – General Fund	BA1813539
PR191056 – Prosecutor – General Office	
Personal Services	\$ 61,318.35

An appropriation increase is being requested to move a Crime Analyst position from Cuyahoga Regional Information Systems to the Prosecutor's Office (see corresponding decrease BA1813539). This is a result of the Prosecutor's Office already having a Crime Strategies Unit which includes a Crime Analyst. They too would benefit from having access to the data from the Data Sharing Project (implemented by Cuyahoga Regional Information System) as well as adding another Analyst to their unit to help process requests submitted countywide. The salaries and fringes for this position are funded by the General Fund.

AY. 40A069 – Capital Projects	BA1815042
CC769430 – Medical Examiner Plumbing & Sys. Repairs	
Capital Outlays	\$ 90,000.00

To setup a new project for the plumbing and system repairs at the Medical Examiners Building. This project will repair the water and sanitary system. Total estimated cost of the project is \$90,000 and is on the 2017 CIP. Funding comes from the General Fund Capital Improvement Subsidy.

AZ. 40A069 – Capital Projects	BA1815046
CC769224 – Bedford Jail Renovation	
Capital Outlays	\$ 120,000.00

Additional appropriations in the Bedford Heights Jail Renovation Project. This project was set up March 2017 with a total project cost of \$500,000.00, but only \$380,000 was appropriated when the project was set up to allow the project to start. These additional appropriations will provide the funding to complete the project. Funding initially comes from the General Fund Capital Improvement Subsidy with expected reimbursement from the City of Cleveland.

BA. 20AA01 – Health Care Access Programming	BA1800013
HS157305 – Health Care Access Programming	
Other Expenses	\$ 3,749.00

An appropriation increase to prepare for an operating (cash) transfer from the special revenue account titled Health Care Access Programming that is being closed. This increase will allow us to transfer in \$3,749.00 to the Health and Human Services Levy 3.9.

BB. 22A730 – SHP-RRH for Families		BA1810686
HS759860 – SHP'17 – RRH for Families		
Other Expenses	\$	488,712.00

An appropriation increase for Homeless Services HUD Continuum of Care SHP'17 - RRH For Families Grant. This a renewal of a Continuum of Care, Homeless Assistance Grant Competition, awarded by the U.S. Department of Housing & Urban Development (HUD) for FY2017. The Cuyahoga County Rapid Re-Housing for Families grant award amount is \$488,712 for the time period of 06/01/2018 to 05/31/2019. The original grant award amount was \$488,328. There is no cash match.

BC. 22A024 – RRH for Single Adults		BA1810687
HS759852 – RRH for Single Men FY 2017		
Other Expenses	\$	538,461.00

An appropriation increase for Homeless Services HUD Continuum of Care RRH For Single Men FY 2017 Grant. This a renewal of a Continuum of Care, Homeless Assistance Grant Competition, awarded by the U.S. Department of Housing & Urban Development (HUD) for FY2017. The 2016 Rapid Re-Housing for Single Men grant award amount is \$538,461 for the time period of 10/01/2018 to 09/30/2019. The original grant award amount was \$537,741. There is no cash match.

BD. 22A005 – Rapid Re-Housing Eden		BA1810688
HS759845 – RRH for Single Adults & Youth FY 2017		
Other Expenses	\$	726,315.00

An appropriation increase for Homeless Services HUD Continuum of Care RRH For Single Adults & Youth FY 2017 Grant. This is a renewal of a Continuum of Care, Homeless Assistance Grant Competition, awarded by the U.S. Department of Housing & Urban Development (HUD) for FY2017. The Cuyahoga County Rapid Re-Housing for Single Adults and Youth Grant award amount is \$726,315 for the time period of 11/01/2018 to 10/31/2019. The original grant award amount was \$716,955. There is no cash match.

BE. 22A021 – Coordinated Entry		BA1810689
HS759837 – Coordinated Entry 2017		
Other Expenses	\$	500,000.00

An appropriation increase for Homeless Services HUD Continuum of Care Coordinated Entry 2017 Grant. This a renewal of a Continuum of Care, Homeless Assistance Grant Competition, awarded by the U.S. Department of Housing & Urban Development (HUD) for FY2017. The Cuyahoga County Coordinated Entry grant award amount is \$500,000 for the time period of 02/01/2018 to 01/31/2019. The original grant award amount was \$500,000. There is no cash match.

BF. 21A500 – Urban Area Security Initiative (URSI)		BA1813540
JA759811 – Urban Area Security Grant Prog. FY 2017		
Personal Services	\$	18,542.00
Other Expenses	\$	2,080,806.00
Capital Outlays	\$	737,652.00

Requesting to establish appropriations for the FY2017 Urban Area Security Grant. This is a federal pass-thru grant awarded from the Federal Emergency Management Agency to the Ohio Emergency Management Agency in the amount of \$2,837,000. The grant period is from September 1, 2017 to March 31, 2020, CFDA# 97.067. The approval (CON2017-111) to accept the award was received on December 18, 2017 by the Board of Control. There is no cash match. The previous year grant was for \$2,962,000.

BG. 20A807 – EC – Invest in Children		BA1809066
EC451385 – Administrative Services		
Other Expenses	\$	25,000.00

Office of Early Childhood - Invest in Children requests to reappropriate Eaton Foundation grant for the period January 1, 2018 - December 31, 2018. This grant was awarded November 25, 2014 for the purposes of an Early Childhood communications campaign. These funds were encumbered within a contract during 2015 but never expended and the contract was subsequently decertified in 2017. With the grant funds unspent Early Childhood requests reappropriation so that these grant funds may be utilized.

BH. 20A822 – Custody Mediation		BA1813541
JA108118 – Custody Mediation		
Other Expenses	\$	33,094.47

Requesting an appropriation increase to prepare index code JA108118 (Custody Mediation) and subfund 20A822 for closure. Once posted, a corresponding cash transfer, JT1813542 on this agenda, will processed to move the cash to the General Fund Reserves.

BI. 40A069 – Capital Projects		BA1815047
CC769455 – 2018 General Environmental Services		
Other Expenses	\$	300,000.00

To setup appropriations for the 2018 General Architectural and Engineering Services Project. This project will allow the county to have qualified consultants under contract that will provide professional environmental services on county properties when projects are identified. Total cost of the project is \$300,000 and is on the 2018 CIP. Funding comes from the General Fund Capital Improvement Subsidy.

BJ. 40A069 – Capital Projects		BA1815048
CC769471 – 2018 Gen. Constr. Mgmt./Testing Services		
Other Expenses	\$	150,000.00

To setup appropriations for the 2018 General Construction MGMT/Testing Services Project. This project will allow the county to have qualified consultants under contract that will provide professional construction management and testing services on county properties when projects are identified. Total cost of the project is \$150,000 and is on the 2018 CIP. Funding comes from the General Fund Capital Improvement Subsidy.

BK. 40A069 – Capital Projects			BA1815049
CC769463 – 2018 Gen. Architect.-Enginrg. Services			
Other Expenses	\$	800,000.00	

Requesting To setup appropriations for the 2018 General Architectural and Engineering Services Project. This project will allow the county to have qualified consultants under contract that will provide professional architectural and engineering services on county properties when projects are identified. Total cost of the project is \$800,000 and is on the 2018 CIP. Funding comes from the General Fund Capital Improvement Subsidy.

BL. 40A069 – Capital Projects			BA1815050
CC769331 – City Police H.Q. Build-Out			
Personal Services	\$	1,400,000.00	
Capital Outlays	\$	1,100,000.00	

To increase appropriations for the space build-out and building assessment for the City of Cleveland Police HQ Building. Cuyahoga County Council has entered into an agreement with the City of Cleveland to Purchase the Building (R2017-0103) located at 1300 Ontario Street, and work needs to be done to allow staff and crime labs to be moved into the building. Total Project estimated cost to rebuild is \$6,200,000 where \$2,000,000 has already been appropriated. This additional appropriation will cover the next few phases of the project, leaving \$1,700,000 to appropriate in the future. This project is on the 2017 CIP and is funded by the General Fund Reserves.

BM. 20D448 – Casino Tax Revenue Fund			BA1812038
DV520791 – Casino Tax Revenue Fund			
Other Expenses	\$	1,019,698.00	

Department of Development is requesting an appropriation increase of \$1,019,698.00 in the Casino Tax Revenue Fund. This is for the purpose of providing appropriation for 2018 Community Development Supplemental Grant (CDSG) Agreements for the period of 3/1/2018 through 2/28/2019 approved by County Council (R2018-0032) on 13-Mar-18. Funding is provided through the Casino Tax Revenue Fund via Casino Tax Revenue Payments. This fund currently has a cash balance including encumbrances (as of 12-Mar-18) of \$1.2 million (\$6.4 million Existing Cash Balance minus \$5.2 in existing encumbrances).

BN. 20A600 – Cuyahoga Support Enforcement Agency			BA1813543
SE496018 – Fatherhood Initiative			
Personal Services	\$	240,718.00	
Other Expenses	\$	995,620.20	

It has been determined that Fatherhood Initiative does not require their own subfund and could be combined with the Child Support subfund with its own separate index code. As a result, index code SE496018 (Fatherhood Initiative) which was established in 2011 will be utilized and it is being requested to have the 2018 budget appropriated under this index code. The funding source for Fatherhood Initiatives is 71% Health and Human Service Levy Funds, 1% Miscellaneous and 28% Grant Awards.

BO. 40A069 – Capital Projects **BA1815053**
 CC769380 – RTA Harvard Gar. Buildout/Consolidation
 Capital Outlays \$ 50,000.00

To increase appropriations for the RTA Harvard Garage Buildout/Consolidation Project that the County Recently authorized the purchase of, per resolution R2017-0200. These improvements will allow the consolidation of three maintenance yards (Brookpark Yard, Sanitary Yard and York Yard). The total estimated cost of the project is \$17,150,000.00, where \$4,205,000.00 was already appropriated. The original contract was estimated to be \$4,200,000, but the bid and acceptance came in at \$4,250,000 and approved on the 3/13/18 Agenda (R2018-0047), therefore, this \$50,000 appropriation increase is needed to cover the additional costs of the contract. The funding for this project will be from Sanitary Funds (70%), Road and Bridge Funds (20%) and General Fund Reserves (10%) and is on the revised approved 2017 CIP.

BP. 01A001 – General Fund **BA1801514**
 SH350868 – Bedford Jail
 Personal Services \$ 4,221,273.00
 Other Expenses \$ 878,727.00

Appropriation is being requested to fund operations at the Bedford Jail location for 2018. This operation is a part of the County's Regional Jail Project. Funding comes from the General Fund.

BQ. 24A510 – Work & Training Admin **BA1813526**
 WT137109 – Admin Services–General Manager
 Personal Services \$ 1,959,063.13

Requesting an appropriation increase due to HHS receiving an additional \$2,738,332.36 in federal funds from the Ohio Department of Jobs and Family Services which was deposited into Jobs and Family Services Administrative Services (WT137109). Please refer to the posting of RR1800439-01 on 01/12/2018. Out of the \$2,738,332.36, \$1,959,063.13 has been allocated to Jobs and Family Services Administrative Services.

BR. 24A601 – Senior and Adult Services **BA1813527**
 SA138701 – Options Program
 Other Expenses \$ 106,560.73

Requesting an appropriation increase due to HHS receiving an additional \$2,738,332.36 in federal funds from the Ohio Department of Jobs and Family Services which was deposited into Jobs and Family Services Administrative Services (WT137109). Please refer to the posting of RR1800439-01 on 01/12/2018. Out of the \$2,738,332.36, \$106,560.73 has been allocated to Senior and Adult Services OPTIONS Program. Please refer to revenue adjustment JA1800048-02, posted 02/09/2018 in subobject 2610.

BS. 24A301 – Children & Family Services **BA1813528**
 CF135467 – Administrative Services - CFS
 Personal Services \$ 272,708.50

Requesting an appropriation increase due to HHS receiving an additional \$2,738,332.36 in federal funds from the Ohio Department of Jobs and Family Services which was deposited into Jobs and Family Services Administrative Services (WT137109). Please refer to the posting of RR1800439-01 on 01/12/2018. Out of the \$2,738,332.36, \$272,708.50 has been allocated to

Children and Family Services Administrative Services. Please refer to revenue adjustment JA1800048-03, posted 02/09/2018 in subobject 2575.

BT. 24A878 – HHS – Office of Reentry		BA1813529
HS749069 – HHS – Office of Reentry		
Other Expenses	\$	400,000.00

Requesting an appropriation increase due to HHS receiving an additional \$2,738,332.36 in federal funds from the Ohio Department of Jobs and Family Services which was deposited into Jobs and Family Services Administrative Services (WT137109). Please refer to the posting of RR1800439-01 on 01/12/2018. Out of the \$2,738,332.36, \$400,000 has been allocated to HHS Office of Re-Entry. Please refer to JA1800048-04, posted 02/09/2018 in subobject 2575.

BU. 24A430 – Executive Office of HHS		BA1801509
HS157362 – Executive HHS Human Resources		
Personal Services	\$	254,977.63

An increase in appropriation to the Health and Human Services (HHS) Human Resources budget is being requested to move employees to the appropriate funding source. Currently three employees included in the Human Resource's General Fund budget are doing 100% work for HHS agencies, thus their salaries and fringes will be moved to HHS Levy based on their work assignment. These employees include a Human Resources Analyst, Employee Relations Specialist 1, and an Employee Relations Specialist 2. Source of funding comes from the Health and Human Services Levy.

BV. 24A430 – Executive Office of HHS		BA1813534
HS157289 – Executive Office of H&HS		
Personal Services	\$	124,054.03

In order to continue the centralization of Communication functions across Executive Agencies, an appropriation increase is being requested for the hiring of two new Communications Specialists within the Executive Office of Health and Human Services. The funding will be covered by Public Assistance Funds 99.8% and Health and Human Service Levy Funds .2%. Please reference corresponding reduction from Children and Family Services Support and Direct Services (BA1801510).

BW. 40A069 – Capital Projects		BA1803031
CC767541 – CBCF Capital Account		
Capital Outlay	\$	116,730.00

Request to increase appropriation to the capital account for the Community-Based Correctional Facility (CBCF), a State owned, County operated local commitment facility. The County was awarded funding from the Ohio Department of Rehabilitation and Corrections for repair and maintenance work at the facility. There is no local match required.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following appropriation transfers:

Fund Nos./Budget Accounts

Journal Nos.

A. FROM: 21A429 – Youth Svcs Subsidy – FCCC 2014/15			BA1810673
JC754291 – Program Admin-FY14 & 15-000			
Personal Services	\$	41,931.85	
TO: 21A429 – Youth Svcs Subsidy – FCCC 2014/15			
JC754291 – Program Admin-FY14 & 15-000			
Other Expenses	\$	41,931.85	

Appropriation transfer for Juvenile Court Program Admin-FY14 & 15-000 Grant, from Salary/Benefits to Transfer Out 0690. This transfer will allow us to move the remaining cash balance of \$2,704,807.88 to the current RECLAIM Grant fund. A cash transfer for these funds is also on the 03/27/2018 Fiscal Agenda, item JT1810676.

B. FROM: 21A034 – Smart Ohio Pilot			BA1812034
CO756544 – Smart Ohio Pilot Funding FY17			
Other Expenses	\$	45,271.57	
TO: 21A034 – Smart Ohio Pilot			
CO756544 – Smart Ohio Pilot Funding FY17			
Personal Services	\$	45,271.57	

Common Pleas Court is requesting an appropriation transfer in the Smart Ohio Pilot index code for \$45,271.57. This is to realign appropriations within the budgeted character levels to provide sufficient appropriations for grant staff covered under the grant for TASC expenses. Funding is provided by the Ohio Department of Rehabilitation and Corrections for the period of 7/1/2015 through 6/30/2018.

C. FROM: 21A854 – DNA Backlog Reduction Prog			BA1812040
CR756502 – 15/17 DNA Backlog Reduction Program			
Personal Services	\$	4,160.98	
TO: 21A854 – DNA Backlog Reduction Prog			
CR756502 – 15/17 DNA Backlog Reduction Program			
Other Expenses	\$	4,160.98	

Medical Examiner (via Public Safety and Justice Services) is requesting an appropriation transfer for \$4,160.98 to move allocation from FY15 DNA BACKLOG grant Personnel and Fringe Benefits section to Supplies for maximum utilization of the grant award money. Funding is provided by the US Department of Justice via the National Institute of Justice. Grant period from 1/1/2016 through 12/31/2017.

D. FROM: 21A359 – Internet Crimes Against Children			BA1813536
PR765248 – 2014 ICAC Task Force			
Capital Outlays	\$	32,865.67	
TO: 21A359 – Internet Crimes Against Children			
PR765248 – 2014 ICAC Task Force			
Personal Services	\$	18,755.30	
Other Expenses	\$	14,110.37	

Requesting an appropriation transfer to post expenses that are allocated to the 2014 Internet Crimes Against Children grant and prepare it for closure. This grant is funded by the U.S. Department of Justice, Office of Justice Programs. The period for this grant was July 1, 2014 to September 30, 2017.

E.	FROM: 21A359 – Internet Crimes Against Children		BA1813537
	PR765271 – FY17 Ohio ICAC Task Force		
	Personal Services	\$	59,674.00
	TO: 21A359 – Internet Crimes Against Children		
	PR765271 – FY17 Ohio ICAC Task Force		
	Other Expenses	\$	24,574.00
	Capital Outlays	\$	35,100.00

Requesting an appropriation transfer to move appropriations for salaries that will not be utilized due to appropriations being available from a prior year grant that was able to be utilized for this purpose. These appropriations will be utilized to fund travel/training for the Dallas Crimes Against Children Conference, Internet Crimes against Children National Conference, replacement of a fleet vehicle, computer towers, laptops, software licenses and certifications. The grant adjustment notification (GAN) was approved by the grantor, U.S. Department of Justice Office of Justice Services on February 27, 2018, through the FY17 Internet Crimes Against Children Task Force Grant.

F.	FROM: 21A598 – State Homeland Security		BA1813544
	JA741736 – SHSP FY15-Water Rescue Reg. 2 Project		
	Other Expenses	\$	40,000.00
	TO: 21A598 – State Homeland Security		
	JA741736 – SHSP FY15-Water Rescue Reg. 2 Project		
	Capital Outlays	\$	40,000.00

An appropriation transfer is being requested to maximize the grant funding by purchasing additional equipment for the Water Rescue Team. This grant is funded by State Homeland Security passed through the Ohio Emergency Management Agency for the period September 1, 2015 to March 31, 2018. This transfer has been approved by the grantor.

G.	FROM: 40A069 – Capital Projects		BA1815044
	CC769224 – Bedford Jail Renovation		
	Personal Services	\$	82,000.00
	TO: 40A069 – Capital Projects		
	CC769224 – Bedford Jail Renovation		
	Capital Outlays	\$	82,000.00

Appropriation transfer in the Bedford Jail Project to cover the costs of purchase orders and other construction costs. Trades services have not been used as originally anticipated at this time but purchase orders have been more than anticipated, since the project started. This project was set up in March 2017 where 4% of appropriations have been expended and 22% of appropriations are encumbered but not expended as of yet. Funding comes from the General Fund Capital Improvement Subsidy.

H.	FROM: 40A069 – Capital Projects		BA1815052
	CC768374 – Courts Tower Sealant Replacement		
	Personal Services	\$	150,000.00
	TO: 40A069 – Capital Projects		
	CC768374 – Courts Tower Sealant Replacement		
	Capital Outlays	\$	150,000.00

To transfer appropriations in the JC Courts Tower Sealant Replacement Project. This project will now be contracted out to do the upkeep and repairs. Funding comes from the Capital Improvement General Fund Subsidy.

I.	FROM: 01A001 – General Fund		BA1809048
	CX016014 – Communications		
	Other Expenses	\$	18,750.00
	TO: 01A001 – General Fund		
	CX016014 – Communications		
	Personal Services	\$	18,750.00

Communications requests appropriation transfer from contractual services to personnel salaries, the department will not be continuing services contracted with Precision Media.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following cash transfers between County funds:

	<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A.	FROM: 20AA01 – Health Care Access Programming		JT1800014
	HS157305 – Health Care Access Programming		
	Transfer Out	\$	3,749.00
	TO: 29A392 – Health & Human Services Levy 3.9		
	ND007575 – H&HS 3.9 Mill Levy Revenue		
	Revenue Transfer	\$	3,749.00

This is a cash transfer from a now closed special revenue account titled Health Care Access Programming which was established on March 11, 2009 and the last transaction was on May 30, 2013 resulting in a cash balance of \$3,749.00 to be transferred to the Health and Human Services Levy 3.9. Total revenues over the course of the account was \$168,749 and expenses totaled \$165,000. This operating (cash) transfer will close this special revenue account.

B.	FROM: 54A509 – Pepper Pike		JT1803014
	DV541003 – Pepper Pike		
	Transfer Out	\$	115.50
	54P472 – Sewer Improvement #3-B-1		
	CS750067 – Sew Imp #3-B-1		
	Transfer Out	\$	22,157.30

54P514 – San Eng Capital Improv Fund		
CS750166 – San Eng Capital Improv Fund		
Transfer Out	\$	0.07
54P532 – Chagrin Highlands Imp 3 4 5		
DV750562 – Chagrin Highlands Imp 543A 3 4 5		
Transfer Out	\$	2,332.03
54P536 – Olmsted Township Waterline		
DV755587 – Olmsted Township Waterline		
Transfer Out	\$	292,951.44
54P537 – Chagrin Falls Township Waterline		
DV755595 – Chagrin Falls Township Waterline		
Transfer Out	\$	708.62
54P541 – Sharp Road Waterline		
DV755637 – Sharp Road Waterline		
Transfer Out	\$	158,659.37
54P551 – Fitch Road Sanitary Sewer		
ST540641 – Fitch Road Sanitary Sewer		
Transfer Out	\$	54,264.50
54P900 – San. Eng. Bond Retirement		
DV752006 – Bond Retrmt. Chagr. Highlnds. 543A		
Transfer Out	\$	151,504.92
54P562 – Thornapple Pump Station		
ST540971 – Thornapple Pump Station		
Transfer Out	\$	0.17
54P563 – Pump Station Rehabilitation		
ST540997 – Pump Station Rehabilitation		
Transfer Out	\$	700.17
54P566 – Jefferson Drive Sewer Lining		
ST541235 – Jefferson Drive Sewer Lining		
Transfer Out	\$	1,200.00
54P567 – Dewey Road		
ST541243 – Dewey Road		
Transfer Out	\$	1,700.00
TO: 54A502 – Sewer District #3		
DV540302 – Sewer Dist #3		
Revenue Transfer	\$	24,173.14

54A515 – San Eng Misc Revenue		
DV541300 – San Eng Misc Revenue		
Revenue Transfer	\$	708.69
54A503 – Sewer District #5		
DV540401 – Sewer Dist #5		
Revenue Transfer	\$	2,332.03
549534 – Schady Road Sewer Project		
DV750596 – Schady Road Sewer Project		
Revenue Transfer	\$	657,380.23
54A506 – Sewer District #13		
DV540708 – Sewer Dist #13		
Revenue Transfer	\$	1,700.00

The cash transfers would reconcile subfunds that were established for Sanitary projects to funds in the same sewer district in preparation for closure. Funding comes from fees paid by local governments.

C. FROM: 54P568 – HSTS Repair/Replacement Prog			JT1803021
ST541144 – HSTS Repair/Replacement Prog			
Transfer Out	\$	0.65	
54P570 – Broadview Rd. Drill Drop Proj. - Parma			
ST541136 – Broadview Rd. Drill Drop Proj. - Parma			
Transfer Out	\$	0.40	
54A506 – Sewer District #13			
DV540708 – Sewer Dist #13			
Transfer Out	\$	0.50	
54P574 – Turney Road Sewer Project			
ST540096 – Turney Road Sewer Project			
Transfer Out	\$	50.00	
54P606 – Grannis Thraves San and Storm Impr			
ST540567 – Grannis Thraves San and Storm Impr			
Transfer Out	\$	1,050.23	
54P607 – North Granger Sewer Replacement			
ST540435 – North Granger Sewer Replacement			
Transfer Out	\$	600.00	
54P608 – Fernhill Sanitary and Storm Upgrade			
ST540559 – Fernhill Sanitary and Storm Upgrade			
Transfer Out	\$	106,259.80	
54P611 – Sewer Lining 2011 various Communities			
ST540088 – Sewer Lining 2011 various Communities			
Transfer Out	\$	0.28	

	54A502 – Sewer District #3		
	DV540302 – Sewer Dist #3		
	Transfer Out	\$	0.60
	54A507 – Sewer District #14		
	DV540807 – Sewer Dist #14		
	Transfer Out	\$	0.71
	54A515 – San Eng Misc Revenue		
	DV541300 – San Eng Misc Revenue		
	Transfer Out	\$	0.45
	54A512 – City of Parma Sewer Dist 1A		
	ST500561 – City of Parma, Sewer District 1A		
	Transfer Out	\$	13,217.69
TO:	54A505 – Sewer District #9		
	DV540609 – Sewer Dist #9		
	Revenue Transfer	\$	1,700.23
	54A515 – San Eng Misc Revenue		
	DV541300 – San Eng Misc Revenue		
	Revenue Transfer	\$	0.93
	54A512 – City of Parma Sewer Dist 1A		
	ST500561 – City of Parma, Sewer District 1A		
	Revenue Transfer	\$	106,260.20
	54P554 – Woods Pump Station Replacement		
	ST540690 – Woods Pump Station Replacement		
	Revenue Transfer	\$	0.60
	54P561 – Cook Mackenzie Road Sewer Proj		
	ST540914 – Cook Mackenzie Road Sewer Proj		
	Revenue Transfer	\$	0.71
	54P565 – Sewer Relining & Manhole Rehab		
	ST541029 – Sewer Relining & Manhole Rehab		
	Revenue Transfer	\$	13,217.69
	54P571 – Echo Hills Pump Station Storm & Driveway		
	ST541250 – Echo Hills Pump Station Storm & Driveway		
	Revenue Transfer	\$	0.50
	54P564 – Sanitary Sewer Repair		
	ST541011 – Sanitary Sewer Repair		
	Revenue Transfer	\$	0.45

The cash transfers would reconcile subfunds that were established for Sanitary projects to funds in the same sewer district in preparation for closure. Funding comes from fees paid by local governments.

D. FROM: 01A004 – .25% Sales Tax Fund **JT1809060**
MI512699 – .25% Sales Tax
Transfer Out \$ 1,500,000.00

TO: 01A001 – General Fund
ND508515 – Non-Departmental Revenue GF
Revenue Transfer \$ 1,500,000.00

Cash transfer from .25% Fund to General fund representing general fund reimbursement of debt service paid toward 2017 Q Arena Bonds. This is reimbursement for \$1.5 million County contribution payment that will be withheld out of sales tax revenue by trustee along with Q Arena bond debt service.

E. FROM: 01A004 – .25% Sales Tax Fund **JT1809062**
MI512699 – .25% Sales Tax
Transfer Out \$ 1,000,000.00

TO: 01A001 – General Fund
ND508515 – Non-Departmental Revenue GF
Revenue Transfer \$ 1,000,000.00

Cash transfer from .25% Fund to General fund of withheld Destination Cleveland Bed Tax. This represents Destination Cleveland's contribution to 2017 Q Arena Bonds per Amended Bed Tax Agreement.

F. FROM: 21A429 – Youth Svcs Subsidy-FCCC 2014/15 **JT1810676**
JC754291 – Program Admin-FY14 & 15-000
Transfer Out \$ 2,704,807.88

TO: 21A493 – Youth Svcs Subsidy-FDCC
JC756056 – Program Admin-FY16/17-000
Revenue Transfer \$ 2,704,807.88

Cash transfer from Juvenile Court Program Admin-FT14 & 15-000 to Juvenile Court Program Admin-FY16/17-000. This cash transfer will move remaining RECLAIM Grant funds from the FY 2014/2015 grants, into the FY2016/2017 grants. These funds are able to be rolled over and used in current grant awards. This transfer will allow us to close out all remaining FY2014/2015 RECLAIM Grants and Index Codes.

G. FROM: 29A392 – Health & Human Services Levy 3.9 **JT1810691**
SU514729 – Alcohol Drug Addiction Mental Health 3.9
Transfer Out \$ 9,840,914.75

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

This Subsidy is for the 2018 second quarter support of the Alcohol Drug Addiction Mental Health Board based on the amount approved in the 2018 budget (R2017-0182). Funding comes from HHS Levy.

H. FROM: 20A822 – Custody Mediation		JT1813542
JA108118 – Custody Mediation		
Transfer Out	\$	33,094.47
TO: 01A001 – General Fund		
ND508515 – Non-Departmental Revenue GF		
Revenue Transfer	\$	33,094.47

Requesting a cash transfer to prepare index code JA108118 (Custody Mediation) and subfund 20A822 for closure. The cash is being moved to the General Fund Reserves. Since there is not an approved budget for 2018, there are no corresponding revenue or expenses to date.

I. FROM: 40A069 – Capital Projects		JT1815043
CC767863 – Airport Roof Replacement		
Transfer Out	\$	114,795.09
TO: 01A001 – General Fund		
ND508515 – Non-Departmental Revenue		
Revenue Transfer	\$	114,795.09

Cash transfer from the Airport Roof Replacement Project to the General Fund. This project was set up in 2010 and is now complete where 80% of appropriations were expended. Funding came from the General Fund Capital Improvement Subsidy.

J. FROM: 01A001 – General Fund		JT1815051
SU514141 – Capital Impov. G/F Subsidy		
Transfer Out	\$	158,826.34
TO: 40A069 – Capital Projects		
CC769182 – 2017 General A/E Services		
Revenue Transfer	\$	44,178.11
40A069 – Capital Projects		
CC769224 – Bedford Jail Renovation		
Revenue Transfer	\$	59,257.56
40A069 – Capital Projects		
CC769232 – JJC Solar Blinds Project		
Revenue Transfer	\$	55,390.37

Cash transfer into the 2017 General A/E Services, Bedford Jail Renovation, and JJC Solar Blinds to cover current expenses.

SECTION 4. That items approved in Resolution No. R2018-0021 dated February 13, 2018 and Resolution No. R2018-0041 dated February 27, 2018 be corrected as follows to reconcile appropriations for 2018 in the County’s financial system:

Resolution No. R2018-0021 dated 2/13/2018:

Original Item to be Corrected – Section 3

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
B. FROM: 29A392 – Health & Human Services Levy 3.9	JT1810520
SU515338 – Health & Human Serv. Levy 3.9 Subsidies	
Transfer Out \$ 9,840,914.75	
TO: 20A317 – ADAMHSBCC (as of 07/01/2009)	
MH431056 – BH-Administrative Oper Budget	
Revenue Transfer \$ 9,840,914.75	

Subsidy for 2018 first quarter support of the Alcohol Drug Addiction Mental Health Board based on the amount approved in the 2018 budget (R2017-0182). Funding comes from the HHS Levy.

Corrected Item – Section 3

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
B. FROM: 29A392 – Health & Human Services Levy 3.9	JT1810520
SU514729 – Alcohol Drug Addiction Mental Health 3.9	
Transfer Out \$ 9,840,914.75	
TO: 20A317 – ADAMHSBCC (as of 07/01/2009)	
MH431056 – BH-Administrative Oper Budget	
Revenue Transfer \$ 9,840,914.75	

Subsidy for 2018 first quarter support of the Alcohol Drug Addiction Mental Health Board based on the amount approved in the 2018 budget (R2017-0182). Funding comes from the HHS Levy.

Resolution No. R2018-0041 dated 2/27/2018:

Original Item to be Corrected – Section 1

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
L. 21A113 – Litter Prevention & Recycling - A	BA1809040
SM757047 – Litter Prevention & Recycling – A 97	
Other Expenses \$ 10,000.00	

Increase appropriations to facilitate cash transfer and closure of grant, reference JT1809041 for the cash transfer. Grant award was 93% expended. Fund balance is \$10,000.

Corrected Item – Section 1

Fund Nos./Budget Accounts

Journal Nos.

L.	21A114 – Litter Prevention & Recycling - B			BA1809040
	SM757062 – Litter Prevention & Recycling – B 97			
	Other Expenses	\$	10,000.00	

Increase appropriations to facilitate cash transfer and closure of grant, reference JT1809041 for the cash transfer. Grant award was 93% expended. Fund balance is \$10,000.

Resolution No. R2018-0041 dated 2/27/2018:

Original Item to be Corrected – Section 3

Fund Nos./Budget Accounts

Journal Nos.

B.	FROM: 21A113 – Litter Prevention & Recycling-A			JT1809041
	SM757047 – Litter Prevention & Recycling-A 97			
	Transfer Out	\$	10,000.00	
	TO: 21A117 – Recycle Ohio 95			
	SM757252 – 1995 Recycle Ohio			
	Revenue Transfer	\$	10,000.00	

Cash transfer between Recycle Ohio grants to reconcile cash balances and complete closure of grants.

Corrected Item – Section 3

Fund Nos./Budget Accounts

Journal Nos.

B.	FROM: 21A114 – Litter Prevention & Recycling-B			JT1809041
	SM757062 – Litter Prevention & Recycling-B 97			
	Transfer Out	\$	10,000.00	
	TO: 21A117 – Recycle Ohio 95			
	SM757252 – 1995 Recycle Ohio			
	Revenue Transfer	\$	10,000.00	

Cash transfer between Recycle Ohio grants to reconcile cash balances and complete closure of grants.

Resolution No. R2018-0041 dated 2/27/2018:

Original Item to be Corrected – Section 3

Fund Nos./Budget Accounts

Journal Nos.

C. FROM: 21A130 – Recycle Ohio 97			JT1809043
SM757302 – Recycle Ohio 1997			
Transfer Out	\$	24,454.85	
TO: 21A117 – Recycle Ohio 95			
SM757252 – 1995 Recycle Ohio			
Revenue Transfer	\$	2,801.98	
21A129 – Recycle Ohio 96			
SM757260 – Recycle Ohio 1996			
Revenue Transfer	\$	5,525.74	
21A132 – Commodity Market Study			
SM757328 – Commodity Market Study			
Revenue Transfer	\$	4,220.00	
21A133 – Recycle Ohio 98			
SM757260 – Recycle Ohio 1998			
Revenue Transfer	\$	3,600.93	
21A960 – Recycle Ohio 2001			
SM757393 – Recycle Ohio 2001			
Revenue Transfer	\$	4.00	
21A962 – Recycle Ohio 2002			
SM757435 – Recycle Ohio 2002			
Revenue Transfer	\$	3,208.00	
20A625 – Solid Waste District - Admin			
SM522466 – Solid Waste District - Admin			
Revenue Transfer	\$	5,094.20	

Cash transfer between Recycle Ohio grants to reconcile fund balances and complete closure of grants, remaining balance of funds to Solid Waste District Admin Fund. Recycle Ohio grants are reimbursable in nature and as such are not required to be repaid to the Ohio EPA.

Corrected Item – Section 3

<u>Fund Nos./Budget Accounts</u>			<u>Journal Nos.</u>
C. FROM: 21A130 – Recycle Ohio 97			JT1809043
SM757302 – Recycle Ohio 1997			
Transfer Out	\$	24,454.85	
TO: 21A117 – Recycle Ohio 95			
SM757252 – 1995 Recycle Ohio			
Revenue Transfer	\$	2,801.98	

21A129 – Recycle Ohio 96 SM757260 – Recycle Ohio 1996 Revenue Transfer	\$	5,525.74
21A132 – Commodity Market Study SM757328 – Commodity Market Study Revenue Transfer	\$	4,220.00
21A133 – Recycle Ohio 98 SM757336 – Recycle Ohio 1998 Revenue Transfer	\$	3,600.93
21A960 – Recycle Ohio 2001 SM757393 – Recycle Ohio 2001 Revenue Transfer	\$	4.00
21A962 – Recycle Ohio 2002 SM757435 – Recycle Ohio 2002 Revenue Transfer	\$	3,208.00
20A625 – Solid Waste District - Admin SM522466 – Solid Waste District - Admin Revenue Transfer	\$	5,094.20

Cash transfer between Recycle Ohio grants to reconcile fund balances and complete closure of grants, remaining balance of funds to Solid Waste District Admin Fund. Recycle Ohio grants are reimbursable in nature and as such are not required to be repaid to the Ohio EPA.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC029
March 27, 2018



ARMOND BUDISH
Cuyahoga County Executive

TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office; Mary Louise Madigan, Communications
DATE: March 19, 2018
RE: Fiscal Agenda – 3-27-2018 Council Meeting

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **March 27, 2018**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses.

This is a lengthy agenda, primarily due to the inclusion of requests to properly close project and grant funds, many of which have been dormant for several years. The size of this agenda is not indicative of what regular monthly fiscal agendas will look like; rather, this reflects our push to eliminate inactive accounts in advance of the migration to the new Enterprise Resource Planning (ERP) system and to ensure the County's compliance with ORC §5705.36(A)(5).

This agenda includes:

- Requests to adjust appropriation as appropriate to post the reconciliation of the 2016 space maintenance charges. The cost of maintaining the County's owned and operated buildings is captured in the Centralized Custodial Fund, which derives revenue from charges to the agencies and departments occupying the space. These charges are processed monthly based on estimated charges and a reconciliation is processed when the actual charges are known. The reconciliation of 2017 charges will take place on the next fiscal agenda.
- Requests to decrease appropriation within the Department of Public Works/Sanitary Sewer that have been inactive for years. This is necessary to properly reconcile projects and close inactive funds in accordance with proper accounting procedures and in compliance with the Ohio Revised Code.
- Requests to adjust appropriation with Juvenile Court's RECLAIM-Ohio grants, including an increase totaling approximately \$126,335 for the current year award, which expires in June 2018 and eliminating surplus appropriation in prior year awards. Juvenile Court receives approval from ODYS to transfer surpluses in one year to subsequent years, but the appropriation is then increased to the current year grant and should not remain in the prior year grant otherwise the authority to spend would exceed the amount allocated to the Court, which could result in a negative cash balance.
- Requests to decrease appropriation in the Departments of Health and Human Services/Homeless Services, Human Resources/Benefits, and Information Technology following the liquidation of prior year encumbrances. When contracts are liquidated, appropriation levels automatically increase by the same amount; this practice will cease with the new financial system. In the meantime, the Fiscal Office needs to process appropriation decreases to prevent the use of appropriation approved for a specific in the previous year(s) from being used for an

un-approved purpose in the current year and to ensure that agencies and departments' authority to spend does not exceed that which has been approved by County Council.

- Request to close the separate subfund for the Fatherhood Initiative. The Fatherhood Initiative began under the Board of County Commissioners as an independent office, solely supported by the Health and Human Services Levy Funds. Years later, the Fatherhood Initiative was merged into the Office of Child Support Services but retained separate financial reporting codes. Having transitioned to a program within the Office of Child Support Services, which has since been merged into the HHS Division of Job and Family Services, it is not necessary for Fatherhood to have its own fund and requires the processing of multiple subsidy payments from the HHS Levies to support the Office of Child Support Services' activity. Under the new structure, Fatherhood will share the Office of Child Support Services subfund (20A600) but will maintain a separate index code so that costs associated with this program can easily be tracked and reported.
- Request to transfer cash from a capital project at the Airport (roof placement) to the General Fund. This project was established in 2010 and was provided funding from the General Fund to cover the County's required local share (10%). The majority of the work for this project was completed in 2016 and 2017 and the project was completed under-budget; this request seeks to return the surplus to the General Fund.
- Request to effectuate the transfer of proceeds from the sale of property located at 7001 Euclid Avenue to the Board of Developmental Disabilities, approved by Council via R2017-0199. The County received \$2.7 million from the sale, \$2.5 million of which is being transferred to the Board. The County retains \$125,000 to cover the General Fund costs incurred to facilitate the sale.
- Request to facilitate three cash transfers to the General and HHS Levy Funds:
 - \$3,749 – HHS Levy Fund – this cash is sitting in an subfund that has been inactive since 2011 and results from a subsidy made from the Health and Human Services Levy Fund that exceeded what was needed by \$3,749 to cover expenditures. After this cash transfer posts, the fund will be properly closed.
 - \$33,094.47 – General Fund – this cash is in the Custody Mediation Fund, which captured the activity of the custody mediation division of the Department of Public Safety. Custody Mediation provided mediation services – via contract – to the Domestic Relations and Juvenile Courts. While the costs were intended to be supported exclusively through the contracts with the Courts, subsidies from the General Fund were processed to avoid negative cash balances (largely due to an increase in space occupancy costs) at year end. The costs were covered by the following year's contracts. Custody Mediation was closed in 2017 following the decision of both courts to bring the services in-house to reduce costs and improve outcomes. Final expenses have posted and the remaining cash balance in the Fund is \$33,094.47, which represents the General Fund subsidy made to balance the Fund.
- Request to facilitate two cash transfers from the 0.25% Fund to the General Operating Fund to cover debt service on the Q Arena Transformation project.
 - Annual debt service in years 2016-2027 includes a contribution from the County's 0.25% Fund ranging between \$1.4 million and \$2 million; 2018's contribution totals \$1.5 million. In 2017, the County issued \$141 million in Sales Tax Revenue Bonds in support of the Transformation project. In accordance with the terms in the indenture, debt service is being withheld from the County's monthly distribution from the State for the

1% sales tax, which is revenue to the General Operating Fund. To make the General Operating Fund whole, a transfer from the 0.25% Fund, as anticipated in the project budget, is necessary. This transfer satisfies the 2018 obligation.

- Annual debt service in years 2016-2034 includes a contribution from Destination Cleveland ranging between \$1 million and \$3.8 million. This contribution is from the 3% bed tax levied under ORC §5709.09(A)(1) that is transferred, less administrative fees, to the convention and visitors bureau (Destination Cleveland). The County has been withholding Destination Cleveland’s debt service contribution from its bed tax distribution and retaining it in the 0.25% Fund. This cash needs to be transferred to the General Operating Fund, which advanced funds to debt service.

Also included are requests to correct three items previously approved by County Council:

- JT1810520 – the original item incorrectly included the wrong index code for the subsidy account. This correction does not affect the amount or recipient of the subsidy.
- BA1809040 & JT1809041 – these items incorrectly increased appropriation to the wrong index code to effectuate the cash transfer.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenan@cuyahogacounty.us. Thank you!

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

Department	Amount Requested	Funding Source
Common Pleas Court	\$562,901.00	Grant – No General/HHS Levy Fund Impact
Development	\$5,747,298.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Early Childhood	\$492,250.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Homeless Services	(\$621,548.40)	Special Revenue – HHS Levy Fund Impact
HHS/Homeless Services	\$1,764,776.00	Grant – No General/HHS Levy Fund Impact
HHS	\$3,749.00	Special Revenue – HHS Levy Fund Impact
Human Resources/Benefits	(\$9,605,755.04)	Special Revenue – General/HHS Levy Fund Impact
Information Technology	(\$10,568.56)	General Fund
Juvenile Court	(\$1,000,507.11)	Grant – HHS Levy Impact
Non-Departmental	\$2,500,000.00	General Fund
Personnel Review Commission	\$48,604.76	General Fund
Prosecutor	\$61,318.35	General Fund
Public Safety	\$3,144,257.00	Grant – No General/HHS Levy Fund Impact
Public Safety	(\$61,318.35)	Special Revenue – General Fund Impact
Public Works/Capital Projects	\$9,110,000.00	Special Revenue – General Fund Impact
Public Works/Road & Bridge	\$2,489,450.00	Special Revenue – No General/HHS Levy Fund Impact
Public Works/Sanitary Sewer	(\$5,876,274.53)	Special Revenue – No General/HHS Levy Fund Impact
Soldiers & Sailors Monument	\$24,235.62	General Fund
TOTAL	\$8,772,867.74	

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

Department	Amount Transferred	Funding Source
Common Pleas Court	\$45,271.57	Grant – No General/HHS Levy Fund Impact
Juvenile Court	\$41,931.85	Grant – HHS Levy Fund Impact
Medical Examiner	\$4,160.98	Grant – No General/HHS Levy Fund Impact
Prosecutor	\$92,539.67	Grant – No General/HHS Levy Fund Impact
Public Safety	\$40,000.00	Grant – No General/HHS Levy Fund Impact
Public Works	\$232,000.00	Special Revenue – General Fund Impact
TOTAL	\$455,904.07	

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

Department	Amount Transferred	Funding Source
ADAMHS	\$9,840,914.75	HHS Levy Fund
HHS	\$3,749.00	Special Revenue – HHS Levy Fund Impact
Juvenile Court	\$2,704,807.88	Grant – HHS Levy Fund Impact
Non-Departmental	\$2,500,000.00	General Fund
Public Safety	\$33,094.47	Special Revenue - General Fund Impact
Public Works/Capital Projects	\$273,621.43	Special Revenue – General Fund Impact
Public Works/Sanitary Sewer	\$807,475.40	Special Revenue – No General/HHS Levy Fund Impact
TOTAL	\$16,163,662.93	

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0069

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, 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 Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22 in which its members serve three-year terms; and

WHEREAS, County Executive Armond Budish has nominated The Honorable Bradley D. Sellers for reappointment to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



March 13, 2018

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street
Cleveland, OH 44115

RE: Cuyahoga County Planning Commission

Dear President Brady,

The Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22. In order to ensure geographic representation on the Planning Commission, the County is divided into eight separate planning regions. One leader from each region shall serve on this body. Members serve three-year terms. I submit the following nomination for service on the Cuyahoga County Planning Commission:

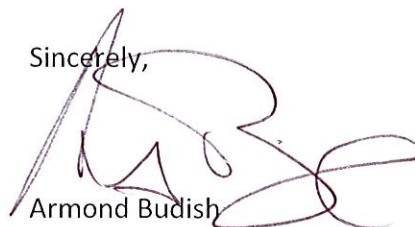
- Mayor Bradley Sellers of Warrensville Heights (Chagrin/Southwest Region)

Attached please find Mayor Sellers' professional narrative. Upon confirmation, Mayor Sellers would immediately commence service on the Planning Commission for a term ending 1/1/2021.

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing a community within the designated area. The Board is uncompensated.

Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,



Armond Budish
Cuyahoga County Executive



ARMOND BUDISH
Cuyahoga County Executive



Mayor Bradley Sellers, of Warrensville Heights

Bradley D. Sellers is the seventh mayor of the City of Warrensville Heights. He is the first native resident of Warrensville Heights to be elected to the office. He was elected to his first term as mayor on November 8, 2011. His vision for the city is inclusive of providing great city services, expanding the tax base, preserving great neighborhoods, and creating opportunities for the city's children.

Before becoming Mayor, he served as the Director of Economic Development for the City of Warrensville Heights for 11 years. Mayor Sellers, with his development background, has prioritized the economic development and job creation agenda for the city. Under his direction, the City of Warrensville Heights helped create 3,000+ jobs and over \$500 million dollars in construction projects. He continues to use a collaborative development strategy that has been well received by both the public and private sector.

Understanding that the City of Warrensville Heights neighborhoods need to be strong, Mayor Sellers has turned his attention to the critical importance of the Warrensville Heights School system. The basic premise of the equation is that "Strong Schools = Strong Communities". A 1981 graduate of Warrensville Heights High School, Mayor Sellers has pledged his commitment to being a catalyst for the change so desperately needed to give the community's children the best advantage for a bright future.

As an advocate for developing a great community, Mayor Sellers was instrumental in developing the first new housing subdivisions in Warrensville Heights in more than forty years. The City's goal is to construct 250 new homes within a ten year period. He has also placed an emphasis on public safety services. Mayor Sellers, who also serves as the City of Warrensville Heights Director of Public Safety, stays in constant contact with the Chief of Police to develop and implement new strategies to deter crime and reduce the prevalence of drugs, and other non-desired community impacts on city streets.

Mayor Sellers continues to promote the City of Warrensville Heights as a great place to live, work and play! He is actively involved with the First Suburbs Consortium, which is a group of Cleveland inner-ring suburban communities that collaborate to foster regional collaboration and cooperation.

Mayor Sellers attended The Ohio State University, and spent fifteen years as a professional athlete in his first post collegiate career. In 1986, he was selected in the first round of the National Basketball Association draft by the Chicago Bulls. As a member of the Bulls he had the opportunity to learn and play along-side some of the greatest players in NBA history, such as Michael Jordan and Scottie Pippen.

2079 East Ninth Street | Cleveland, OH 44115 | 216.443.7178
Ohio Relay Service 711 | www.onecuyahoga.com

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0070

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) 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, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, County Executive Armond Budish has nominated Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



March 20, 2018

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

RE: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady,

Pursuant to Ohio Revised Code Section 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to submit for Council's confirmation, the following appointee to this Board:

- Scott Osiecki (appointment for unexpired term ending 12/31/2018 – replacing Valeria Harper)

Attached is a copy of Mr. Osiecki's bio for your review.

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the lack of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,



Armond Budish
Cuyahoga County Executive

Scott S. Osiecki Biography

Scott S. Osiecki is the Chief Executive Officer for the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County and was appointed on March 1, 2018. He has been employed with the Board in executive leadership capacities for nearly 24 years. Prior to being selected as the Chief Executive Officer, Scott served as Acting Chief Executive Officer and the Chief of External Affairs.

As Chief Executive Officer, Scott leads and oversees the staff of the ADAMHS Board and is responsible for advocacy, planning, and management of a recovery oriented system of care that delivers quality treatment and recovery services through its contract agencies.

In his prior leadership positions, Scott was responsible for public relations, media relations, governmental affairs, education and training and clients' rights. Since earning a Bachelor of Arts Degree in Communication from Cleveland State University in 1987, Mr. Osiecki has held several leadership positions in the communication/public relations/non-profit and government fields. Mr. Osiecki was previously the Communications Manager with the Cuyahoga Metropolitan Housing Authority; Public Relations and Communications Consultant with Progressive Insurance; Public Relations Manager for the Cuyahoga County Community Mental Health Board; Public Relations and Fundraising Coordinator for the Interchurch Council Hunger Task Force; Director of Public Relations for the Eliza Jennings Home, and Public Affairs and Fraternal Activities Supervisor for the Catholic Knights of Ohio.

Scott is a graduate of the 2004 Cleveland State University Leadership Academy – Class XIII, and is the past Secretary/Treasurer, Vice-President and President of the Leadership Academy Society's Board. He was also the recipient of the Academy's 2008 Distinguished Community/Non-profit Leader Award. Scott has also received the National Association of Government Communicators Blue Pencil Award for the Cuyahoga County Community Mental Health Board's Suicide Prevention Campaign, and the Substance Abuse and Mental Health Services Administration (SAMHSA) Excellence in Community Communications and Outreach (ECCO) Award in Media Outreach.

Scott is a certified trainer of Question Persuade and Refer (QPR), an approach to suicide prevention that offers individuals the skills to effectively intervene on behalf of people who are suicidal and/or in a crisis. He also holds a "camo belt" attained by participating in Cleveland State University's LeanOhio Boot Camp.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0071

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 to facilitate private construction of an airport hangar and related facilities and improvements to be located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, A letter of intent (LOI) was authorized by the Board of Control, by and between Cuyahoga County and PACE Aviation, Inc. In 2017 (CON2017-01) followed by an RFP exemption (RQ41618) providing for a ground lease; and

WHEREAS, PACE Aviation, Inc. has proposed building a 61,900 square foot hangar on approximately 1.36 acres of County-owned land at the Cuyahoga County Airport to be located on a part of PPN# 821-02-001 on Curtis Wright Parkway in the City of Highland Heights, Ohio; and

WHEREAS, such ground lease to PACE Aviation, Inc. will facilitate the development of an airplane hangar and private investment of approximately Three (3) Million Dollars; and

WHEREAS, said airplane hangar will become the property of Cuyahoga County at the end of the initial twenty (20) year term and the ten (10) year renewal term; and

WHEREAS, such investment will further increase revenues for the Cuyahoga County Airport through said ground lease and additional fuel flow fees, create jobs and expand the municipal and county tax base; and

WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 (representing ground lease and fuel flow fees for the initial twenty-year term) for the period 4/1/2018 - 3/31/2038; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating ground lease agreement with PACE Aviation, Inc. in the amount not-to-exceed \$907,179.00 (\$395,304.00 in ground rent and \$511,875.00 in minimum fuel flow fees) for construction of an airport hangar and related facilities and improvements located at the Cuyahoga County Airport, Curtiss Wright Parkway, Highland Heights, for the period 4/1/2018 - 3/31/2038.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



TO: Michael W. Dever, Director, Department of Public Works

FROM: Armond Budish, County Executive

DATE: January 4, 2017


SUBJECT: Consent Item Approval – January 3, 2017

Consent Item Approval No. CON2017-01

Department of Public Works, submitting a Letter of Intent with Pace Aviation Inc. for an option to Lease Property located at the Cuyahoga County Airport to build an Aircraft Hangar Facility for a period of 1 year.

Funding Source: an approximate investment of \$3,500,000.00 in improvements over the lease term.

Armond Budish, County Executive

Approved: 
2017-01-05 17:40:24

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0072

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

WHEREAS, the goal of this project is to provide sewer rehabilitation as needed in various sewer districts within Cuyahoga County for two (2) years; and

WHEREAS, the funding for this project is 100% from Sewer District User fees; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41694 to United Survey, Inc. in the amount not-to-exceed \$2,955,017.00 for the 2018 Sewer Rehabilitation Program in various County Sewer Districts for the period 4/30/2018 - 4/30/2020; and

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

Item No. 1

Public Works is recommending an award on RQ41694 and requesting to enter into a contract with United Survey, Inc. for the 2018 Sewer Rehabilitation Program in various Cuyahoga County Sewer Districts for a Two-year Period in the amount not-to-exceed \$2,955,017.00. The contract period is April 30, 2018 – April 30, 2020.

Procurement

The RFB was closed on February 20, 2018.

There were nine (9) vendors on the plan holders list and three (3) bids were received.

The Diversity Goals were 7% SBE, 17% MBE, 6% WBE (see OPD Bid Tabulations for details).

Contractor Information

United Survey, Inc., 25145 Broadway Avenue, Cleveland, Ohio 44146.

Council District 9.

Project Status

DPW will issue task orders upon execution of a contract.

Funding

Sewer District User Fees

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: ST-18-41694	TYPE: (RFB/RFP/RFQ): Formal RFB Construction	ESTIMATE: \$3,500,000.00
CONTRACT PERIOD: n/a	RFB/RFP/RFQ DUE DATE: 2/20/2018	NUMBER OF RESPONSES (issued/submitted):
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: 2018 Sewer Rehab Program for 2-Year Period	9/3
DIVERSITY GOAL/SBE 7%	DIVERSITY GOAL/MBE 17%	DIVERSITY GOAL/WBE 6%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: 2,955,017.00	Add 2%, Total is: + \$59,100.34 = \$3,014,117.34
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid: \$2,955,017.00	Add 2%, Total is: + \$59,100.34 = \$3,014,117.34
*PRICE PREFERENCE LOWEST BID REC'D \$2,955,017.00	RANGE OF LOWEST BID REC'D \$ 1,000,001 – 3,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: 8% up to max \$210,000	MAX SBE/MBE/WBE PRICE PREF \$ 3,165,017.00	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																
1.	United Survey Inc 25145 Broadway Ave Cleveland, OH 44146	Bid Bond Evergreen National Indemnity Company	\$2,955,017.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2861 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SBE Subcontractor Name:</td> <td>(WM) United Survey, Inc. SBE 20% (WF) All Contractors Supply WBE 6%</td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes (WM) United Survey, Inc. SBE <input type="checkbox"/>No</td> </tr> <tr> <td>Total SBE %</td> <td>SBE 20% MBE 0 WBE 6%</td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input checked="" type="checkbox"/>Yes LML 2/22/18 <input type="checkbox"/>No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td>Requested a full waiver stating that they are an SBE and that they are contracting a WBE but that there is not MBE's available to do the job since this is a specialty job. NM 2/21/18 LML 2/22/18</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"> </td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td> </td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/>Yes</td> </tr> </table>	SBE Subcontractor Name:	(WM) United Survey, Inc. SBE 20% (WF) All Contractors Supply WBE 6%	SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) United Survey, Inc. SBE <input type="checkbox"/> No	Total SBE %	SBE 20% MBE 0 WBE 6%	SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 2/22/18 <input type="checkbox"/> No	SBE Comments and Initials:	Requested a full waiver stating that they are an SBE and that they are contracting a WBE but that there is not MBE's available to do the job since this is a specialty job. NM 2/21/18 LML 2/22/18			SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes	Vendor is compliant, is recommending an award.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBE Subcontractor Name:	(WM) United Survey, Inc. SBE 20% (WF) All Contractors Supply WBE 6%																								
SBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes (WM) United Survey, Inc. SBE <input type="checkbox"/> No																								
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SBE Subcontractor Name:																									
SBE Prime: (Y/N)	<input type="checkbox"/> Yes																								

Transaction ID:

				<input checked="" type="checkbox"/> Yes Pricing Sheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
2.	Layne Inliner LLC 4143 Weaver Court Hilliard, OH 43026	Bid Bond Travelers Casualty & Surety Company of America	\$3,065,254.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-4119 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Pricing Sheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Total SBE % SBE 0 MBE 0 WBE 0 SBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 2/22/18 SBE Comments and Initials: Requesting a full waiver due to them not able to locate qualified subcontractors. Nothing was filled out in Page DIV 3 page 2. NM 2/21/18 LML 2/22/18 SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	Insituform Technologies LLC 17988 Edison Ave Chesterfield, MO 63005	Bid Bond Travelers Casualty & Surety Company of	\$3,586,682.75	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

		America		IG Number: NEED Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Pricing Sheets: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes			<table border="1"> <thead> <tr> <th>Total SBE %</th> <th>SBE 0</th> <th>MBE 0</th> <th>WBE 0</th> </tr> </thead> <tbody> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes</td> <td></td> <td><input checked="" type="checkbox"/> No LML 2/22/18</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td colspan="3"> They are requesting a full waiver stating that they sent out emails to different companies but none have confirmed yet. NM 2/21/18 Email to diversity vendors sent on Thursday, 2/15/18 5:41pm and bid due date was Tuesday, 2/2018 at 2pm LML 2/22/18 </td> </tr> <tr style="background-color: #cccccc;"> <td colspan="4"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td colspan="3"></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes</td> <td></td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td colspan="3"></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes</td> <td></td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td colspan="3"></td> </tr> </tbody> </table>	Total SBE %	SBE 0	MBE 0	WBE 0	SBE Comply: (Y/N)	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No LML 2/22/18	SBE Comments and Initials:	They are requesting a full waiver stating that they sent out emails to different companies but none have confirmed yet. NM 2/21/18 Email to diversity vendors sent on Thursday, 2/15/18 5:41pm and bid due date was Tuesday, 2/2018 at 2pm LML 2/22/18							SBE Subcontractor Name:				SBE Prime: (Y/N)	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Total SBE %				SBE Comply: (Y/N)	<input type="checkbox"/> Yes		<input type="checkbox"/> No	SBE Comments and Initials:					
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County Council of Cuyahoga County, Ohio

Resolution No. R2018-0073

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution rescinding Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended to rescind Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the original estimated project cost was \$1,850,000.00 and was to be funded with \$250,000.00 from the County's Road and Bridge fund (50-50 Program) and \$1,600,000.00 from the City of Cleveland Heights Road Resurfacing fund; and

WHEREAS, the Department of Public Works informed County Council that the City of Cleveland Heights requested the project be withdrawn; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby rescinds Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker

Item No. 3

Department of Public Works has recommended to Rescind Resolution No. R2017-0069 dated 4/25/2017, which declared that public convenience and welfare requires resurfacing Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights and which found that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement. The original estimated project cost was \$1,850,000 and was to be funded with \$250,000 from the County's Road and Bridge fund (50-50 Program) and \$1,600,000 from the City of Cleveland Heights Road Resurfacing fund. The Department of Public Works informed County Council that the City of Cleveland Heights requested the project be withdrawn; it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

The primary goal of this request 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.

Procurement – N/A

Contractor and Project Information

The location of the project is Coventry Road from Cleveland Heights North Corporation Line to Shaker Boulevard in the Cities of Cleveland Heights and Shaker Heights.

The project is located in Council District 9 and 10

Project Status and Planning

This project is new to the County.

Funding

The project was to be funded (\$250,000) with County Road and Bridge Fund, (\$1,600,000) from City of Cleveland Heights Road Resurfacing fund; total anticipated cost (\$1,850,000).

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0074

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; total estimated project cost \$581,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said projects; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended declaring that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program; and

WHEREAS, the anticipated cost of the project for the resurfacing is \$581,000.00; and

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

WHEREAS, this project will be funded as follows: (a) \$250,000.00 with County Road and Bridge Funds and (b) \$331,000.00 from the City of Cleveland Heights Resurfacing Fund; and

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

WHEREAS, the locations of the Cleveland Heights 2018 Operations Resurfacing Program projects are (a) Warrensville Center Road from Mayfield Road to Noble Road and (b) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line in the City of Cleveland Heights, Council District 10; and

WHEREAS, the anticipated start date for construction of the project is 2018; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of a road and parkway located in the City of Cleveland Heights in connection with the 2018 Operations Resurfacing Program as follows:

- (a) Warrensville Center Road from Mayfield Road to Noble Road; and
- (b) Cedar Glen Parkway from Euclid Heights Boulevard to the Cleveland Heights West Corporation Line.

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

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__

A. Scope of Work Summary

1. The Public Works Department requesting that Council find: a) that public convenience and welfare requires the resurfacing for the Cleveland Heights 2018 Operations in Cleveland Heights. b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of the project is \$581,000 the project is to be funded \$250,000 with the County Road and Bridge Fund and \$331,000 from the City of Cleveland Heights Resurfacing Fund. The anticipated start date for construction is 2018.

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

3. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.

2. N/A

3a. The location of the project is Warrensville Center Road – Mayfield Road to Noble Road, Cedar Glenn Parkway – Euclid Heights Boulevard to Cleveland West Corporation Line in the City of Cleveland Heights.

3b. The project is located in Council District 10

D. Project Status and Planning

1. This project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

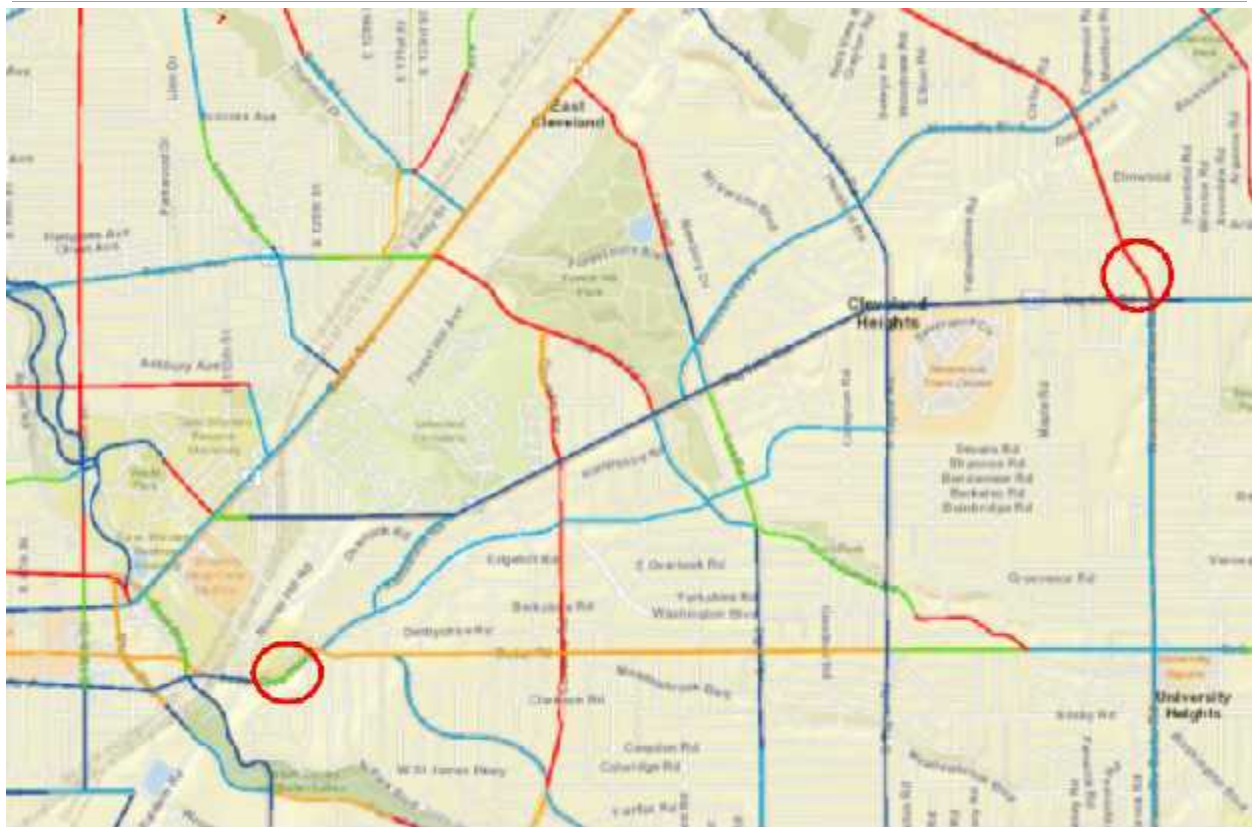
1. The project is to be funded \$250,000 with the County Road and Bridge Fund and \$331,000 from the City of Cleveland Heights Resurfacing Fund, total anticipated cost \$581,000.



CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – Cleveland Heights 2018 Operations City of Cleveland Heights

Project Type	Resurfacing
Project Limits	Warrensville Ctr. Road from Mayfield Road to Noble Road and Cedar Glen Parkway from Euclid Heights Blvd. to Cleveland Heights West Corporation Line
Average Daily Traffic	Warrensville -15,095 & Cedar -37,044 vehicles per day
NOACA Pavement Rating	Warrensville -Poor (40-54) /Cedar -Fair to Poor (55-64)
Council District	10
Project Construction Cost	\$581,000
Proposed Funding	\$250,000 County Road and Bridge, \$331,000 Cleveland Heights Resurfacing Fund
Project Design	City of Cleveland Heights
Construction Admin	City of Cleveland Heights



County Council of Cuyahoga County, Ohio

Resolution No. R2018-0075

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; 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 amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

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 relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

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

Journal _____
_____, 20__

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

Table of Contents

	<u>Pages</u>	
SECTION I	Purpose and Introduction	1-2
SECTION II	Definition	2-3
SECTION III	General Provisions	3-6
	A. Who May Travel	
	B. Request for Travel	
	C. When to Travel	
	D. Scheduling	
	E. Allowable Accommodations	
	F. Selection of Travel Services	
	G. Use of Personal Vehicles	
	H. Use of County Vehicles	
	I. Expenses	
	J. Expense Reporting	
	K. Reimbursement	
	L. Safety	
	M. Employee Conduct	
	N. Travel Out-Of-County	
	O. Employees Covered By Collective Bargaining Agreements	
SECTION IV	Submitting Requests for Travel	6-8
	A. Mandated Travel	
	B. Submitting a Request for Travel	
	C. Amending Travel Requests	
	D. County Travel Agent	

Travel Policy

Table of Contents

SECTION V	Types of Travel	8-12
	A. In-County Travel	
	B. In-State Travel	
	C. Out-Of-State Travel	
	D. International Travel	
	E. Emergency Travel	
SECTION VI	Use of Vehicle	12-16
	A. County Fleet Vehicles	
	B. Department Vehicles	
	C. Personal Vehicles	
SECTION VII	Authorized/Unauthorized Expenses	16-22
	A. General	
	B. Authorized Expenses	
	C. Unauthorized Expenses	
SECTION VIII	Exceptions, Amendments, and Ethics	22
	A. Exceptions	
	B. Amendments	
	C. Ethics	
EXHIBITS		23-40

IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request, the Fiscal Officer, County Executive (or designee) may grant exceptions to this policy at his or her discretion.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II

Definition

For the purposes of this policy, the following definitions shall apply:

- A. “Board Member” includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. “Conference, Convention, Meeting, Seminar” shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. “County traveler” shall mean any official, employee, or board member who is traveling to conduct County business.
- D. “County Fleet Vehicle” is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. “Department Head” shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. “Employee” shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. “Official” shall include any person holding elective office specified in, or established pursuant to the Charter.
- H. “Receipt” shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. “Travel expenses” shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the “authorized/reimbursable” expenses as well as the “unauthorized/non-reimbursable” expenses.

- J. “Employees covered by collective bargaining agreements or State/Federal regulations/Union employees” refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III
General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through OnBase (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County’s biennial budget or other approved fiscal appropriation.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable (e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures.

In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of travel, etc.). The department travel coordinator must then utilize the County's contracted travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. Use of Personal Vehicles

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. Use of County Vehicles

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, MapQuest printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are not acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County

travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. Travel Out-of-County

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-related travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV

Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners.

B. Submitting a Request for Travel

- i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into OnBase. A Travel Authorization Form (Exhibit 7) and an Anticipated Travel Expense Report Form (Exhibit 8) should be submitted in OnBase to support the travel request. Each request must provide the following information:
 - a. Department Name,

- b. Department Number/Index Code,
 - c. Department Head (or authorized designee),
 - d. Name of person who prepared the request (contact) and their phone number,
 - e. Traveler name(s) (Full names of all travelers),
 - f. Name of event/Purpose of travel,
 - g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
 - h. Location (complete address if available; otherwise city and state),
 - i. Date(s) of travel (all dates that the traveler(s) will be traveling),
 - j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
 - k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
 - iii. The request for travel must be entered into OnBase prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
 - iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.
 - v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through OnBase to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 11), a Multiple Employee Voucher (Exhibit 12) or an office voucher attaching the invoice and/or receipts (See Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V

Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Mileage,
 - c. Parking and Tolls,
 - d. Registration fees, and
 - e. Miscellaneous expenses

- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
 - a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage above an employee's normal commute is reimbursable.

B. In-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation
 - b. Lodging,
 - c. Car rental (only when use of County or personal vehicle is impractical).
 - d. Meals,

- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)).
- iii. Examples of eligible in-state travel include:
 - a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
 - b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,
 - g. Parking & Tolls, and
 - h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10).

- ii. Approval Requirements: All out-of-state travel in any amount requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B).

iii. Examples of eligible out-of-state travel include:

- a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
- b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:

- a. Transportation,
- b. Lodging,
- c. Car rentals,
- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls,
- h. Fees for duty-related international travel, and
- i. Miscellaneous expenses.

- ii. Approval Requirements: All international travel in any amount requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned

fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.

iii. Examples of eligible international travel:

- a. Employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.

- a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.

- b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.

ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.

iii. Information should be entered into OnBase as soon as possible.

SECTION VI
Use of Vehicles

A. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If "ride-share" is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible

for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual. (See EXHIBIT 3.)

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County's Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet vehicles shall specify:

- a. The date(s) the vehicle will be in use,
- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver's license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and
- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head;
- b. Personal use of a fleet vehicle is strictly prohibited;
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle;

- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV;
- e. No County fleet vehicle may be driven outside of the United States under any circumstances;
- f. All County fleet vehicles and keys must be returned by the approved date and time unless prior arrangements have been made;
- g. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures as listed in EXHIBIT 3:

- a. Stop immediately; call the appropriate authorities, for example 9-1-1, and request medical assistance, if required; and if possible must notify supervisor;
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment;
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s);
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself;
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment;
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment;
- g. Call the Department of Public Works, Fleet Services at 216-661-2800;
- h. Notify the County's Insurance Coordinator at 216-443-7298; and

- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

- a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard lights.
- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:
 1. Your name and department/agency name;
 2. Your supervisor's name and phone number;
 3. The County fleet vehicle information:
 -) Make, model, color, and type of vehicle;
 -) License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 -) The exact location of the vehicle; and
 -) Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. – 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.

- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

B. Department Vehicles

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

C. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. Mileage reimbursement for personal vehicles is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at <https://www.irs.gov/tax-professional/standard-mileage-rates/> (See Exhibit 6). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII

Authorized/Unauthorized Expenses

- A. Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any

travel is requested. Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may not accept payment for, or reimbursement of, travel expenses from a third party entity/organization currently doing, or seeking to do, business with the County.

B. Authorized Expenses. The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:

i. Ground and other Transportation – for travel between business locations, travelers are encouraged to choose the most cost effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:

- a. Airfax;
- b. Public transit, including trains; and
- c. Other as approved by the respective Department Heads and/or Fiscal Officer.

ii. Lodging

- a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
- b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
- c. For reservation purposes, the County is State of Ohio Political Subdivision #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-

7202 for the County's official tax-exempt form (EXHIBIT 4).

- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:
 - 1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
 - 2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
 - 3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

- a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.

1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 4) for listing) shall be reimbursed to an employee on authorized travel with valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.
2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m.

When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.

- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or individual meal maximums. An employee may opt to use room service for meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses related to continuing education, if such education is a requirement for continued employment.
- c. The County may approve payment or reimbursement for other educational opportunities that provide professional development at the discretion of the Department Director, Chief or County Executive.
- d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
- e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate <https://www.irs.gov/tax-professionals/standard-mileage-rates/> (See Exhibit 6). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.

- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.
- d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

- a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options are available.

v. Fees for Duty-Related International Travel

- a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. Miscellaneous Expenses

- a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. Unauthorized Expenses _

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages;
- ii. Cosmetic items;
- iii. Entertainment;
- iv. Laundry/Dry cleaning;
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv));

- vi. Parking/speeding tickets or other moving violations;
- vii. Valet parking: If no other parking options are available, valet parking may be reimbursed;
- viii. Personal telephone calls or internet usage;
- ix. Personal miscellaneous expenses;
- x. Private vehicle repairs;
- xi. Travel insurance expenses – air, rental car etc.;
- xii. Spouse/dependent travel costs;
- xiii. Meal costs exceeding the maximum per day amount;
- xiv. In-flight movies, hotel room movies and video games;
- xv. Lost and overweight baggage;
- xvi. Medical expenses;
- xvii. Credit card finance charges;
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to “beyond-your-control” events will be handled on a case by case basis); and
- xix. Political expenses.

SECTION VIII

Exceptions, Amendments, & Ethics

- A. Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion.
- B. Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.
- C. Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – VOUCHER

EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – TRAVEL/DRIVING ON COUNTY BUSINESS POLICY/PROCEDURES

EXHIBIT 4 – COUNTY TAX EXEMPT FORM

EXHIBIT 5 – PREMIUM TRAVEL AREAS

EXHIBIT 6 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 7 – TRAVEL AUTHORIZATION FORM

EXHIBIT 8 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 10 – MILEAGE REPORT FORM

EXHIBIT 11 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 12 – MULTIPLE EMPLOYEE VOUCHER

OFFICE VOUCHER



F

Department Approval

Dept. Name _____ Phone Ext. _____

Date Filled _____

Received By _____

Purpose _____

Purpose _____

OF1600877

DOCUMENT NUMBER: _____

VEHICLE NUMBER: _____

VIN: _____

FLINES: _____

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	GRANT DETAIL	PROJECT	PROJECT DETAIL
01	Description							
02	Description							
03	Description							
04	Description							
05	Description							
06	Description							

EXHIBIT 1

FORM 01-1-26
3.8.07.26



VEHICLE REQUEST FORM
FLEET SERVICES
 4000 Brookpark Rd.
 Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely
 Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

DRIVER'S INFORMATION

Department Requesting Use of Vehicle(s) _____ Driver(s) _____

Destination _____ Contact No. _____

Pick-up Date _____ Time _____ Return Date _____ Time _____

TYPE OF VEHICLE NEEDED: Sedan 7 Pass. Van w/seats
 Cargo Van Mini Van w/one seat removed
 15 Pass. Van Mini Van w/both seats removed

AUTHORIZING
 DEPT./DIVISION
 HEAD

Signature _____ Contact No. _____ Index Code _____

Chargeback rates to Department \$.521

FLEET SERVICES Approved Disapproved.
 USE ONLY

Reason for disapproving request _____

Signature _____

HOURS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M.
 VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M.
 COUNTY GARAGE DOES NOT PROVIDE PARKING OR PICK-UP AND DROP-OFF SERVICES TO CUSTOMERS

EXHIBIT 2

**Section 16:
TRAVEL / DRIVING ON COUNTY
BUSINESS**

16.01 Traveling on County Business

Employees may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. Any decision to travel must be made in accordance with the policies and procedures set forth in the Cuyahoga County Travel Policy. An employee may be denied reimbursement for their travel expenses and may be subject to discipline, up to and including removal, if they fail to follow the policies and procedures set forth in the Cuyahoga County Travel Policy. **A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources.**

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all of the County's rules while traveling, including, but not limited to rules regarding:

- Personal appearance ([Section 13.02](#));
- Alcohol and drug use ([Section 7.01](#)); and
- Sexual or other workplace harassment ([Section 4.03](#)).

Any failure to adhere to these requirements constitutes an infraction of the County Discipline Policy ([Section 13](#)), which may result in disciplinary action, up to and including removal from County employment.

16.02 Safety Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

16.03 Driving on County Business / Use of County Fleet Vehicles

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobmv.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

NOTE: Driving records are public information. County management has the authority and does conduct routine inspections of the driving records of its employees. Employees who are required to drive on, or in the course of County business are encouraged to periodically visit the Ohio BMV website (<http://www.ohiobmv.com/>) to monitor the status of their license.

- All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.
- Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking

Cuyahoga County Department of Human Resources Policies and Procedures Manual		Section 16.03 (I) Last Revised: 4/5/11
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tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.

- The use of **alcohol** and/or other **controlled substances** – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- An employee involved in a **motor vehicle accident** must strictly adhere to the vehicle accident reporting requirements set forth in **Section 16.04** of this Manual.

NOTE: It is strongly recommended that an employee operating a vehicle pull to a safe location and park the vehicle **before** using a cell phone. It should also be noted that several municipalities strictly prohibit the use of a cell phone while driving.

Use of County Fleet Vehicle

Immediately upon becoming aware of the need for the use of a County fleet vehicle, a County employee should contact the Fleet Services Department at (216) 443-8952 to determine if a vehicle is available on their travel date. If a vehicle is available, the employee should submit a Vehicle Request Form to the Fleet Services Garage via facsimile at (216) 443-7806.

A County employee that operates a County fleet vehicle must adhere to the following **additional** requirements:

- **Personal use** of a fleet/pool vehicle is strictly prohibited.
- Fleet/pool vehicles may only be used during the **employee's regular working hours** or as approved by the employee's department management.
- Fleet/pool vehicles shall only be **operated by County employees**.
- **Non-County employees** shall not travel in a fleet/pool vehicle unless specifically authorized by the employee's department management.
- **Smoking** is strictly prohibited inside a fleet/pool vehicle.
- Employees must comply with the Cuyahoga County **Vehicle Idling** Policy. A copy of the Idling Policy can be obtained by contacting the Fleet Services Department or by logging onto the County intranet.
- Fleet/pool vehicles may not be driven **out-of-state** without prior approval by the County.
- Fleet/pool vehicles may never be driven **out of the country**.
- Fleet/pool vehicles and keys must be **returned** by the specific date and time given and in the condition that they were received.

Cuyahoga County
Department of Human Resources
Policies and Procedures Manual



Section 16.03 (2)

Last Revised: 4/5/11

16.04 Vehicle Accident Reporting Procedure

For purposes of this Section, a "vehicle accident" is an accident that results in property damage and/or physical injuries to any parties involved in the accident.

Employee Duties

An employee involved in a vehicle accident either, (1) occurring in the course of County business in a private/rental vehicle, or (2) occurring in a County vehicle at any time, **must** follow the following steps:

- 1) **Remain at the accident site unless it is necessary to immediately go to hospital.**
- 2) **Contact the appropriate authorities (i.e., dial 911).**
- 3) **Contact County Protective Services at 216-443-2141 or 1-888-814-3578.**
- 4) **Contact their immediate supervisor.**

After such accidents, the County employee may be required to submit to an alcohol and drug test depending on the circumstances. (See Section 7.04 for more information on County drug/alcohol testing policies and procedures.) Therefore, the employee shall remain at the accident site until they receive further instruction from either their supervisor, Protective Services or the Fitness for Duty Coordinator.

NOTE: An employee who is incapacitated and/or transported by EMS to the hospital as a result of a vehicle accident shall contact their immediate supervisor as soon as practicable.

Supervisor Duties

Upon receipt of notification of a vehicle accident involving a County employee, the supervisor shall immediately notify County Protective Services (216-443-2141).

Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.

Cuyahoga County
Department of Human Resources
Policies and Procedures Manual



Section 16.04
Last Revised: 4/5/11

INSURANCE IDENTIFICATION CARD - Ohio

EXHIBIT 3
Page 6 of 6

COMPANY
CUYAHOGA COUNTY

EFFECTIVE DATE
08/01/2015

EXPIRATION DATE
07/31/2016

YEAR MAKE/MODEL VEHICLE IDENTIFICATION NUMBER
 FLEET

NAME OF INSURER/INSURED
CUYAHOGA COUNTY
c/o DEPARTMENT OF LAW, RISK MANAGEMENT DIVISION
2079 East 9th Street
Cleveland, Ohio 44115

SEE IMPORTANT NOTICE ON REVERSE SIDE

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION

If you are involved in an accident:

1. Remain at the scene. **Do not admit fault.**
2. **Call the police** to report the accident, (911), then call **Protective Services** at **216-443-2141**.
3. **Exchange information** with the other driver(s). Obtain any witness information
4. **Write down the plate number, state, and/or vehicle identification number of each vehicle involved.**
5. **Contact Risk Management** at **216-443-7298** within 24 hours.

2428 8 05 2014





STEC-B
Rev. 3/15/04

EXHIBIT 4

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)
Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption.

Cuyahoga County

Purchaser's name

2079 E. 9 Street

Street address

Cleveland, Ohio 44115

City, state, ZIP code

Purchasing Administrator

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 5

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 6

Home > Tax Pros > Standard Mileage Rates

Standard Mileage Rates

English

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-82
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48.5	14	20	IR-2006-168
2006	44.5	14	18	IR-2005-138
2005	40.5	14	15	IR-2004-139 Pub. L. 109-73 IR-2004-99
2004	37.5	14	14	IR-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54



Travel Authorization Form

EXHIBIT 7

EMPLOYEE NAME	TRAVELER TITLE	EMPLOYEE VENDOR NUMBER	REQUEST DATE	TA
DEPARTMENT	DIVISION	TA REQUEST PREPARER NAME	TA REQUEST PREPARER PHONE NO.	
Summary of proposed trip including city and state:				
INCLUSIVE DEPARTURE/RETURN		INCLUSIVE ATTENDANCE DATES		IF GOING FROM DIVISION
FROM	TO	FROM	TO	ESTIMATED COST
COMPLETE TITLE OF EVENT				
COMPLETE NAME OF GROUP SPONSORING EVENT				
Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course description or invitation.				

I herby certify that the requested travel complies with the Cuyahoga County's travel policy

CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000	DATE	DEPARTMENT DIRECTOR	DATE
OFFICE OF BUDGET AND MANAGEMENT (IF NECESSARY)	DATE	DIRECTOR OF FINANCE (IF NECESSARY)	DATE

CHART OF ACCOUNTS

ACCOUNT	FUND CODE	DRG CODE	PROGRAM	SUB CLASS	PROJECT GRANT	BUDGET YEAR	AMOUNT	PC LIMIT	ACTIVITY	RESTYPE	RES CAT	RES SUBCAT

EXHIBIT 7



Anticipated Travel Expense Report

EXHIBIT 8

EMPLOYEE NAME	PHONE NUMBER	TRAVEL PURPOSE	DESTINATION							
			SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
EXPENSE DETAIL										
MONTH & DATES COVERED										
LODGING (Excluding Meals)										
BREAKFAST										
LUNCH										
DINNER										
SUBTOTAL MEALS	0	0	0	0	0	0	0	0	0	0
REGISTRATION										
AIRFARE										
CAR RENTAL										
TAXI, BUS, TRAIN, TOLLS, ETC.										
NUMBER OF MILES DRIVEN										
REIMBURSEMENT RATE PER MILE										
MILEAGE REIMBURSEMENT	0	0	0	0	0	0	0	0	0	0
TELEPHONE AND POSTAGE										
OTHER EXPENSES (Itemize)										
TOTALS	0	0	0	0	0	0	0	0	0	0

FUNDING SOURCE: _____

EXHIBIT 8



Travel Expense Report

EXHIBIT 9

EMPLOYEE NAME: _____ SUBMISSION DATE: _____ DOCUMENT REFERENCE NO. TA: _____ DEPARTMENT: _____ DESTINATION: _____

TRAVEL PURPOSE: TRAINING NON-TRAINING

EXPENSE DETAIL	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED								
LODGING (Excluding Meals)								
BREAKFAST								
LUNCH								
DINNER								
SUBTOTAL MEALS	0	0	0	0	0	0	0	0
REGISTRATION								
AIRFARE								
CAR RENTAL								
PARKING, TAXI, BUS, TRAIN, TOLLS, ETC.								
NUMBER OF MILES DRIVEN								
REIMBURSEMENT RATE PER MILE								
MILEAGE REIMBURSEMENT	0	0	0	0	0	0	0	0
TELEPHONE AND POSTAGE								
OTHER EXPENSES (Itemize)								
TOTALS	0	0	0	0	0	0	0	0

Cash Advances Received (Warrant # _____) _____ County paid expenses (registration, airfare, etc.) _____ COUNTY PREPAID AMOUNT _____

If total is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee. **TOTAL** ▲ **\$0.00**

ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM

TRAVELER'S CERTIFICATE: I certify that the expenses identified in this report are limited to those which I actually incurred on County business and that these expenses meet the requirements of the County Travel Policy or applicable collective bargaining contract. In the event that I am driving a privately owned motor vehicle on County business, I also certify that I am insured under a policy of liability insurance meeting the requirements as described in the County Travel Policy.

APPROVED EXECUTIVE OR DESIGNEE: _____ DATE: _____

APPROVED DIRECTOR: _____ DATE: _____

PROCESSED ACCOUNTS PAYABLE: _____ DATE: _____

IGNATURE: _____ DATE: _____

EXHIBIT 9



EMPLOYEE REIMBURSEMENT VOUCHER

F

Department Approval _____ Phone Ext. _____

Dept. Name _____

Date _____

Fleet _____

Received By _____

Payee _____

Purpose _____

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT DETAIL	PROJECT	PROJECT DETAIL
01	●						
	Description						
02	●						
	Description						
03	●						
	Description						
04	●						
	Description						
05	●						
	Description						
06	●						
	Description						

EXHIBIT 11





MULTIPLE EMPLOYEE VOUCHER

NAME		ER 1702231		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL		DOCUMENT AMOUNT		Y 01		# LINES	
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DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	PROJECT DETAIL
01							

NAME		ER 1702232		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL		DOCUMENT AMOUNT		Y 01		# LINES	
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DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	PROJECT DETAIL
01							

NAME		ER 1702233		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL		DOCUMENT AMOUNT		Y 01		# LINES	
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DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	PROJECT DETAIL
01							

NAME		ER 1702234		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL		DOCUMENT AMOUNT		Y 01		# LINES	
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DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	PROJECT DETAIL
01							

NAME		ER 1702235		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL		DOCUMENT AMOUNT		Y 01		# LINES	
-------------	--	-------------------	--	-----------------	--	---------------	--	--------------	--	----------------	--	-----------------	--	------	--	---------	--

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	PROJECT DETAIL
01							

Department Approval _____ Date _____ Dept. Name _____ Phone Ext. _____

EXHIBIT 12



County Council of Cuyahoga County, Ohio

Resolution No. R2018-0076

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution making an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Information Technology has recommended an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019; and

WHEREAS, the goal of this project is to provide validation that the various phases of the ERP project are well planned, tested and implemented; and

WHEREAS, the funding for this project is from the ERP General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41251 to RSM US LLP in the amount not-to-exceed \$515,000.00 for third-party assurance assessment services for components of the County's Enterprise Resource Planning System for the period 4/17/2018 - 12/31/2019.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

I. MyPro Summary of Requested Action - Form

Directions: Use the following form when requesting completion of a contract, amendment, lease, grant or any other agreement involving the County.

Enter this information directly or paste (plain or unformatted text) into the sections below Complete all items within the (parenthesis) then attach the following information as a Word Document to the MyPro item.

Title: - 2018 Fiscal Department Contract – Third Party Assurances for ERP Readiness

A. Scope of Work Summary

1. The Fiscal Department, requesting approval of a Contract with RSM US for the anticipated cost of \$515,000. The anticipated start-completion dates are (04/17/2018 - 12/31/2019).
2. The primary goals of the project are to ensure that the current steps and approaches by the team will prove timely and successful. The RSM team will work in tandem with the Infor and internal ERP team to validate the work being performed during this systems transition.

Areas in scope are project governance, organizational readiness, testing readiness and deployment readiness.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$515,000.
2. The RFP was closed on 12/20/2017.
3. There were 3 proposals submitted for review:
 - Berry Dunn
 - Plante Moran
 - RSM US

During the course of an extensive proposal evaluation by the Executive Steering Committee, RSM was selected.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:
RSM US
331 W 3RD ST SUITE 200
DAVENPORT, IA 52801
2. The Principal for the contractor/vendor is Karen Wiltgen.

D. Project Status and Planning

1. The project new to the County as extension of the ERP Project.
2. The project is on a critical action path and we want to ensure that the project moves toward the target completion dates and meet the budget.

E. Funding

1. The project is funded 100% by the ERP General Fund.
2. The schedule of payments is by invoice

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 41251 CONTRACT PERIOD: to CCBB: Low Non-CCBB Bid\$: *PRICE PREFERENCE LOWEST BID REC'D \$
 RFB/RFP/RFQ DUE DATE: December 22, 2017 NUMBER OF RESPONSES:30/3 Add 2%, Total is: RANGE OF LOWEST BID REC'D \$
 TYPE: (RFB/RFP/RFQ): Rfp ESTIMATE: \$600,000.00 Minus \$, = PRICE PEF % & \$ LIMIT:
 REQUESTING DEPARTMENT: Information Services SBE GOAL: 0% Does CCBB Apply: Yes No MAX SBE PRICE PEF \$
 COMMODITY DESCRIPTION: DOES PRICE PREFERENCE APPLY? Yes No

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																
1.	BerryDunn 100 Middle Street Portland, ME 04101			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: Not Yet Registered MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SBE Subcontractor Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2" style="height: 15px;"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/>Yes <input type="checkbox"/>No </td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Score 82/100	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																									
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
Total SBE %																									
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
SBE Comments and Initials:																									
SBE Subcontractor Name:																									
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)										
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			<table border="1"> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>		Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:							
Total SBE %																				
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
SBE Comments and Initials:																				
2.	Plante Moran, PLLC 1111 Superior Ave, Suite 1250 Cleveland, OH 44114-2533			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: Not Yet Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>		SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:		Total Score: 77/100	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Subcontractor Name:																				
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Total SBE %																				
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																			
SBE Comments and Initials:																				

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
				MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:			
3.	RSM 1001 Lakeside Ave East, Suite 200 Cleveland, OH 44114			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A IG Registration Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE %		Total Score: 84/100	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)																
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: Not Yet Registered MCF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A POF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			<table border="1"> <tr> <td data-bbox="1335 310 1569 391">SBE Comply: (Y/N)</td> <td data-bbox="1569 310 2110 391"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1335 391 1569 456">SBE Comments and Initials:</td> <td data-bbox="1569 391 2110 456"></td> </tr> <tr style="background-color: #cccccc;"> <td data-bbox="1335 456 1569 500"></td> <td data-bbox="1569 456 2110 500"></td> </tr> <tr> <td data-bbox="1335 500 1569 607">SBE Subcontractor Name:</td> <td data-bbox="1569 500 2110 607"></td> </tr> <tr> <td data-bbox="1335 607 1569 683">SBE Prime: (Y/N)</td> <td data-bbox="1569 607 2110 683"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1335 683 1569 721">Total SBE %</td> <td data-bbox="1569 683 2110 721"></td> </tr> <tr> <td data-bbox="1335 721 1569 797">SBE Comply: (Y/N)</td> <td data-bbox="1569 721 2110 797"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1335 797 1569 873">SBE Comments and Initials:</td> <td data-bbox="1569 797 2110 873"></td> </tr> </table>	SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
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SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
Total SBE %																									
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
SBE Comments and Initials:																									

Transaction ID:

EVALUATION CRITERIA	Max Points	BerryDunn		Plante Moran		RSM	
PART THREE: VENDOR PROPOSAL CRITERIA							
B. Body of the Proposal							
1. Proposed Solution	5	4		3		4	
2. Scope of Work	5	4		3		4	
3. Project Management	15	12		12		13	
4. Performance Evaluation, Accountability/Outcomes	15	10		10		11	
5. Work Schedule	5	4		4		4	
6. Vendor Qualifications	20	15		18		18	
7. Staff Qualifications	15	14		14		14	
8. Budget	15	15		9		12	
9. Terms and Conditions	5	4		4		4	
TOTAL	100	82		77		84	

Rankings

3

2

1

Participants:

Cindy Nappi, Dennis Kennedy, Douglas Dykes, Michael Dever, Scot Rourke, Angela Rich, Ernest Zadell

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0077

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00; and

WHEREAS, the goal of this amendment is to provide residential beds and treatment for youth who are in need of a higher level of care; and

WHEREAS, the service providers are as follows:

- a. Applewood Centers, Inc.
- b. Bellfaire Jewish Children's Bureau
- c. Community Specialists Corporation dba The Academy
- d. Cornell Abraxas Group, Inc.
- e. George Junior Republic in Pennsylvania
- f. The Glen Mills Schools
- g. Keystone Richland Center, LLC dba Foundations for Living
- h. Lakeside for Children dba Lakeside Academy
- i. Muskegon River Youth Home, Inc.
- j. New Directions, Inc.
- k. OhioGuidestone
- l. Rite of Passage, Inc.
- m. The Summit School, Inc. dba Summit Academy
- n. The Village Network
- o. The Cleveland Christian Home, Inc.
- p. Safehouse Ministries dba Safehouse Residential Services Division

q. Star Commonwealth dba Starr Albion Prep

WHEREAS, this program is funded by Health and Human Services Levy funds (\$3,005,000.00) and Title IV-E funds (\$750,000.00); and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Master Contract No. CE1700026 with various providers for residential treatment services for the period 2/1/2017 - 1/31/2019 to change the scope of services, effective 2/1/2018, and for additional funds in the amount not-to-exceed \$3,755,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

This is an amendment to a master contract for traditional residential services. All of the vendors included provide residential services to Court referred youth. This contract will provide residential beds and treatment for youth who are in need of a higher level of care. Many youths that are involved with Juvenile Court struggle to maintain in a community-based setting and require a higher level of care. An RFP was completed in 2016. The Court plans to complete another RFP later this year. These programs will be utilized with Juvenile Court youth.

Applewood Centers, Inc. *\$500,000.00*
Bellefaire Jewish Children's Bureau *\$550,000.00*
Community Specialists Corporation dba The Academy *\$21,000.00*
Cornell Abraxas Group, Inc. *\$326,000.00*
George Junior Republic in Pennsylvania *\$500,000.00*
The Glen Mills Schools *\$516,000.00*
Keystone Richland Center, LLC dba Foundations for Living *\$110,000.00*
Lakeside for Children dba Lakeside Academy *\$101,000.00*
Muskegon River Youth Home, Inc. *\$6,000.00*
New Directions, Inc. *\$85,000.00*
OhioGuidestone *\$315,000.00*
Rite of Passage, Inc. *\$6,000.00*
Safehouse Ministries, Inc. dba Safehouse Residential Services *\$6,000.00*
Starr Commonwealth *\$100,000.00*
The Summit School, Inc. dba Summit Academy *\$175,000.00*
The Village Network *\$226,000.00*
The Cleveland Christian Home, Inc. *\$212,000.00*

CONTRACT HISTORY/EVALUATION FORM

Contractor						Applewood Centers, Inc.					
Contract/Agreement No.						CE1700015-01 & 02					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$137,000.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$137,000.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, six (6) youth have been referred and placed in this program and of those youth, three (3) have been terminated successfully, one (1) received a neutral termination, and the remaining youth are still residing at the facility for treatment.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		This vendor provides local, evidenced based treatment models to youth in need. This vendor works well with Court youth and families.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Bellefaire Jewish Children's Bureau					
Contract/Agreement No.						CE1700015-03 & 04					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$208,000.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$208,000.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, nine (9) youth have been referred and placed in this program and of those youth, six (6) have been terminated successfully and the remaining youth are still residing at the facility for treatment.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)		X									
Justification of Rating		This vendor provides local, evidenced based treatment models to youth in need. This vendor works well with Court youth and families.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Community Specialists Corporation dba The Academy					
Contract/Agreement No.						CE1700015-05					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$225,750.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$225,750.00									
Performance Indicators		1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, five (5) youth have been referred and placed in this program and of those youth, two (2) have been terminated successfully, two (2) have received unsuccessful terminations and the remaining youth was terminated on a neutral basis.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating		This vendor provides evidenced based treatment models to youth in need. This vendor works well with Court youth and families.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cornell Abraxas Group, Inc.					
Contract/Agreement No.						CE1700015-06					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$229,000.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$229,000.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		<p>During the time frame of the contract, six (6) youth have been referred and placed in this program and of those youth, two (2) have been terminated successfully, one (1) received an unsuccessful termination, one (1) youth was terminated on a neutral basis, and two (2) youth are still residing at the facility for treatment.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							

Justification of Rating	This vendor provides evidenced based treatment models to youth in need. This vendor works well with Court youth and families. The vendor also has a local community based presense which assists in Aftercare planning for those youth returning home from these facilities.
Dept. Contact	Sarah A. Baker
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						George Junior Republic in Pennsylvania					
Contract/Agreement No.						CE1700015-07 & 08					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$451,800.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$451,800.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		<p>During the time frame of the contract, three (3) youth have been referred and placed in this program and of those youth, one (1) has been terminated successfully, one (1) received an unsuccessful termination, and one (1) youth is still residing at the facility for treatment.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating		<p>This vendor provides evidenced based treatment models to youth in need. This vendor works well with Court youth and families.</p>									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Glen Mills Schools					
Contract/Agreement No.						CE1700015-09 & 10					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$549,000.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$549,000.00									
Performance Indicators		1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, fourteen (14) youth have been referred and placed in this program and of those youth, four (4) youth have been terminated successfully, two (2) youth received an unsuccessful termination, and eight (8) youth are still residing at the facility for treatment.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating		This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Keystone Richland Center, LLC dba Foundations for Living				
Contract/Agreement No.	CE1700015-11 & 12				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$91,300.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$91,300.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, four (4) youth have been referred and placed in this program and of those youth, one (1) youth has been terminated successfully, one (1) youth received a neutral termination, and the remaining youth are still residing at the facility for treatment.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Lakeside for Children dba Lakeside Academy				
Contract/Agreement No.	CE1700015-13				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$2,500.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$2,500.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, four (4) youth have been referred and placed in this program and all of those youth are still residing at the facility receiving treatment services.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor provides residential treatment services to youth in need. This vendor works well with Court youth and families.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Muskegon River Youth Home, Inc.					
Contract/Agreement No.						CE1700015-14					
RQ#						RQ#37638A					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$112,000.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$112,000.00									
Performance Indicators		<p>1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.</p>									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there have been no youth referred to this program.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating		N/A									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	New Directions, Inc.				
Contract/Agreement No.	CE1700015-15				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$13,000.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$13,000.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there has been one (1) youth referred and placed at this facility and that youth was terminated successfully.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	This vendor is a local facility that provides residential drug treatment services to Court involved youth. They work well with the youth and with Court staff.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	OhioGuidestone				
Contract/Agreement No.	CE1700015-16				
RQ#	RQ#37638A				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$48,250.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$48,250.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there has been seven (7) youth referred and placed at this facility and of those youth, one (1) youth was terminated successfully, one (1) youth was terminated unsuccessfully, one (1) youth received a neutral termination and the remaining youth are still residing at the facility receiving treatment services.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor is a local facility that provides residential treatment services to Court involved youth. They work well with the youth and with Court staff.				

Dept. Contact	Sarah A. Baker
User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Rite of Passage, Inc.				
Contract/Agreement No.	CE1700026-01				
RQ#	RQ#37638B				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$1,000.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$1,000.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there have not been any youth referred to this program.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)					
Justification of Rating	N/A				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	Safehouse Ministries, Inc. dba Safehouse Residential Services				
Contract/Agreement No.	CE1700026-02				
RQ#	RQ#37638B				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$2,500.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$2,500.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there have not been any youth referred to this program.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)					
Justification of Rating	N/A				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Starr Commonwealth					
Contract/Agreement No.						CE1700026-03					
RQ#						RQ#37638B					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$2,500.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$2,500.00									
Performance Indicators		1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there have been three (3) youth referred and placed at this agency, and of those youth all three (3) were terminated neutrally.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating		This is the vendor's first contract with the Court. They work well with Court staff for the best interest of the youth they serve.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Summit School, Inc. dba Summit Academy					
Contract/Agreement No.						CE1700026-04					
RQ#						RQ#37638B					
Time Period of Original Contract						February 1, 2017 through January 31, 2019					
Background Statement						N/A					
Service Description						This vendor provides traditional residential services to youth involved with Juvenile Court.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$268,700.00								R2017-0114	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$268,700.00									
Performance Indicators		1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.									
Actual performance versus performance indicators (include statistics):		During the time frame of the contract, there have been eleven (11) youth referred and placed at this agency, and of those youth three (3) were terminated successfully, two (2) were terminated unsuccessfully, and the remaining youth are still residing at the facility receiving treatment services.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating		They work well with Court staff for the best interest of the youth they serve.									
Dept. Contact		Sarah A. Baker									

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Village Network				
Contract/Agreement No.	CE1700026-05 & 06				
RQ#	RQ#37638B				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$231,200.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$231,200.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there have not been any youth referred and placed at this facility.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)					
Justification of Rating	N/A				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Cleveland Christian Home, Inc.				
Contract/Agreement No.	CE1700026-07 & 08				
RQ#	RQ#37638B				
Time Period of Original Contract	February 1, 2017 through January 31, 2019				
Background Statement	N/A				
Service Description	This vendor provides traditional residential services to youth involved with Juvenile Court.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$426,500.00				R2017-0114
Prior Amendment Amounts (List separately)					
Pending Amendment					
Total Amendment(s)					
Total Contract Amount	\$426,500.00				
Performance Indicators	1) 100% of youth will have a minimum of eight (8) hours of group treatment and one (1) hour of individual treatment per week 2) 100% of youth will be assessed and will have an ISP developed for them within thirty (30) days of admission into the program 3) 90% of families will be engaged in family treatment at a minimum of two (2) sessions per month 4) 100% of youth will complete pre and post tests that measure specific indicators of behavioral health or criminogenic thinking patterns 5) 70% of youth will be recommended for discharge from treatment within the targeted timeframe of 120 days or less 6) 85% of youth admitted to the program will successfully complete the program by significantly meeting their identified goals at the time of discharge 7) 90% of youth completing the program will have a reduction in behavioral health symptoms or criminal thinking patterns as indicated via post tests performed by the vendor at discharge 8) 85% of youth successfully discharged from the program will remain in the community one (1) year post discharge 9) 75% of youth discharged from the program will have no new charges one (1) year post discharge 10) 80% of youth will be successfully engaged in an educational, vocational, or employment setting six (6) months post discharge.				
Actual performance versus performance indicators (include statistics):	During the time frame of the contract, there have been three (3) youth referred and placed at this facility, and of those youth all three (3) youth were terminated unsuccessfully.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)				X	
Justification of Rating	The youth at this facility have a tendency to go AWOL from the facility.				
Dept. Contact	Sarah A. Baker				

User Dept.	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Tuesday, February 20, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0056

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018; and

WHEREAS, pursuant to Ohio Revised Code Section 117.11, the auditor of the state shall audit each public office annually; and

WHEREAS, this project is funded by the General Fund and the schedule of payments will be by monthly invoice; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with State of Ohio, Office of the Auditor in the amount not-to-exceed \$533,000.00 for an annual audit for Calendar Year 2017 for the period 1/1/2018 - 12/31/2018.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0060

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the Cuyahoga County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

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

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for Gates Village Phase 1 on April 12, 2018; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), as a public street (60 feet total) with established setback lines, rights-of-way, and easements; and also, accepting and dedicating easements for the construction, maintenance and operation of public facilities and appurtenances in the Gates Village Subdivision, Phase 1; and

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

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

SECTION 1. That the County Council hereby authorizes the County Executive to accept dedication of land for Ethan Drive in Gates Village Subdivision (Phase 1), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; and authorizes the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Gates Village Subdivision (Phase 1) to public use granted to the County of Cuyahoga and its corporate successors.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

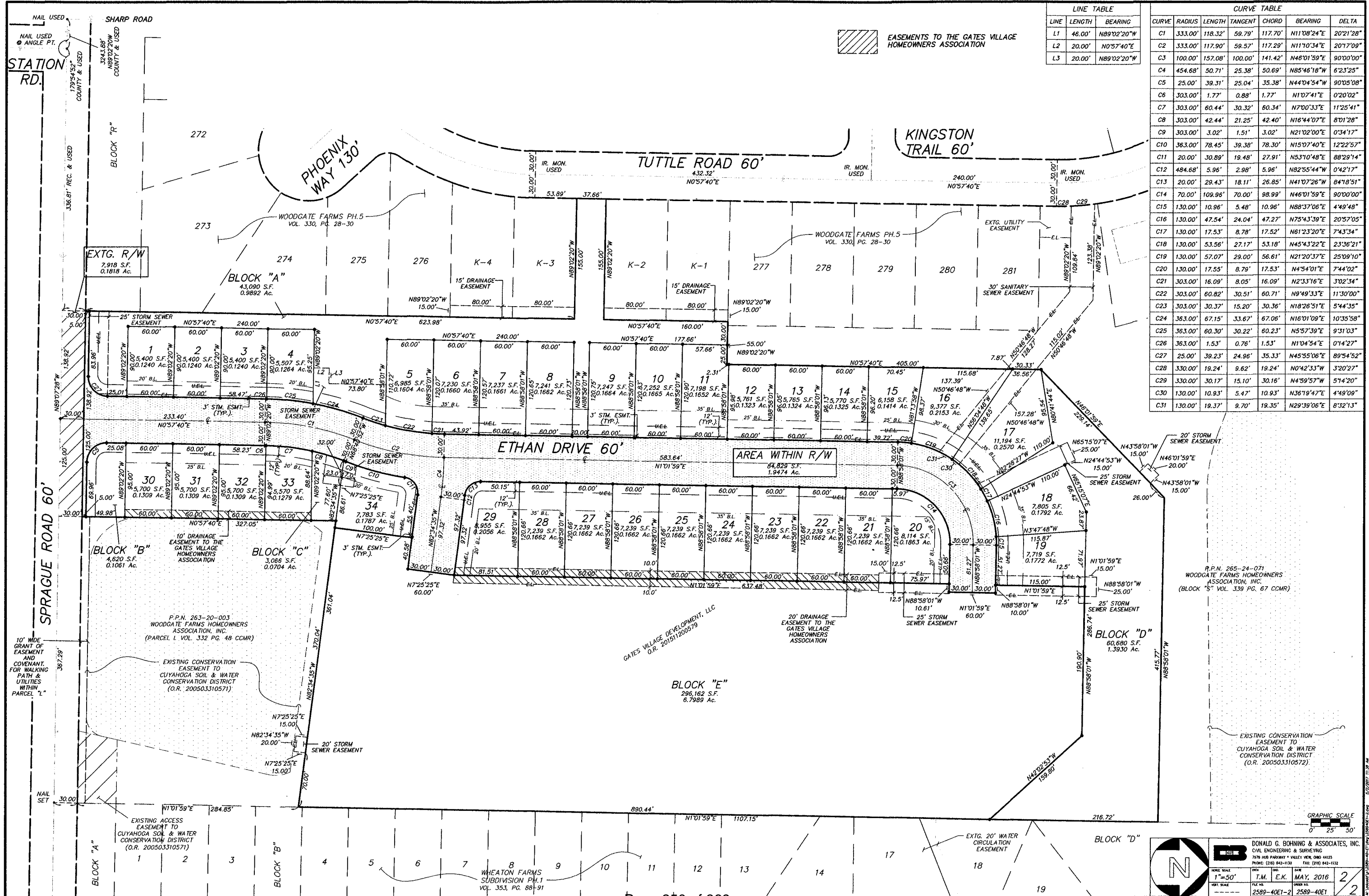
First Reading/Referred to Committee: March 13, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Amended in Committee: March 21, 2018

Committee Report/Second Reading: March 27, 2018

Journal _____
_____, 20__



LINE	LENGTH	BEARING
L1	46.00'	N89°02'20"W
L2	20.00'	N05°7'40"E
L3	20.00'	N89°02'20"W

CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C1	333.00'	118.32'	59.79'	117.70'	N11°08'24"E	20°21'28"
C2	333.00'	117.90'	59.57'	117.29'	N11°10'34"E	20°17'09"
C3	100.00'	157.08'	100.00'	141.42'	N46°01'59"E	90°00'00"
C4	454.68'	50.71'	25.38'	50.69'	N85°46'18"W	6°23'25"
C5	25.00'	39.31'	25.04'	35.38'	N44°04'54"W	90°05'08"
C6	303.00'	1.77'	0.88'	1.77'	N10°7'41"E	0°20'02"
C7	303.00'	60.44'	30.32'	60.34'	N7°00'33"E	11°25'41"
C8	303.00'	42.44'	21.25'	42.40'	N16°44'07"E	8°01'28"
C9	303.00'	3.02'	1.51'	3.02'	N21°02'00"E	0°34'17"
C10	363.00'	78.45'	39.38'	78.30'	N15°07'40"E	12°22'57"
C11	20.00'	30.89'	19.48'	27.91'	N53°10'48"E	88°29'14"
C12	484.68'	5.96'	2.98'	5.96'	N82°55'44"W	0°42'17"
C13	20.00'	29.43'	18.11'	26.85'	N41°07'26"W	84°18'51"
C14	70.00'	109.96'	70.00'	98.99'	N46°01'59"E	90°00'00"
C15	130.00'	10.96'	5.48'	10.96'	N88°37'06"E	4°49'48"
C16	130.00'	47.54'	24.04'	47.27'	N75°43'39"E	20°57'05"
C17	130.00'	17.53'	8.78'	17.52'	N61°23'20"E	7°43'34"
C18	130.00'	53.56'	27.17'	53.18'	N45°43'22"E	23°36'21"
C19	130.00'	57.07'	29.00'	56.61'	N21°20'37"E	25°09'10"
C20	130.00'	17.55'	8.79'	17.53'	N4°54'01"E	7°44'02"
C21	303.00'	16.09'	8.05'	16.09'	N23°31'16"E	3°02'34"
C22	303.00'	60.82'	30.51'	60.71'	N9°49'33"E	11°30'00"
C23	303.00'	30.37'	15.20'	30.36'	N18°26'51"E	5°44'35"
C24	363.00'	67.15'	33.67'	67.06'	N16°01'09"E	10°35'58"
C25	363.00'	60.30'	30.22'	60.23'	N5°57'39"E	9°31'03"
C26	363.00'	1.53'	0.76'	1.53'	N1°04'54"E	0°14'27"
C27	25.00'	39.23'	24.96'	35.33'	N45°55'06"E	89°54'52"
C28	330.00'	19.24'	9.62'	19.24'	N0°42'33"W	3°20'27"
C29	330.00'	30.17'	15.10'	30.16'	N4°59'57"W	5°14'20"
C30	130.00'	10.93'	5.47'	10.93'	N36°19'47"E	4°49'09"
C31	130.00'	19.37'	9.70'	19.35'	N29°39'06"E	8°32'13"

R.P.N. 265-24-071
 WOODGATE FARMS HOMEOWNERS ASSOCIATION, INC.
 (BLOCK "S" VOL. 339 PG. 67 CCMR)

EXISTING CONSERVATION EASEMENT TO CUYAHOGA SOIL & WATER CONSERVATION DISTRICT (O.R. 200503310572)

GRAPHIC SCALE
 0' 25' 50'

DONALD G. BOHNING & ASSOCIATES, INC.
 CIVIL ENGINEERING & SURVEYING
 7078 HOB PARWAY • VALLEY VIEW, OHIO 44153
 PHONE: (216) 942-1130 FAX: (216) 942-1132

DATE	2
BY	T.M. E.K. MAY, 2016
PROJECT	2589-40E1-2
DATE	2589-40E1

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0064

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ40102 to Young Women’s Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ40102 to Young Women’s Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018; and

WHEREAS, the goal of this project is to provide operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ40102 to Young Women’s Christian Association of Greater Cleveland in the amount not-to-exceed \$1,936,749.00 for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018.

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0054

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for various terms, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a region may appoint up to two representatives to the Great Lakes Regional Prevention Council of the Ohio Children's Trust Fund to represent the County on overseeing its work; and,

WHEREAS, pursuant to Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and,

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

WHEREAS, County Executive Budish has nominated the following individuals to be reappointed to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for various terms as follows:

- a) Councilmember Dale Miller for an unexpired term ending 6/24/2019;
- b) Robin Martin for an unexpired term ending 5/25/2018; and
- c) Robin Martin for the term 5/26/2018 – 5/25/2020; 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

First Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Human Resource, Appointments & Equity

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0055

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 5709.85 calls for the creation of Tax Incentive Review Council; and

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

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the County Executive has nominated Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018; and

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

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

SECTION 1. That the County Council hereby confirms the County Executive’s appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018.

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

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018

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

Journal CC029

March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0057

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,075,000.00 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,075,000.00 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021; and

WHEREAS, County Council has determined that awarding RQ41220 to W.B. Mason Company, Inc. is in the best interest of the County; and

WHEREAS, this project is funded 100% from Internal Service Fund - Print/Copy Services; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41220 to W.B. Mason Company, Inc. in the amount not-to-exceed \$1,075,000.00 for furnishing and delivering reprographic paper to various County departments and agencies for the period 5/1/2018 - 4/30/2021.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0058

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmember Gallagher</p>	<p>A Resolution making an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program – Part One in various municipalities; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program – Part One in various municipalities; and

WHEREAS, the primary goal of this project is to complete construction per plans and specifications for the Bridge Box Beam Replacement Program – Part One: Abbey Road Bridge No. 02.35 over Baldwin Creek in City of North Royalton and Harris Road Bridge No. 01.61 over Chippewa Creek in City of Broadview Heights, County Council Districts 5 and 6; and

WHEREAS, this project is funded 100% with County Motor Vehicle \$7.50 License Tax Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41626 to Global Outdoor Solutions LLC dba Fourtounis Group in the amount not-

to-exceed \$1,033,235.00 for the Bridge Box Beam Replacement Program – Part One in various municipalities as follows:

- a) Abbey Road Bridge No. 02.35 over Baldwin Creek in the City of North Royalton; and
- b) Harris Road Bridge No. 01.61 over Chippewa Creek in the City of Broadview Heights.

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

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: March 13, 2018

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0059

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$300,000.00 to fund said contract; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommended an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall; and

WHEREAS, the primary goal of this project is to provide future Amazon site perimeter roads for better accessibility;

WHEREAS, this project is located on Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall, Council District 9; and

WHEREAS, the anticipated start-completion dates are 4/30/2018 – 9/1/2018; and

WHEREAS, this project is funded as follows: (a) \$300,000.00 from the County Motor Vehicle \$7.50 License Tax Fund and (b) \$1,492,814.14 from the Village of North Randall; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41842 to Terrace Construction Company, Inc. in the amount not-to-exceed \$1,792,814.14 for improvements to Future Amazon Site Perimeter Roads including Warrensville Center Road, Emery Road and Northfield Road in the Village of North Randall.

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

SECTION 3. That the County Council hereby authorizes the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount not-to-exceed \$300,000.00 to fund a portion of said contract.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0061

Sponsored by: County Executive Budish/Department of Law	A Resolution making an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Law recommended an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020; and

WHEREAS, the primary purpose of this project is to provide efficient and cost-effective print and online legal research services for various departments and agencies in the County; and

WHEREAS, the funding for this project is from the General fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ41069 to RELX Inc. dba LexisNexis, a division of RELX Inc., in the amount not-to-exceed \$657,664.80 for print and online legal research services for various County departments and agencies for the period 1/1/2018 - 12/31/2020.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018

Committee(s) Assigned: Finance & Budgeting

Journal CC029

March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0062

Sponsored by: County Executive Budish/County Sheriff	A Resolution authorizing a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/County Sheriff has recommended a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022; and

WHEREAS, the primary goal of this project is to provide Countywide maintenance service of security system equipment; and

WHEREAS, the funding source for this project is Building Security Internal Service Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a sole source contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,688,573.91 for maintenance and support of the Enterprise Network Security System for the period 1/1/2018 - 12/31/2022.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0065

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services (“CJFS”) has recommended Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 - 12/31/2018 as follows:

- a) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,978,478.29;
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,657,067.78; and
- c) Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$3,976,259.70; and,

WHEREAS, Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14 and the Ohio Department of Jobs and Family Services (ODJFS) regulations in order to specify the services which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,

WHEREAS, the primary goal of these cooperative agreements are to enable the County to recover a portion of the expenses incurred by the Domestic Relations Court, Juvenile Court and the County Prosecuting Attorney’s Office in providing Title IV-D services to CJFS Office of Child Support Services; and,

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) agencies; and,

WHEREAS, the agreement costs will be funded as follows: (a) 11.2% Program Income, (b) 58.5% Federal Funds, (c) 7.5% State Funds, and (d) 22.8% Health and Human Services Levy Funds; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,611,805.77, for child support services for the period 1/1/2018 - 12/31/2018 as follows:

- a) Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,978,478.29;
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,657,067.78; and
- c) Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,976,259.70.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0066

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services (“CJFS”) has recommended Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 - 12/31/2018 as follows:

- a) Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$73,483.94; and
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/ Cashiers Department in the amount not-to-exceed \$34,341.79; and,

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these two (2) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,

WHEREAS, the primary goal of these cooperative agreements are to enable the County to recover a portion of the expenses incurred by the Cuyahoga County Treasurer’s Office and Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in providing Title IV-D services to CJFS Office of Child Support Services; and,

WHEREAS, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these two (2) agencies; and,

WHEREAS, the agreement costs will be funded as follows: (a) 11.2% Program Income, (b) 58.5% Federal Funds, (c) 7.5% State Funds, and (d) 22.8% Health and Human Services Levy Funds; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$107,825.73, for child support services for the period 1/1/2018 - 12/31/2018 as follows:

- a) Cuyahoga County Treasurer's Office in the amount not-to-exceed \$73,483.94; and
- b) Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$34,341.79.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0045

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p> <p>Co-sponsored by: Councilmembers Gallagher and Miller</p>	<p>A Resolution declaring that public convenience and welfare requires resurfacing of various roads and a boulevard located in various municipalities in connection with the 2019 50/50 Resurfacing Program; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Budish/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of various roads and a boulevard located in various municipalities in connection with the 2019 50/50 Resurfacing Program as follows:

- a. Alexander Road from Walton Road to Northfield Road in the Village of Walton Hills, Council District 6;
- b. Lindbergh Boulevard from Abbeyshire Drive to the Berea East Corporation Line in the City of Berea, Council District 5;
- c. Mackenzie Road from Lorain Road to the North Olmsted South Corporation Line in the City of North Olmsted, Council District 1;
- d. Dunham Road from Turney Road to the Maple Heights South Corporation Line in the City of Maple Heights, Council District 8;
- e. East Mill Road from East Wallings Road to Lacey Lane in the City of Broadview Heights, Council District 6;
- f. Sheldon Road from Eastland Road to Harrow Road in the Cities of Brook Park and Middleburg Heights, Council Districts 2 and 4;
- g. Edgerton Road from Bennett Road to Ridge Road in the City of North Royalton, Council District 5; and

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

WHEREAS, the anticipated funding for each of the projects is as follows:

- a. Alexander Road total estimated project cost \$529,521.00 (\$250,000.00 from County Road and Bridge Fund and \$279,521.00 from the Village of Walton Hills);
- b. Lindbergh Boulevard total estimated project cost \$340,926.00 (\$170,463.00 from County Road and Bridge Fund and \$170,463.00 from the City of Berea);
- c. Mackenzie Road total estimated project cost \$740,824.00 (\$250,000.00 from County Road and Bridge Fund and \$490,824.00 from the City of North Olmsted);
- d. Dunham Road total estimated project cost \$246,510.00 (\$123,255.00 from County Road and Bridge Fund and \$123,255.00 from the City of Maple Heights);
- e. East Mill Road total estimated project cost \$565,679.00 (\$250,000.00 from County Road and Bridge Fund and \$315,679.00 from the City of Broadview Heights);
- f. Sheldon Road total estimated project cost \$641,803.00 (\$250,000.00 from County Road and Bridge Fund and \$391,803.00 from the Cities of Brook Park and Middleburg Heights); and
- g. Edgerton Road total estimated project cost \$630,827.00 (\$250,000.00 from County Road and Bridge Fund and \$380,827.00 from the City of North Royalton; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of various roads and a boulevard located

in various municipalities in connection with the 2019 50/50 Resurfacing Program as follows:

- a. Alexander Road from Walton Road to Northfield Road in the Village of Walton Hills;
- b. Lindbergh Boulevard from Abbeyshire Drive to the Berea East Corporation Line in the City of Berea;
- c. Mackenzie Road from Lorain Road to the North Olmsted South Corporation Line in the City of North Olmsted;
- d. Dunham Road from Turney Road to the Maple Heights South Corporation Line in the City of Maple Heights;
- e. East Mill Road from East Wallings Road to Lacey Lane in the City of Broadview Heights;
- f. Sheldon Road from Eastland Road to Harrow Road in the Cities of Brook Park and Middleburg Heights; and
- g. Edgerton Road from Bennett Road to Ridge Road in the City of North Royalton.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with these projects.

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

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0048

Sponsored by: County Executive Budish/Department of Development	A Resolution authorizing an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; and

WHEREAS, the primary goal of this project is to assist with the development and construction of an urban development project consisting of 2 mixed-use buildings with 158 residential units, ground floor retail, parking, and public space, located at 2850 Detroit Avenue, Cleveland, in Council District 7; and

WHEREAS, the project is anticipated to create 40 permanent jobs after completion; and

WHEREAS, the total cost of the project is \$56,896,000.00 of which the County will loan \$2,000,000.00 with a term of 15 years at an interest rate of 2% per annum; and

WHEREAS, on December 13, 2017, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

WHEREAS, this project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of

a Workforce Development Agreement; and submission of annual job creation/retention reporting; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

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

SECTION 5. It is found and determined that all formal actions of this Council 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: February 27, 2018
Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading/Referred to Committee: March 13, 2018
Committee(s) Assigned: Economic Development & Planning

Legislation Substituted in Committee: March 26, 2018

Journal CC029
March 27, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0001

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual; and

WHEREAS certain "overtime payments" were made in the past to county employees, which employees were in fact, overtime exempt under the Fair Labor Standards Act; and

WHEREAS, such "overtime payments" were not expressly authorized by any personnel policy (or any other policy) of the County at the time such payments were made; and

WHEREAS, County Council desires to ameliorate any possible adverse consequences that individual overtime exempt County employees may suffer as a result of the receipt of overtime not expressly authorized by any personnel or other policy; and

WHEREAS, Council's ratification of such unauthorized payments is and shall be specifically limited to those past payments specifically set forth herein; and

WHEREAS, any current or future payments of compensation to overtime-exempt employees, including policies regarding payment of overtime and accrual of compensatory or exchange time, will be governed in accordance with the Human Resources Personnel Policies and Procedures Manual adopted herein, and as the same may be amended or codified in the future by Council; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved policies regarding payment of overtime and accrual of compensatory or exchange time when it approved prior versions of the County's Personnel and Procedure Manual, which is amended herein and may be amended in the future by Council.

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

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

SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby adopts the amended version of the County's Human Resources Personnel Policies and Procedures Manual as effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees subject to the manual in accordance with the Department's usual method of dissemination.

SECTION 2. Council hereby ratifies and authorizes, as if the same were fully and duly authorized at the time of their occurrence, any and all payments made to county employees prior to the enactment of this ordinance which satisfy the following criteria:

- (1) The employee was designated as overtime exempt under the Fair Labor Standards Act at the time the payment or payments were made;
- (2) The employee was compensated at his or her regular rate of pay for hours worked beyond forty (40) in a given work week or received premium pay for working on a county holiday;
- (3) The employee received prior authorization to receive such pay from a supervisor, director, or other officer of the county, on which he or she reasonably relied; and
- (4) The employee actually worked the hours beyond forty (40) in a given week or the holiday for which he or she was compensated.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 13, 2018

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

Legislation Substituted in Committee: March 20, 2018

Journal CC029
March 27, 2018

TABLE OF CONTENTS

1 INTRODUCTION	7
1.01 Message from the County Executive.....	Error! Bookmark not defined.
1.02 Profile of the County	8
1.03 Mission, Vision and Core Values.....	Error! Bookmark not defined.
Mission	Error! Bookmark not defined.
Vision	Error! Bookmark not defined.
Core Values.....	Error! Bookmark not defined.
2 PURPOSE OF EMPLOYEE HANDBOOK.....	10
3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY	11
3.01 Commitment to Diversity & Inclusion.....	11
3.02 Equal Employment Opportunity.....	11
3.03 Accommodations for Religious Beliefs	11
Requesting a Religious Accommodation.....	11
3.04 Americans with Disabilities Act.....	11
Definitions.....	12
Requesting an Accommodation	12
3.05 Reporting Harassment, Discrimination, or Retaliation	12
Investigation	13
Confidentiality of Reports.....	13
False Allegations	13
3.06 Prohibited Retaliation.....	13
4 ETHICS AND SUNSHINE LAWS.....	15
4.01 Code of Ethics	15
4.02 Sunshine Laws and Records	15
Privacy Expectations	15
5 TALENT MANAGEMENT.....	16
5.01 Filling of Job Vacancies	16
Job Announcement Postings	16
Application Process	16
Selection Process.....	16
5.02 Background Checks.....	17
5.03 Newly Hired Employees	18
Onboarding.....	Error! Bookmark not defined.
Identification Badge	18
Orientation Period (Probation)	19

6 GENERAL EMPLOYMENT PRACTICES.....	20
6.01 Employment Status.....	20
Full-Time	20
Part-Time Benefits-Eligible	20
Part-Time Not Benefits-Eligible.....	20
Temporary Employment	20
Exempt or Non-Exempt	21
Classified or Unclassified.....	21
6.02 Job Descriptions	21
Classified Positions	21
Unclassified Positions.....	21
6.03 Position Audit.....	22
6.04 Direct Deposit of Pay and Payroll Deductions	22
6.05 Timekeeping	23
6.06 Standard Workweek and Hours	23
Lunch and Breaks.....	23
6.07 Flexible Work Schedules.....	24
6.08 Voluntary Reduced Work Schedules.....	25
6.09 Telecommuting	25
Eligibility	Error! Bookmark not defined.
Job Responsibilities While Telecommuting	Error! Bookmark not defined.
General Guidelines.....	Error! Bookmark not defined.
Application & Agreement	Error! Bookmark not defined.
6.10 Performance Management.....	25
6.11 Corrective Action/Performance Improvement.....	26
Documented Counseling	26
Performance Improvement Plan	26
Mandatory Referral to Employee Assistance Program.....	27
6.12 End of Employment.....	27
Resignation	27
Retirement.....	27
Disability Separation.....	27
Voluntary Disability Separation	28
Layoff	29
Disciplinary Removal	29
Employee Separation Appeal	29
Final Paycheck	29
6.13 Delayed Openings/Early Closing.....	30
Emergency Delayed Openings/Early Closing	30

Notification.....	30
Non-Emergency Delayed Openings/Early Closings	31
7 STANDARDS OF CONDUCT	32
7.01 Anti-Harassment and Anti-Bullying.....	32
Definitions.....	32
Prohibited Retaliation.....	33
Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation	34
Confidentiality of Reports.....	34
False Allegations	34
7.02 Resolving Work-Related Concerns	35
7.03 Employee Dress/Appearance.....	36
7.04 Attendance.....	36
Occurrences	37
Unapproved Absences	37
Tardy	37
Time Clocks and Failure to Clock Punch-in/out.....	37
Department Notification	37
Absence Without Leave (AWOL)	38
Progressive Discipline for Attendance	38
7.05 Employee Responsibility for County Property	39
7.10 Notification of Criminal Arrest or Conviction	39
7.11 Progressive Discipline.....	39
Application.....	40
Procedure.....	40
Levels of Disciplinary Action	40
Prohibited Conduct.....	41
Evaluation of Inappropriate Conduct.....	42
Appeals	42
8 WORKPLACE SAFETY	43
8.01 Workplace Violence Prevention	43
Definition	43
Reporting Workplace Violence.....	43
Weapons	44
8.02 Smoke and Tobacco Free Workplace	44
Definitions.....	44
Prohibited Conduct.....	45
Cessation Programs	45
8.03 Substance-Free Workplace.....	45
Individuals Covered	45

Definitions.....	45
Prohibited Conduct	46
Testing Categories	47
Return to Duty for Employees After a Positive Test Result	48
8.04 Fitness for Duty.....	48
Drug and Alcohol Testing	48
Physical and Mental Health	49
8.05 Workers' Compensation.....	49
Employee Procedures	49
Supervisor Procedures	50
Relationship to Leave Time.....	51
8.06 Alternative Work Program	51
9 COMPENSATION.....	53
9.01 Salary/Wages	53
9.02 Retention Payments.....	Error! Bookmark not defined.
9.03 Premium Pay	53
9.04 Equity Adjustments	54
9.05 Compression Adjustment	54
9.06 Temporary Work Level (TWL).....	54
9.07 Non-Exempt Employees: Overtime/Compensatory Time	55
9.08 Exempt Employees: Exchange/Straight Time	56
9.09 Executive and Special Compensation.....	Error! Bookmark not defined.
Eligibility	Error! Bookmark not defined.
Components of Compensation	Error! Bookmark not defined.
10 BENEFITS	58
10.01 Healthcare Benefits.....	58
Eligibility	58
10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage..	59
10.03 Optional Employee Benefits.....	60
10.04 Wellness Program.....	60
10.05 Flexible Spending Accounts (FSA).....	60
Eligibility	60
Medical FSA	60
Dependent Care FSA	61
Transportation (Parking, Transit, RTA, Bicycling) FSA.....	61
10.06 Retirement – Ohio Public Employee Retirement System.....	61
Contributions	61
Tax-Deferred Basis.....	61

Other Information.....	62
10.07 Deferred Compensation.....	62
10.08 Employee Assistance Program.....	62
10.09 Lactation Accommodation.....	63
Break Time for Lactation Purposes.....	63
Lactation Rooms.....	63
Resources.....	64
10.10 Life Insurance & Accidental Death & Dismemberment (AD&D).....	64
Eligibility.....	64
10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA).....	64
Qualified Beneficiaries.....	65
Qualifying Life Events.....	65
11 TIME OFF AND LEAVES OF ABSENCE.....	66
11.01 Paid Vacation Leave.....	66
11.02 Paid Holidays.....	67
11.03 Paid Sick Leave.....	68
11.04 Paid Bereavement Leave.....	69
11.05 Paid Legal Proceedings Leave.....	70
11.06 Unpaid Personal Leave of Absence.....	70
11.07 Family Medical Leave.....	71
Leave Categories.....	72
Military Family Leave Entitlement.....	73
Applying for Leave.....	73
Certification and Recertification of Serious Health Conditions.....	73
Status and Benefits While on FML.....	74
Leave Donation.....	74
Returning from FML.....	75
11.08 Unpaid Medical Leave.....	76
11.09 Paid Parental Leave.....	77
Documentation.....	77
11.10 Military Leave.....	78
Paid Military Leave.....	78
Unpaid Military Leave.....	78
Requesting Paid or Unpaid Military Leave.....	78
12 MISCELLANEOUS.....	79
12.01 Personnel Information and Privacy.....	79
Access.....	79
Handling Personnel Information.....	79

Employees' Access to Information	79
Accuracy of Information	80
Additions, Deletions or Changes.....	80
12.02 Recording of Conversations	80
12.03 Workplace Search.....	81
12.04 Health Insurance Portability and Accountability Act (HIPAA).....	82
Types of Personal Health Information Received by the County	82
Retention of Personal Health Information	82
12.06 Furlough Programs	83
12.07 Professional Licenses	83
12.08 Other Policies	83

1 INTRODUCTION

1.01 Profile of the County

The County is an independent political subdivision of the State of Ohio and operates subject to the provisions of the Ohio Constitution, the Charter and various sections of the Revised Code. The County is located on the southern shore of Lake Erie in northeastern Ohio. The County covers an area of 458.3 square miles and contains two townships and 57 cities and villages. The State established the County on February 8, 1808, and the first meeting of the Cuyahoga County Board of County Commissioners was held in June 1810. The County is substantially fully developed and, according to the 2010 census, had a population of 1,280,122, making it one of the most populous counties in the State.

On November 6, 2009, the voters of the County adopted a County Charter that changed the form of the County's government. The Charter was effective January 1, 2010, with 2010 being a year of transition to the new form of government. The Charter eliminated the elected positions of County Commissioners, County Auditor, County Treasurer, County Recorder, Clerk of Courts, County Coroner, County Engineer and Sheriff. In place of the previously elected officers, the Charter provides for an elected County Executive, an elected 11-member County Council and an elected Prosecuting Attorney. The County Executive and the Prosecuting Attorney are elected by all the voters of the County, and each member of Council is elected by voters in one of 11 districts established by the Charter. As a charter government, the county has the same home-rule powers as are vested in charter municipal governments.

The County Executive is the chief executive officer of the county and, with the approval of the Council, appoints the following: (i) a Fiscal Officer who has the duties of an elected county auditor, an elected county recorder and an elected clerk of courts (other than those related to the operations of the County Courts); (ii) a Medical Examiner who performs the duties of an elected county coroner; (iii) a Clerk of Courts to carry out the duties of an elected clerk of courts related to the operations of the courts; (iv) a Director of Public Works who performs the duties of an elected county engineer and a sanitary engineer; (v) a Director of Law who serves as the legal advisor and representative to the County Executive and Council; (vi) a Treasurer who performs the duties of an elected county treasurer; (vii) a Sheriff who performs the duties of an elected county sheriff; and (viii) a Director of Health and Human Services who manages the administration of the County's various human service agencies, programs and activities. The County Executive has powers and duties of an administrative nature, including overseeing most personnel and collective bargaining matters, executing contracts, conveyances and indebtedness on behalf of the County, introducing ordinances and resolutions for Council's consideration and submitting tax and operating budgets, capital improvement plans, a five-year financial forecast for County operating funds and a related written message annually.

The 11 member Council holds the legislative power and is the taxing authority of the County. The Council elects a President, and has authority to establish procedures governing the making and administration of County contracts and public improvements. Council also has authority to adopt the annual tax budget and the County's operating and capital budgets, to make appropriations to provide for the acquisition, construction and maintenance of property, and to establish a procedure for the levying of special assessments. The Council may override a veto of the County Executive if at least eight members of Council vote to approve the vetoed measure. The Council has investigative as well as legislative powers.

This handbook is intended to govern employees under the authority of the County Executive and County Council.

2 PURPOSE OF EMPLOYEE HANDBOOK

This handbook is intended as a reference to inform employees of the county's human resources policies and systems, including the guidelines and resources employees need to know in their role at Cuyahoga County. Employees are expected to know the policies and guidelines contained in this handbook, as well as any additional policies and guidelines set by their department.

All matters relating to the administration of the policies and procedural guidelines in this handbook are under the general supervision of the Director of Human Resources. Questions regarding interpretation and application of this handbook should be directed to Human Resources.

Bargaining employees are expected to know the terms of their Collective Bargaining Agreement (CBA). The terms and conditions of that agreement supersede this handbook on any subject covered by their CBA.

The procedural guidelines covered in this handbook do not diminish the County's management rights and should not be considered a waiver of these rights. Unless limited or prohibited in this handbook, or otherwise restricted by law, the County reserves all rights to manage its workforce. The policies and procedural guidelines contained in this handbook are intended to promote equity, consistency, and standardization of benefits, but do not reflect or represent every conceivable situation but addresses those that are often encountered. Situations may differ and will be handled on a case-by-case basis, at the discretion of the County as permitted by applicable law. Whenever this discretion used to justify a managerial decision by the County, such action will be logged by Human Resources.

The procedural guidelines outlined in this handbook will be applied at the discretion of the County in accordance with the law. The County reserves the right to change by ordinance, for any reason, at any time and without prior notice, the procedures, benefits, and working conditions described in this handbook to the extent permitted by law. The latest version of this handbook will be available on the Human Resources website. Every effort will be made to notify employees when an official change in the procedural guideline has been made. Upon said notification it is the responsibility of the employee to review and familiarize themselves with any changes.

Any violations of the procedural guidelines outlined herein are subject to discipline up to and including removal.

3 EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

3.01 Commitment to Diversity & Inclusion

The County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential.

A diverse workforce helps the County realize its full potential. The County benefits from creativity and innovation that results when people who have different experiences, perspectives, and cultural backgrounds work together.

3.02 Equal Employment Opportunity

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

3.03 Accommodations for Religious Beliefs

The County respects the religious beliefs and practices of all employees and, upon written request, will make accommodations that are reasonable (accommodations that do not create an undue hardship on the County's business operations), as required by law.

Requesting a Religious Accommodation

Employees who seek a religious accommodation must submit a written request for the accommodation to Human Resources. The written request should include the type of religious conflict that exists and the requested accommodation. Human Resources will respond to the employee's request within a reasonable time.

3.04 Americans with Disabilities Act

The County is committed to complying with the Americans with Disabilities Act (ADA) and its amendments and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability.

The County will accommodate qualified applicants or employees with disabilities to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the County.

This policy is neither exhaustive nor exclusive. The County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Definitions

Qualified employees and applicants with disabilities are employees or applicants with disabilities who can perform the essential functions of the position they are pursuing or currently hold with or without reasonable accommodation.

Employees and applicants with disabilities are persons whose impairments substantially limit one (1) or more of their major life activities (e.g., walking or hearing), who have a history of such impairments, or who are regarded as having such impairments.

Reasonable accommodations are modifications to work environment or schedule that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, that do not create an undue hardship for the County.

Requesting an Accommodation

An employee with a disability in need of an accommodation must complete an *accommodation request form*. The accommodation request form includes a section for medical documentation from the employee's healthcare provider. The accommodation request form is available online, or a paper copy can be requested from Human Resources.

Upon submission of medical documentation presenting a disability, the County will engage with the employee and their healthcare provider to identify reasonable accommodations for the employee.

Medical information obtained by the County regarding applicants or employees is maintained in a separate file and disclosed only in accordance with the ADA and its amendments, as well as applicable federal and Ohio laws. The County may be required to release this information under Ohio Public Records laws or subpoenas.

3.05 Reporting Harassment, Discrimination, or Retaliation

Employees who believe they are the victim of harassment, discrimination or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding harassment, discrimination or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential harassment, discrimination or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of harassment, discrimination or retaliation involving employees or others to Human Resources. Classified employees may appeal retaliatory adverse employment actions to the Personnel Review Commission.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of facts or opinions and/or spreading of information about a report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

3.06 Prohibited Retaliation

The County strictly prohibits retaliation against any individual who:

- Reports discrimination or harassment
- Cooperates with an investigation of reported discrimination or harassment
- Complains about discrimination or harassment
- Threatens to report discrimination or harassment
- Refuses to obey a directive the employee reasonably believes to be discriminatory
- Pickets in opposition to discrimination
- Requests a reasonable accommodation based on a religion or disability

Retaliation includes, but is not limited to:

- Any negative employment action, such as termination, refuse to hire, or denial or promotion
- Other actions impacting employment such as threats, unjustified negative evaluations, unjustified negative references or increased surveillance
- Any other action, such as assault or unfounded civil or criminal charges likely to deter a reasonable person from pursuing their rights

Any individual who experiences prohibited retaliation should immediately report the issue using the procedures outlined in section 3.05.

4 ETHICS AND SUNSHINE LAWS

4.01 Code of Ethics

All employees are required to demonstrate a high standard of ethical conduct. New employees are required to complete ethics training within the first thirty (30) days of their employment. All employees are required to complete ethics training annually. The County has an Ethics Code, which is administered by the Agency of the Inspector General. The Ethics Code can be found in Title 4 of the County Code.

4.02 Sunshine Laws and Records

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give members of the public access to government meetings and records. The County has also adopted, by ordinance, a public records policy. Employees should be aware that their work, including emails, voicemails, and other written communications may be open to public inspection, and that their work must be preserved for public inspection consistent with the county's records retention policies,

Each department has a public records policy and a public records manager. Departments also have records retention schedules, which list what records the department keeps, and for how long. Employees must comply with the law and their department's policies regarding records. Employees should consult with their supervisor or public records manager for assistance. The County's public records policy can be found in Chapter 106 of the Cuyahoga County Code (code.cuyahogacounty.us) and the State public records law can be located in the Ohio Attorney General's Sunshine Law Manual. (www.ohioattorneygeneral.gov/Sunshine)

Privacy Expectations

Employees do not have a right, nor should they have an expectation, of privacy while using any County electronic equipment. Records created by an employee when using County electronic equipment (including emails, Internet usage history, etc.) may be released to the public, consistent with state law.

5 TALENT MANAGEMENT

5.01 Filling of Job Vacancies

The County encourages employees to apply for new and vacant positions as they become available. The County is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best qualified candidate for the position. The County considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, lateral transfer, demotion or a temporary work level (TWL) assignment. In each, the employee must meet the minimum requirements of the job.

- A **new hire** is when a job candidate who does not currently work at the County is hired to fill a vacant, or soon to be vacant position.
- A **promotion** is when an employee moves from one classification or job to another classification or job in a higher pay grade.
- A **lateral transfer** is when an employee moves from one classification or job to another classification or job in the same pay grade.
- A **demotion** is when an employee moves from one classification or job to another classification or job in a lower pay grade.
- A **temporary working level** (TWL) is when an employee is temporarily assigned duties of a position with a higher pay grade for a minimum of a two (2) week period, but not to exceed one (1) year. TWLs are described in section 9.05.

Job Announcement Postings

Job announcements are posted on the Human Resources website and may also be posted on designated bulletin boards throughout the County. They may also be posted on other organizational and recruiting websites, and/or sent to various external recruitment agencies, advertised in newspapers or other media when applicable. These announcements summarize minimum qualifications, and key job duties of the position being filled, but may not be all inclusive. Announcements will also include information about any required civil service testing.

Application Process

Non-employees apply for posted vacancies through the Human Resources website. The website allows applicants to view current vacancies, create a profile and apply for one or more vacancies.

All job openings will be posted on the Human Resources website. Certain posted vacancies are for current employees only, but all openings will be posted publicly. Any restriction on who can apply will be noted on the posting.

Vacancies for positions covered under a CBA will follow the application process outlined in the CBA.

Selection Process

Classified Positions

The Personnel Review Commission screens applicants for minimum qualifications, conducts civil service examinations, and certifies eligibility lists to the hiring managers. For internal promotions, Human Resources may conduct a screening process and determine candidates to interview utilizing an alternative process approved by the Personnel Review Commission.

Human Resources may conduct additional screenings, which may include, but are not limited to, physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected applicants from the eligibility list. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Unclassified Positions

Human Resources screens resumes and applications for minimum qualifications and refers qualified applicants' information to the hiring manager.

Human Resources may conduct additional screenings, which could include physical agility assessments, criminal record checks, driving record checks, background checks, past work record reviews, job knowledge assessments/tests, job performance prediction assessments, etc.

The hiring manager, along with an interview panel, interviews selected qualified candidates. The department identifies the preferred candidate to Human Resources, which makes a recommendation to the County Executive. Once approved, Human Resources extends a job offer to the candidate.

Certain unclassified positions are appointed directly by elected officials (e.g., the County Executive and County Council), and these positions may be filled through a separate process managed by the elected official, in consultation with Human Resources.

5.02 Background Checks

The County conducts appropriate background checks on applicants who have received a conditional offer of employment, employees, trainees, paid and unpaid interns/co-ops/fellows, volunteers, and appropriate non-employees performing work on County premises or otherwise on behalf of the County as permitted or required by law.

The County may perform the following background checks, in compliance with relevant laws, including but not limited to:

- Personal Background
- Criminal Background
- Financial Background
- Work History Background
- Educational History Background
- Other Backgrounds as required

Pursuant to County Code, the County does not ask applicants about their criminal background as part of the application process, except as permitted by law. The County may ask applicants who have received a conditional offer of employment about their criminal background. When evaluating an applicant or employee with criminal convictions, the County will consider the nature of the offense, the length of time since conviction, the relationship between the conviction and the duties and responsibilities of the position, and any positive changes demonstrated since the conviction.

5.03 Newly Hired Employees

Orientation

The County provides an orientation process, facilitated by Human Resources, to prepare newly hired individuals to succeed as County employees. All new employees will receive orientation during their first year of employment. This will assist new employees in learning about the County and understanding the County's core values, mission, vision and goals.

During the orientation process, new employees will submit all new-hire paperwork and receive relevant information that will assist them in making a smooth and effective transition to the County.

As part of the orientation process, Human Resources provides a new hire orientation meeting to new employees. New hire orientation meetings are typically completed within the first thirty (30) days of employment.

Identification Badge

Upon hire, employees receive an identification badge from the County at no cost. Employees are required to visibly wear their identification badges while on County property, and/or while performing County business. Employees must notify their supervisor as soon as practical if their identification badge is lost, stolen, damaged or stops working. The employee or supervisor can submit a *request for ID badge replacement form* to ID Card Services to have a new identification badge issued. The request for ID badge replacement form is available from ID Card Services.

Employees may be charged a replacement fee if their badge is lost, stolen, damaged, or stops working. The County may waive the replacement fee for inoperable identification badges. The County may collect and issue, at no cost, a new identification badge to an employee who transfers departments.

Employees must return to their identification badge to their supervisor or Human Resources upon end of employment.

Probation Period

The employee probation period is a time devoted to the development and evaluation of the employee in their new position with the County. All full-time and part-time employees that are newly hired, transferred, promoted or demoted shall be subject to an initial probation period of one hundred eighty (180) calendar days, beginning the first day of their assignment.

No appointment is final until the employee satisfactorily completes their probation period. An employee may be removed or displaced at any time for failure to successfully complete their probation period or for any other lawful reason. The removal or displacement of an employee in their probation period is not subject to appeal. The Director of Human Resources may extend an employee's probation period to allow additional time to review the employee's performance, up to a maximum of one (1) year. Neither days spent on any unpaid leave of absence, nor days spent on a paid leave of absence for more than five (5) consecutive working days will be counted towards the probation period. Probationary periods and related requirements for bargaining employees are set forth in each applicable CBA.

6 GENERAL EMPLOYMENT PRACTICES

County employees are expected to perform their jobs and to conduct themselves in a professional manner in a way that advances the goals of the County and boosts public confidence in County government. County employees must exercise the required care for the safety and security of persons and property. County employees must refrain from any behavior which might be harmful to the County's interests, or conflict with County policy. For this reason, the County is committed to selecting individuals for employment who are committed to achieving and supporting the goals and objectives of the County.

It is the desire of County government that all employees have a successful and rewarding tenure and maximize their potential both personally and professionally. Identifying strengths and areas of needed improvement help to prepare employees for promotional opportunities.

6.01 Employment Status

The employment status of County employees includes full-time, part-time benefits eligible, part-time non-benefits eligible, and temporary. As defined in the Fair Labor Standards Act (FLSA), employees are overtime non-exempt or exempt. Per the Ohio Revised Code, non-bargaining County employees are also designated as classified in the civil service or unclassified. For the purposes of this handbook, elected County officials are not considered employees of the County.

Full-Time

Full-time employment is defined as scheduled to work a yearly average number of hours greater than or equal to forty (40) per workweek. Full-time employment is generally based on a pre-arranged schedule and full-time status is indicated during an initial job offer or change in employment status. Full-time employees are eligible for benefits (see section 10).

Part-Time Benefits-Eligible

Part-time benefits-eligible employment is defined as scheduled to work a yearly average number of hours less than forty (40) per workweek and up to and including thirty-nine (39) per work week but not less than thirty (30) hours per workweek. Part-time benefit-eligible employees are eligible for certain benefits (see section 10).

Part-Time Not Benefits-Eligible

Part-time employment that is not benefits-eligible is defined as working a yearly average number of hours fewer than thirty (30) hours per workweek and are not eligible for healthcare benefits.

Temporary Employment

Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.

Exempt or Non-Exempt

The Fair Labor Standards Act (FLSA) and its amendments provide rules to determine whether a position is designated as exempt or non-exempt. Non-exempt employees receive overtime pay or compensatory time off calculated at time and one-half (1.5) their regular rates for hours worked more than forty (40) in a workweek (see section 9.06). Exempt employees do not receive overtime pay (i.e., time and one-half) but may, in extraordinary circumstances, receive exchange time or straight pay for hours worked more than forty (40) in a workweek (see section 9.07)

Classified or Unclassified

Classified positions are subject to the civil service provisions of the Ohio Revised Code, the Ohio Administrative Code, the County Charter and the County Code. Classified employees may file appeals with the Personnel Review Commission (PRC) if they feel their civil service protections have been violated.

Unclassified positions are exempt from civil service examination and are not subject to civil service protections. Unclassified employees are at will employees and serve at the pleasure of the County.

Bargaining or Non-bargaining

A position is considered bargaining if it is covered under a CBA. Non-bargaining positions are not covered under a CBA. The terms and conditions of a CBA supersede this handbook on any subject covered by the CBA.

6.02 Job Descriptions

Classified Positions

The PRC maintains the County's class plan. Each classified position has a classification specification that describes the classification's function, distinguishing characteristics, essential job functions, and minimum requirements. All classification plan change requests must be made to the PRC by completing a *non-bargaining classification plan revision request form*, found in the PRC's website. Departments are responsible for communicating any proposed job function changes, in advance of any change to employees' duties, to the PRC.

Classification specifications are located on the PRC's website, and can be requested from Human Resources or the PRC.

Unclassified Positions

Human Resources maintains job descriptions for unclassified positions. Job descriptions consist of essential job functions, including job duties, responsibilities and requirements. Job descriptions will be updated when substantial changes are made.

Departments are responsible for communicating any proposed job description changes for unclassified positions, in advance, to Human Resources. Human Resources will work with the supervisor and others to ensure suggested changes are appropriately incorporated.

Employees who believe their job has significantly changed should notify their supervisor and Human Resources for a position audit (see section 6.03).

Unclassified job descriptions can be requested from Human Resources.

6.03 Position Audit

A position audit is a formal process to evaluate whether an employee performs job duties substantially different from his or her job description or classification. An employee who believes their position is incorrectly classified can request a position audit. Human Resources will request information from the employee, the employee's supervisor and the department director regarding the employee's current duties and responsibilities to determine if the employee's position is appropriately classified. After reviewing all available information, Human Resources will determine whether the employee's position is properly classified. An employee who disagrees with Human Resources' determination can file an appeal with the PRC in accordance with the PRC's Administrative Rules.

Position audits are fully described in Section 303.01 of the County Code. Employees who wish to request a position audit should contact Human Resources.

6.04 Direct Deposit of Pay and Payroll Deductions

Employees are paid bi-weekly and must participate in the County's Direct Deposit program. A *direct deposit form* must be completed as part of the employee's new hire paperwork or when the employee experiences any changes to their applicable financial account. Employees are responsible for notifying Human Resources if their direct deposit bank(s) and/or account(s) change. Any questions regarding direct deposit or deductions should be directed to Human Resources.

Human Resources publishes an annual payroll calendar that notes each pay day. The payroll calendar is available online or by contacting Human Resources.

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

- **Mandatory Deductions.** Mandatory payroll deductions are mandated by statute. They include federal, state, city and school district taxes, OPERS contributions, support orders, union dues/fair share fees, Medicare, bankruptcy, garnishments and other applicable obligations.
- **Voluntary Deductions.** Voluntary payroll deductions are authorized by the employee. These include health, accident, charitable contributions, disability and life insurance, retirement plans, flexible spending accounts, credit union deductions, parking and transit costs and union dues.

Deductions can be pre-tax or post-tax depending on the nature of the deduction.

6.05 Timekeeping

The County must comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of an employee's work hours and that employees are paid in a timely manner, employees and their supervisor are required to maintain accurate time and attendance records. Attendance or use of leave should be recorded daily for non-exempt personnel or within the actual pay period for exempt employees.

Time entry for non-exempt employees must be completed daily and accurately by employees. After reviewing and resolving any discrepancies, the supervisor (or department designee) must approve the number of hours worked or on leave in the County's timekeeping system.

Time entry for exempt employees must be completed within the actual pay period. After reviewing and resolving any discrepancies, supervisors (or department designee) must approve the number of hours to be paid for time worked or on approved paid or unpaid leave in the County's timekeeping system.

All employees are expected to provide accurate information regarding time and attendance. Falsification is an act of misconduct and considered a violation of the County's policy and procedural guideline and may be subject to disciplinary action.

6.06 Standard Workweek and Hours

The normal workweek for full-time County employees is five (5) days per week, usually Monday through Friday. The normal workday is from 8:30 a.m. to 4:30 p.m. The normal workweek and hours of work may vary based on operational needs, and/or in the case of 7-day/24-hour-a-day operations or in situations covered by a CBA.

Lunch and Breaks

Employees shall be allowed a one (1) hour paid lunch period. To qualify for the paid lunch period, employees must work a minimum of five and one half (5.5) hours inclusive of the lunch period. In addition, County employees may receive two paid breaks of up to fifteen (15) minutes in duration. All breaks and lunch periods are to be scheduled by the employee's immediate supervisor based on the operational needs of their unit and in accordance with the following provisions:

- one break may be taken in the first half of the work day and one may be taken in the second half of the work day
- breaks shall not abut the end or beginning of the lunch period

- breaks and lunch periods cannot be used to make-up tardiness or quitting early. For example, an employee who is scheduled to end their day at 4:30 may not leave for the day at 3:30 p.m. and take their lunch from 3:30 to 4:30 p.m.
- an employee must return to work after a lunch period for that period to be considered a lunch period. For example, an employee may not take their lunch period from 12 p.m. to 1 p.m. and then take sick leave from 1 p.m. until the end of the day. The employee will be required to use their own leave time to cover the period from 12 p.m. to 1 p.m. If, however, the employee only used sick leave from 1 p.m. until 2 p.m. and returned to work for the remainder of the day, the 12 p.m. to 1 p.m. period would be considered a proper lunch period.

6.07 Flexible Work Schedules

To meet challenges and provide options for work-life balance, a department director may grant flexible work schedules for individual employees, departments, divisions within departments, or other offices or agencies. These variations must allow for operational needs to be met, may not alter the total number of hours worked in a workweek and must be approved by the employee's supervisor and department director. The County recognizes three (3) types of flexible work schedules:

- **Alternative Start/End Time.** A department director may grant an alternative start/end time that enables employees to start earlier or later than the designated start time, then work an eight (8) hour workday.
- **Daily Flexible Schedule.** A department director may grant a daily flexible schedule that enables employees to come to work early and go home early, arrive to work late and stay late, or take extra time at lunch that is made up by arriving to work early or staying late. Employees who work daily flexible schedules are required to work within their agency/department's core operational hours.
- **Compressed Work Week.** A compressed work week enables employees to work a four (4) day work week, ten (10) hours each day. Where practical, directors and managers are strongly encouraged to implement compressed work week schedules to realize operational cost savings, improve public access to county services, and/or improve employee quality of life.

Employees wishing to work flexible work schedules must make their request to their supervisor. Supervisors must complete an operational analysis to determine the feasibility of the request and meet with Human Resources before final approval.

Employees who work a flexible schedule greater than eight (8) hours per day will receive a maximum of eight (8) hours of pay for each recognized holiday. If the holiday falls on a regularly scheduled workday, employees may, at the discretion of the supervisor, make up the additional time or use vacation time to account for the difference in hours.

If the recognized holiday does not fall on a regularly scheduled workday, eligible employees who work a flexible schedule, will be given eight (8) hours of time off at their normal rate of pay.

A floating holiday example would include: employees who work a Tuesday–Saturday schedule, missing a Monday holiday; therefore, employees may take an approved floating holiday.

Working a flexible work schedule is a privilege, not an employee right. Flexible work schedules are not appropriate for all job situations. A flexible work schedule can be rescinded with at least five (5) business days' notice to the employee.

6.08 Voluntary Reduced Work Schedules

Management, in consultation with Human Resources, may authorize or revoke authority for employees to participate in a voluntary reduced work schedule. Eligibility for benefits could be affected. Exempt employees who participate in a voluntary work reduction program shall not be eligible to accumulate exchange time.

6.09 Telecommuting

The county does not permit permanent telecommuting arrangements. Employees may, however, be permitted to work out of the office on a temporary or occasional basis when doing so would not adversely impact county operations. Each department director, in consultation with Human Resources, may determine whether an employee may work out of the office on a temporary or occasional basis for dependent care, inclement weather, illness, or caring for an ill family member. Employees working out of the office are required to truthfully and accurately report their time. Supervisors of employees working out of the office are responsible for ensuring such work arrangements are not abused. Falsification of time and attendance records may result in discipline. If an employee's temporary work arrangement is insufficient to meet county business needs, the employee may be required to return to working in the office or to use applicable leave time. The Department Human Resources shall consult with the County's Risk Management Division to ensure out-of-office work arrangements do not expose the county to unduly high workers' compensation claims or other liability.

6.10 Performance Management

The County strives to help employees understand the impact their contributions have on organizational goals and provide opportunities for professional growth. To achieve this goal, the County has established a performance management program that culminates in a performance review. The performance management process is ongoing as the County plans, manages, reviews, and recognizes good performance.

An effective performance management system is designed to:

- ensure employees have a clear understanding of work expectations
- provide ongoing feedback to employees regarding their performance relative to expectations
- identify development opportunities
- address performance that does not meet expectations

A comprehensive performance management system empowers employees to have greater input into their personal career progression and enables supervisors to better identify and recognize performance based upon a set of criteria.

The County's performance management process consists of a three-phase cycle: planning, managing and reviewing.

- **Planning Phase.** In this phase, individual goals and objectives are set for the performance period. SMART (specific, measurable, achievable, relevant, and time based) goals increase employee motivation and commitment to goal attainment, leading to greater performance and productivity.
- **Managing Phase.** In this phase, through formal and informal conversations, the parties discuss progress towards the successful completion of goals and expectations. Regular communication between the supervisor and employee is critical during this part of the performance management cycle. Discussion enables the supervisor to provide timely feedback and coaching as the year unfolds. It is important for supervisors and employees to keep track of key performance highlights and challenges that occur during the performance period. These notes will assist employees and supervisors during subsequent conversations and when it is time to prepare the performance review.
- **Reviewing Phase.** After the evaluation cycle, the supervisor meets with the employee to conduct a performance review. If SMART goals have been set (planning phase) and ongoing communication/feedback has taken place (managing phase), the overall outcome of the annual review should come as no surprise to the employee. The employee may provide written comments relevant to the performance review on the form within five (5) workdays after receiving it. The employee will acknowledge receipt of the performance review on the form. An employee's acknowledgement of receipt does not indicate agreement with its contents.

6.11 Corrective Action/Performance Improvement

The County has adopted a corrective action process to help employees understand that performance concerns or opportunities for improvement exist, to clarify management's expectations and to prevent a recurrence of unsatisfactory behavior and/or performance concerns.

Documented Counseling

Documented counseling involves a meeting between supervisor and employee, whereby the employee is informed of the inappropriate conduct and of any corrective action that may be necessary. The supervisor shall complete, sign, and date a documented counseling form. The supervisor shall indicate on the form the date when the employee received the form. The supervisor shall retain the original and the employee shall receive a copy of the form.

Performance Improvement Plan

It is the County's desire that each employee performs at an optimal level. If performance is below an acceptable level, the supervisor may decide that a Performance Improvement Plan (PIP) is necessary. The supervisor will document a description of the performance problem, corrective action to be taken by

the employee and how the employee's performance will be measured, along with target dates for improvement. The supervisor shall consult with Human Resources on the development of a PIP.

The supervisor will meet with the employee to implement the PIP. If the employee's performance continues to fall below expectations, the County may choose to modify the PIP, conduct a Pre-Disciplinary Conference to determine the appropriate discipline, or otherwise address the deficiency, up to and including removal.

Mandatory Referral to Employee Assistance Program

Human Resources may require an employee to seek assistance through the County's Employee Assistance Program (EAP) to identify and resolve issues that may be interfering with job performance. Supervisors may initiate a mandatory EAP referral by contacting Human Resources. A referred employee's attendance, motivation level, and willingness to follow recommendations will be reported back to County management by the EAP administrator.

6.12 End of Employment

The County strives to build long-term mutually beneficial relationships with its employees and wishes future success to employees who exit employment.

Resignation

Employees may resign from employment with the County by providing written notice to Human Resources or their supervisor. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of resignation after acceptance unless Human Resources, in conjunction with the employee's department director, approves the request to rescind in writing. Employees are requested, when possible, to provide at least fourteen (14) calendar days advance written notice of their intention to resign.

Retirement

Employees may retire from County service by submitting the appropriate forms to the Ohio Public Employees Retirement System (OPERS) and providing written notice to Human Resources. Forms may be found on the OPERS website: www.OPERS.org or by contacting Human Resources. Upon receipt, Human Resources will confirm acceptance to the employee in writing. An employee may not rescind a notice of retirement after acceptance unless Human Resources, in conjunction with the employee's department director, accepts the employee's request to rescind. Employees are requested, when possible, to provide fourteen (14) calendar days advance written notice of their intention to retire.

Disability Separation

An employee who is unable to perform the essential job functions of their position due to a disabling illness, injury or condition, and has exhausted all paid sick leave and applicable unpaid leave, may be disability separated in accordance with the ADA and other applicable law. A disability separation may be voluntary or involuntary. The County may require the employee to submit to a medical or psychological

fitness for duty examination with a physician chosen by the County for determining whether the employee can perform the essential job functions of their position, with or without reasonable accommodation.

Voluntary Disability Separation

A disability separation is voluntary when an employee requests to separate. The County may grant an employee's request for voluntary disability separation or may require the employee to submit to a medical or psychological examination. If the examination supports the employee's request, the County shall grant the employee's request for voluntary disability separation. If the medical examination does not support the employee's request, the County shall not approve the employee's request for voluntary disability separation.

An employee who is granted a voluntary disability separation shall retain the right to be reinstated to their position for two (2) years from the date that the employee is no longer in active work status.

Involuntary Disability Separation

A disability separation is involuntary when there is a dispute between the County and the employee regarding the employee's ability to perform the essential functions of their position, with or without reasonable accommodation. The County must have medical evidence of an employee's disabling illness, injury or condition that documents the employee's inability to perform one or more essential functions of their position. The County will schedule a pre-separation hearing and the employee shall be provided with written notice at least seventy-two (72) hours in advance. If the employee does not waive their right to the hearing in writing, the employee has the right to examine the County's evidence of disability, rebut that evidence, and present testimony and evidence on their own behalf at the hearing. If the County determines, after weighing the testimony and evidence admitted, that the employee is unable to perform one or more essential functions of their position, with or without reasonable accommodation, then the County shall separate the employee. Unless otherwise specified in the employee's CBA, an involuntarily disability separated employee shall have the right to appeal to the Personnel Review Commission (PRC) by following the PRC Administrative Rules.

Reinstatement from Disability Separation

An employee on disability separation for less than two (2) years may make a written request to the County for reinstatement accompanied by credible medical evidence that the employee can perform the essential functions of their position, with or without reasonable accommodation. A request cannot be made less than three (3) months from the date the employee was no longer in active work status. Upon receipt of this evidence, the County shall either reinstate the employee or require the employee to submit to a medical or psychological fitness for duty examination to determine whether the employee can perform the essential functions of their position, with or without reasonable accommodation. The County shall notify the employee of its decision to approve or deny the reinstatement request no later than sixty (60) calendar days after it receives the employee's written request. If the County determines that the employee is unable to perform one or more of the essential functions of the position, with or without reasonable accommodation, the County will schedule a hearing and provide the employee written notice at least seventy-two (72) hours in advance. If the employee does not waive the right to the hearing, the employee has a right to examine the County's evidence of continuing disability, rebut that evidence, and to present

testimony and evidence on their own behalf. If the County then finds the employee incapable of performing one or more of the essential functions of their position, with or without reasonable accommodation, the employee will be notified of this decision in writing and shall have the right to appeal to the PRC by following the PRC Administrative Rules. The employee shall not make subsequent requests for reinstatement more than once every three (3) months from the date the employee is notified of a reinstatement denial. If the County determines that the employee is to be reinstated, the employee will be assigned to a position in the classification the employee held at the time of disability separation if a position is available. If that classification no longer exists or is no longer utilized by the County, or if there is no available position, the County shall endeavor to place the employee in a similar classification. If no vacancy in a similar classification exists, or if the employee no longer meets the minimum qualifications, the employee may be laid off.

Disability Retirement

Employees who are unable to perform the essential duties of their position, with or without reasonable accommodation, due to a disabling illness, injury or medical condition, may be eligible for disability retirement through OPERS. Employees must contact OPERS to initiate the disability retirement process. Employees seeking reinstatement from a disability retirement pursuant to applicable state law shall be required to submit appropriate documentation of their ability to work and may be required to submit to an examination to determine whether they can perform essential functions of their position, with or without reasonable accommodation.

Layoff

Whenever the County determines that it is necessary or advisable to reduce its workforce, the County shall lay off employees or abolish their positions in accordance with the County Code and any applicable provisions of the Ohio Revised and Administrative Codes. Affected employees will be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and county workforce programs, and other information related to the layoff process (e.g., unemployment).

Bargaining employees should refer to their CBA for information regarding layoffs.

Disciplinary Removal

Employees may be subject to involuntary separation based on disciplinary action as described in this handbook or their CBA.

Employee Separation Appeal

Classified employees who are involuntarily separated may appeal their separation to the PRC by following the PRC Administrative Rules. Bargaining employees who are involuntarily separated may appeal their separation based on the terms outlined in their CBA.

Final Paycheck

Upon separation of employment, compensation for accrued vacation leave and compensatory time will be included in the last paycheck or may be included in a separate check (provided that all County property

i.e. laptop, keys, have been returned). There is no compensation for unused sick leave or exchange time except upon retirement. An employee with ten (10) or more years of service may receive payment for one-fourth (1/4) the value of accrued, unused sick leave, not to exceed 240 hours (30 days).

6.13 Delayed Openings/Early Closing

Emergency Delayed Openings/Early Closing

As a general practice, the County does not close buildings unless the health, safety and/or security of County employees are threatened. In addition, from time to time the County may delay opening, suspend operations or release employees early because of an emergency such as power failure, hazardous weather conditions, acts of God, or similar situations. These situations may necessitate the delayed opening or early closing of multiple buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. Employees should consult with their supervisor or department director to determine if they are considered an essential employee.

Notification

In the event of an emergency, the County Executive, or their designee, will be responsible for initiating delayed opening or early closing procedures.

If the decision to delay opening or early close more than one (1) County site has been made, the County's Department of Communications is responsible for initiating general notification to County employees and the public. Other designees, including the County Executive, department directors and Human Resources, may also disseminate the notification.

Employee notifications can occur in multiple ways, for example:

- contact by a County official
- local media, including local radio, television stations and their corresponding websites
- The County's Internet home page at www.cuyahogacounty.us and/or intranet site
- Notification from "ReadyNotify." Employees are encouraged to register with ReadyNotify (<https://ready.cuyahogacounty.us>) to receive all emergency notifications
- posting on an official County social media platform

Employees are encouraged to listen to local radio and watch for television announcements during periods of adverse weather or states of emergency to determine the status of their facilities. In addition, employees can also call the County main emergency message number, (216) 443-7000, and listen to a recorded message.

Employees Operating During Delayed Openings/Early Closings

The County may require employees to work during delayed openings or early closing. Department directors are responsible for identifying, designating and notifying employees responsible for carrying out critical functions who are expected to report to work in the event of a delayed opening or early closing.

Pay Provisions During Delayed Openings/Early Closings

Non-exempt employees who are at work when a delayed opening or early closing is declared may be sent home and will be paid for the balance of their scheduled hours. Exempt employees will receive their regular pay for the day.

Employees on approved leave (e.g., vacation, sick, personal day, etc.) will be charged according to their leave arrangements.

The County reserves the right to determine pay provisions based on the circumstances. Factors that may be considered include, but are not limited to, notice to employees not to report and duration of the emergency.

Non-Emergency Delayed Openings/Early Closings

The County Executive may authorize the delayed opening or early closure of one (1) or more buildings or offices for any reason deemed appropriate. In the event of an authorized non-emergency delayed opening or early closure, the provisions regarding notification, essential employees working, and pay for emergency delayed openings or early closures shall apply.

7 STANDARDS OF CONDUCT

7.01 Anti-Harassment and Anti-Bullying

The County is committed to providing a workplace free from harassment, including sexual harassment and bullying. Conduct that unreasonably interferes with an individual's work performance, that creates an intimidating, offensive or hostile work environment, and/or adversely affects employment opportunities is strictly prohibited.

An employee who is found to have harassed or bullied an employee, or anyone engaged in County business, or anyone on County property, may be subject to corrective action (see section 6.09), disciplinary action (see section 7.11), training, mediation, or transfer. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or knowingly files an unfounded or fraudulent complaint intended to cause harm.

Harassment and bullying can be intentional or unintentional. It is the impact of the employee's actions, not intent, that determines if harassment or bullying occurred.

Definitions

Workplace Harassment is any unwelcome verbal, written or physical conduct that demeans or shows hostility, or aversion, toward an individual, or their relatives, friends or associates, because of their race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, and political affiliation, or on the basis of association with an individual that falls into a protected category of the County's equal opportunity policy, which can reasonably be considered to adversely affect the work environment.

Such harassing conduct may include, but is not limited to:

- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile comments or acts
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, from one of the opposite sex, or from one of the same sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment

- Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance, or is so pervasive or severe that it creates an intimidating, hostile or offensive environment

The terms "intimidating," "hostile" and "offensive" are interpreted according to legal standards generally from the viewpoint of a reasonable person in similar circumstances as the complaining party.

Examples of sexual harassment include, but are not limited to:

- unwanted sexual advances
- demands for sexual favors in exchange for favorable treatment or continued employment
- repeated sexual jokes, flirtations, advances or propositions
- verbal abuse of a sexual nature (e.g., graphic comments about a person's body or sexual prowess)
- whistling or leering
- touching, pinching, or assault
- coerced sexual acts
- suggestive insulting, obscene comments or gestures
- displaying sexually suggestive objects, pictures or written material in the workplace

Bullying is egregious or repeated inappropriate behavior, intentional or unintentional, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons toward a co-worker or anyone engaged in County business, on County property and/or that could reasonably be expected to impact the workplace.

The County considers the following types of behavior examples of bullying (this list is not all inclusive):

- **Verbal or Written:** slandering, ridiculing or maligning a person or their family; persistent name calling that a reasonable person would consider hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
- **Physical:** pushing; shoving; kicking; poking; tripping; assault, or threat of assault; damage to a person's work area or property.
- **Non-Verbal Acts:** non-verbal threatening acts which a reasonable person would consider threatening.
- **Cyber:** the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Prohibited Retaliation

Any form of retaliation against those who bring forward complaints or perceived violations of this administrative guideline, or against those who oppose discrimination or harassment or participate in an investigation of a complaint, is strictly prohibited. Any action that is perceived to be retaliatory should immediately be reported to Human Resources.

Reporting Workplace Harassment, Sexual Harassment, Bullying, or Retaliation

Employees who believe they are the victim of workplace harassment, sexual harassment, bullying, or retaliation must immediately report the issue to Human Resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding workplace harassment, sexual harassment, bullying, or retaliation must immediately contact Human Resources.

Employees who are aware of or witness potential workplace harassment, sexual harassment, bullying, or retaliation must report such conduct immediately. Supervisors and department directors must immediately report any potential instances of workplace harassment, sexual harassment, bullying, or retaliation involving employees or others to Human Resources.

Investigation

The County will investigate all reported concerns. An investigation may include conducting interviews, obtaining written statements, and reviewing records. The County will complete investigations in a prompt manner. The length of the investigation will vary based on the circumstances involved.

After obtaining and reviewing all available information, the County will determine if any employee violated any County policy. The employee who made the report and the accused employee(s) will be notified in writing of this determination.

If the County finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer.

Confidentiality of Reports

The County will maintain the confidentiality of all investigations, to the extent possible and allowable under applicable Ohio law and may share information on a need-to-know basis. The County will advise all concerned parties to keep information relating to the investigation confidential. Employees should be aware that information obtained during an investigation may be released to comply with a subpoena, public records request, or other disclosure required by law.

Unauthorized disclosure of facts or opinions and/or spreading of information about a report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action.

False Allegations

Employees are prohibited from making a report the employee knows is not true. If an investigation reveals that an employee knowingly made a false allegation, the employee may be subject to disciplinary action.

These procedures are not designed or intended to limit the County's authority to discipline or take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or bullying.

7.02 Resolving Work-Related Concerns

The County strives to maintain a workplace that fosters a productive and harmonious working environment where work-related concerns are managed promptly, impartially and justly.

Minor problems can develop into larger disputes, if they are not dealt with quickly and effectively. It is the County's intent to foster positive and collaborative relationships amongst employees and our customers. The County encourages quick and decisive resolutions to work-related concerns.

An employee with a work-related concern should first attempt to address the concern informally, with their supervisor. If the employee cannot resolve the issue informally with their supervisor, the following process must be used:

- **Step 1:** The employee must bring their concerns to the attention of their supervisor, in writing, for a resolution. Once made aware, the supervisor must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The supervisor's response will be in writing.
- **Step 2:** If the employee believes the situation remains unresolved, the employee must make a written request to their department director or designee outlining the concern, the date when the employee advised their supervisor of the concern, and that the concern remains unresolved. The department director or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The department director or designee's response will be in writing.
- **Step 3:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the Director of Human Resources or designee. The Director of Human Resources or designee must seek to resolve the concern within a timely manner, generally not to exceed fifteen (15) workdays. The Director of Human Resources or designee's response will be in writing.
- **Step 4:** If the employee believes the situation remains unresolved, the employee must bring the written concern to the County Executive or designee. The County Executive or designee's decision is final, and the employee shall be notified in writing.

If employees are uncomfortable, or feel it is inappropriate to address the issue with a level(s) of management identified in this procedure, they may consult directly with Human Resources. An employee who skips one (1) or more steps in this procedure without reasonable cause, as determined by the Director of Human Resources or designee, may be required to complete the skipped step(s) before any further action will be taken regarding the employee's concern.

When this handbook establishes a process for reporting a concern (e.g., for reporting workplace violence, harassment, sexual harassment, discrimination, bullying, or retaliation), employees should follow the procedures for those circumstances. Bargaining employees should consult their CBA regarding the resolution of work-related concerns.

Retaliation against an employee for following this process is strictly prohibited. Human Resources may be consulted at any step in this procedure for assistance.

7.03 Employee Dress/Appearance

The County has adopted a business-casual work apparel environment for its employees. Business-casual work apparel is intended to encourage a more relaxed and productive environment at work while at the same time maintaining an atmosphere of neat, well-groomed, business-like appearance among employees. Projecting a positive image of our workplace to our customers, volunteers and fellow employees should be a high priority for all employees.

Employees should exercise reasonable judgement and may consult with their supervisor to determine when professional business attire is necessary for specific work obligations.

Departments may have more specific work-apparel guidelines based on the nature of the work performed (examples include but are not limited to, employees working outside, uniformed employees, etc.).

If a supervisor decides that an employee's dress or appearance is not appropriate as outlined in this procedural guideline, they may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the procedure. An employee who is dressed inappropriately may be sent home to change their clothes and may be subject to disciplinary action. An employee who is sent home shall be placed in unpaid status or may use appropriate leave (e.g., vacation, exchange, or compensatory time) to cover a reasonable amount of time that they are away from the worksite.

Nothing in this guideline is intended to limit an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire.

7.04 Attendance

Timely and regular attendance is an expectation of performance for all County employees. To ensure appropriate staffing levels, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation they must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have

discretion to evaluate and issue discipline when appropriate. Employees covered under a CBA should refer to their CBA for time and attendance requirements, if applicable.

Punctuality and regular attendance are essential to ensure optimal productivity and customer service. Employees are required to maintain a satisfactory record of attendance. The County recognizes that employees will at times experience illness, or on an occasion be late for work due to unusual circumstances. This policy attempts to acknowledge both management and employee concerns.

Occurrences

An occurrence is defined as an unapproved absence, two (2) tardies or two (2) missed time clock punch-ins/outs. The total number of days or partial days that an employee is unavailable for work due to unapproved absence are considered when applying discipline, as outlined in the table below.

Unapproved Absences

An absence is deemed unapproved when an absence of more than one hour is not covered by an approved leave (e.g., sick, FMLA, vacation, compensatory or exchange time).

Employees will be docked pay for all hours missed due to unapproved absences.

Tardy

An employee is tardy when the following occurs involving periods of one hour or less:

- failure to report to work on time, as scheduled
- taking an extended meal or break period without prior approval

Time Clocks and Failure to Clock Punch-in/out

Employees who use timeclocks are required to follow established guidelines for recording their actual hours worked. A missed clock punch-in/out is a violation of procedural guidelines, as is punching-in/out early or late without prior approval.

Department Notification

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee if they wish to arrive early or leave early from an assigned shift. Incidences of not following departmental notification procedures will be addressed in accordance with the County's progressive discipline guidelines. Please note that no call/no show is defined as AWOL below and treated differently from other notification violations.

The employee must follow their departmental notification procedures when an absence is due to a documented/approved leave of absence (e.g., FMLA, military leave, etc.) to ensure appropriate tracking of leave utilization.

Absence Without Leave (AWOL)

Employees who are absent for three (3) or more consecutively scheduled workdays without prior notification to their supervisor will be AWOL, and may be subject to removal. Supervisors should immediately consult with Human Resources if this situation occurs. A single day of no call/no show is subject to corrective action based on the circumstances of each individual case.

Progressive Discipline for Attendance

An occurrence is documented as a tardy and/or missed time clock punch-in/out. Supervisors and department management staff are responsible for tracking accumulated occurrences and for initiating the discipline process in consultation with Human Resources to ensure consistent application of discipline across the organization.

The following table is a guideline for discipline based on the total number of occurrences. Occurrences will be considered active for discipline purposes using a rolling twelve (12) month period. Occurrences will not be issued for absences that are protected under FMLA, ADA, Workers' Compensation, or legal proceedings leave.

Definition	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none">2 tardies2 missed clock punch-in/outs1 full or partial day unapproved absence	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
<ul style="list-style-type: none">Day of no call/no show (i.e., without prior notice)	9	Termination
	1	1-day suspension
	2	3-day suspension
<ul style="list-style-type: none">AWOL (3 or more consecutive days of no call/no show)	3	Termination
	1	Employee subject to removal.

If an employee accumulates several occurrences within a single pay period, the employee may be advanced to the level of discipline called for in these guidelines even if the employee has no prior discipline. For example, an employee with no prior discipline who accumulates five (5) occurrences in a pay period will be issued a one (1) day suspension.

This procedural guideline will be administered in conjunction with the timelines contained in this handbook and the County's CBAs for the expiration of active discipline. For example, if the timeline for the expiration of active discipline is twenty-four (24) months, a verbal reprimand issued under this procedural guideline will remain active for twenty-four (24) months and will be used as the basis of future discipline. If the discipline immediately prior to the one being assessed was less than twenty-four (24) months ago, the next discipline assessed will progress based on that prior discipline, unless the guidelines recommend discipline that is more severe. Examples: 1) If an employee has an active one (1) day suspension for missed clock punch-in/out and then is charged with two occurrences of tardiness, the employee will

receive a three (3) day suspension. 2) If a three (3) day suspension has been imposed pursuant to this guideline and remains active, the next discipline will be termination.

7.05 Employee Responsibility for County Property

Employees shall not abuse, neglect, waste or misappropriate County property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No County property shall be used for any purpose other than authorized work-related activities, this includes computers and the Internet. No County property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., County-issued cell phones, pagers, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment. As a condition of employment, all employees agree that if the employee does not return County property the replacement cost of the item(s) will be deducted from the employees' salary and leave balance(s) due (except when prohibited by law). If the amount does not cover the costs, the employee will be responsible for paying the difference.

7.10 Notification of Criminal Arrest or Conviction

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- felonies (or being arrested for a crime punishable as a felony)
- a crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or an undisclosed criminal arrests or convictions may constitute cause for discipline. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction.

7.11 Progressive Discipline

The County subscribes to a policy of progressive discipline. Progressive discipline is not intended to be punitive. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

Application

When progressive discipline is applied, the County shall examine the totality of the employee's current disciplinary record, including, but not limited to, attendance and tardiness discipline that remains active.

Procedure

Supervisors and managers are responsible for exercising independent judgement to identify and recommend the need for discipline.

When a management representative recommends discipline, they shall consult with Human Resources for guidance and to ensure consistency across the organization. Prior to recommending discipline, supervisors must have investigated and obtained documentation of the alleged conduct.

After a supervisor has recommended discipline, the role of Human Resources is to provide guidance on the level of discipline to be imposed. If the facts of the case may justify a suspension, demotion, or removal, the management representative will complete a request for Pre-Disciplinary Conference (PDC).

The purpose of the PDC is to provide the employee with a final opportunity to present their side of the case and to provide any additional information or documentation that the employee desires to be considered. Human Resources will coordinate the PDC and will provide written notice to the employee and supervisor regarding the date, time, and location of the PDC. Employees shall be provided with the option of waiving the PDC. Employees shall have the right to take an audio or video recording of their PDC.

Depending on the nature of the discipline that is ultimately issued, employees will be notified of discipline by their supervisor or Human Resources.

All disciplinary actions that are imposed shall be filed with Human Resources. Disciplinary actions will remain active for two (2) years for purposes of progressive discipline. The two (2) year period shall be measured backward from the date of the subsequent offense to the date the prior discipline was imposed.

Levels of Disciplinary Action

The County reserves the right to skip one or more levels of progressive discipline depending on the circumstances and/or severity of the offense.

- **Verbal Reprimand:** A verbal reprimand is an articulation of the problem by the supervisor to the employee. A verbal reprimand shall note the date and nature of the problem, as well as specifically state the employee is receiving a verbal reprimand.
- **Written Reprimand:** A written reprimand is formal, written notice by the supervisor to the employee that their conduct is inappropriate, what actions are necessary to correct the misconduct, and the consequences of continued misconduct.
- **Working Suspension:** A working suspension results with an employee is required to report to work to serve a suspension. An employee serving a working suspension shall be compensated at their regular rate of pay for hours worked. The working suspension shall be recorded in the

employee's personnel file and has the same effect as a suspension for the purposes of progressive discipline.

- **Suspension:** A suspension is a forced, unpaid leave of absence from employment for one (1) or more days.
- **Demotion:** A demotion is a forced transfer of the employee from one classification or job to another classification or job in a lower pay grade.
- **Removal:** A removal is a forced separation of employment.

A record of any disciplinary action must be made using a form prescribed by Human Resources and will be placed in the employee's personnel file.

At the sole discretion of the Director of Human Resources or designee, an employee may be temporarily placed on paid administrative leave. This may be necessary because the employee's actions indicate that remaining on the job or returning to the job may be detrimental to the employee, co-workers, customers or the County. Employees who are placed on paid administrative leave shall be prepared to return to work each day and may be subject to other requirements determined by Human Resources.

Prohibited Conduct

The County considers the following to be a non-exhaustive list of unsatisfactory conduct that may be considered grounds for progressive disciplinary action:

- Absence from duty without reasonable cause
- Absence without leave
- Being away from assigned work area without permission of supervisor
- Conduct that might endanger the safety of others
- Conduct unbecoming an employee of the County
- Creating a hostile, intimidating or offensive work environment based upon a protected characteristic
- Excessive absenteeism
- Excessive tardiness
- Failure to comply with safety regulations, procedures and/or guidelines
- Failure to cooperate in a workplace investigation
- Failure to follow call in procedures
- Failure to follow the orders of a supervisor
- Failure to properly report work status
- Failure to report known safety hazards
- Failure to wear required safety equipment
- Falsification
- Fighting
- Harassment, discrimination or retaliation against another
- Insubordination
- Intimidation or threats
- Misfeasance, malfeasance or nonfeasance

- Neglect of duty
- Offensive language or conduct toward another
- Poor job performance
- Possession of weapons on County premises without authorization
- Reckless operation and/or misuse of County vehicles and equipment
- Reporting for or being on duty in an unfit condition to work
- Reporting to work under the influence of alcohol and/or drugs
- Sleeping while on duty
- Theft
- Use of or possession of alcohol and/or drugs on County property
- Destruction of County property
- Violation of policies, procedures, rules, regulations, or guidelines

Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- Level of disruption to County business.
- Level of harm to the County's interests.
- Level of damage to the public's trust and confidence in Cuyahoga County government.
- The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.
- Whether the employee's conduct is part of a continuing problem.
- Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- Whether the employee's truthfulness brought into question because of his or her conduct.
- Whether there are extenuating or mitigating circumstances.

Appeals

The Cuyahoga County Charter provides classified non-bargaining employees an appeals process for certain disciplinary action through the Personnel Review Commission (PRC). Details are available on the website of the PRC. Bargaining employees should review their CBA regarding appeals.

8 WORKPLACE SAFETY

8.01 Workplace Violence Prevention

The creation and maintenance of a safe environment for all employees is one of the County's highest priorities. The County's goal is to prevent workplace violence through early intervention and investigation of threats or acts by or against employees while engaged in the performance of their duties.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. All individuals are entitled to a non-threatening environment while on County property, or off County property when serving the County. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

Definition

Workplace violence is defined as any act of aggression or violence or any statement that could be perceived by a reasonable person as an intent or threat to cause harm to a person or to property. Workplace violence can occur on or off County property and includes acts that could reasonably be expected to impact the workplace, including acts committed when an employee is off duty.

Reporting Workplace Violence

Any employee who witnesses or experiences workplace violence must promptly report the incident. All reports will be treated seriously and investigated accordingly. In the event of an imminent danger to themselves, or others, or property, employees should handle the situation as outlined below:

- Immediately call Protective Services at your location or, if direct telephone access is available call 911 to inform them of the incident. Until Protective Services staff or the police arrive, retreat to safety and try to avoid physical confrontation. If the circumstances permit, immediately notify your supervisor or manager of the incident. Do not attempt to take matters into your own hands.
- When the situation is so serious that immediate removal of an employee from property is necessary, the Director of Human Resources may place an employee on immediate paid or unpaid leave and have the employee removed from County property. In this case, the employee's supervisor should contact Human Resources regarding the need for disciplinary action.
- After an incident, any person who witnesses or has knowledge of the incident may be required to provide a statement to the manager or supervisor, describing the event. This is in addition to any statements given to Protective Services and/or local police.

In instances when the situation is not an emergency, employees should report the incident to their supervisor or manager immediately. If employees are not comfortable reporting the matter to a supervisor, reports of workplace violence may be made to Protective Services or Human Resources.

Supervisors and Protective Services staff are required to immediately communicate any complaints of workplace violence (or any acts of workplace violence that they witness or become aware of) to Human Resources.

Human Resources and department management will review each report and determine the appropriate response, which may include further investigation. If Human Resources finds that an employee has violated any County policy then Human Resources, in consultation with the employee's department director or designee, will determine the appropriate action, which may include corrective action (see section 6.09), disciplinary action (see section 7.11), mediation, training, or transfer. Additionally, if appropriate, the investigation findings may be forwarded to the proper authorities for further action, including criminal prosecution.

The County strictly prohibits retaliation against employees who report workplace violence. However, any employee who knowingly makes a false report may be subject to disciplinary action. In addition, nothing in this or any other policy or procedure should be construed as limiting employees' right to contact public safety officials in emergency circumstances.

Weapons

The County strictly prohibits the wearing, transporting, storage, presence or use of dangerous weapons on County property, or while engaged in business with or on behalf of the County, regardless of whether the person is licensed to carry the weapon under Ohio law. This prohibition does not apply to any law enforcement or Protective Services personnel engaging in official duties. Employees who violate this prohibition are subject to disciplinary action.

Employees who observe a person with a dangerous weapon on County property must immediately contact Protective Services.

For purpose of this policy, **County property** is defined as all County-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the County's ownership or control. Furthermore, this procedure applies to all County-owned or leased vehicles. Private vehicles that come onto County property are not included.

For questions regarding whether an item is covered under this prohibition, employees should contact Human Resources. It is the responsibility of every employee to make sure any item in their possession is not prohibited by this prohibition.

8.02 Smoke and Tobacco Free Workplace

To protect the health and safety of County employees and our customers, and to create a cleaner and more sustainable work environment, the County has established a smoke and tobacco free workplace, including owned and leased buildings, grounds, and vehicles.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County

time if the employee is not on County property and is not performing work for the benefit of the County during the break.

- **Smoking** is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- **Tobacco use** is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.
- **E-Cigarette use or vaping** is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems.

Prohibited Conduct

Employees are not permitted to smoke, use tobacco, e-cigarettes, or vape while on County property or while on County time. Employees are permitted to use FDA-approved tobacco/nicotine cessation aids, such as nicotine patches and gum.

Cessation Programs

The County provides access to resources for those who are interested in quitting the use of tobacco products. The County also offers an Employee Assistance Program, or you can contact the Ohio Tobacco Quit Line at 1-800-QUIT NOW.

8.03 Substance-Free Workplace

The County strives for a substance-free workplace to assist in maintaining a safe and productive work environment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the County's expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse will result in discipline up to and including removal.

Individuals Covered

This guideline applies to all employees. Applicants for employment are subject to pre-employment testing requirements as described in this procedure.

Definitions

- **County premises** shall include all property owned or leased by the County, including all vehicles.
- **County time** shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.
- **Employee Assistance Program (EAP)** is an employee benefit program intended to help employees address personal problems and/or behavior that may adversely impact work

performance, health and well-being. EAP's generally include assessment counseling and referral services for employees and their household members.

- **Last Chance Agreement (LCA)** is an agreement between the County, employees and the employee's union, for bargaining employees, which may be offered to employees found to be in violation of this policy. If offered, the last chance agreement sets forth behavior or performance the employee agrees to change in exchange for an opportunity for the employee to remain in employment with the County.
- **Legal drug** means any substance, the possession or sale of which is not prohibited by state law, including prescription drugs and over-the-counter drugs.
- **Prohibited drug** means any drug in any detectable amount which is not legally obtainable under state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
- **Reasonable suspicion** means suspicion based on personal observations that the County's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.
- **Refusing to cooperate** means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate will typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.
- **Substance Abuse Professional (SAP)** means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.
- **Under the influence** means that the result of a laboratory's analysis of the employee's urine or blood specimen shows a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited Conduct" (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on County time or premises). Employees holding a commercial driver's license will be held to the standard determined by federal or Ohio law or regulations adopted by the U.S. Department of Transportation.

Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the County's premises or while on County time or in or on County vehicles or while representing the County in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.
- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee's safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on County time or while on the County's premises if said drug may adversely affect the employee's safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated County personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct will subject an employee to disciplinary action and/or the imposition of an LCA.

Testing Categories

Post-Offer, Pre-Employment Substance Testing

Applicants who receive an offer of employment will be required to undergo a pre-employment substance screen test conducted at the County's designated testing facility. Any offer of employment that an applicant receives from the County is contingent upon, among other things, satisfactory completion of the examination, screening and substance testing.

The County may rescind an offer of employment that has been extended to any applicant who tests positive for drugs and/or alcohol or any other violation of this administrative procedure.

Reasonable Suspicion Testing

If the County has reasonable suspicion based on observations reported by a supervisor or another employee and documented on an Observation Checklist, the employee may be immediately sent for substance testing.

The supervisor who made a referral for substance testing may complete and sign an Observation Checklist setting forth the observations upon which the supervisor relied in making the referral for drug and/or alcohol testing. If possible, the Observation Checklist will be prepared before the end of the current shift, but no later than twenty-four (24) hours after the end of the current shift. A copy of the Observation Checklist shall be provided upon request to the subject employee.

The employee may be placed on administrative leave and/or re-assigned temporarily to other work duties until the County receives the results of a reasonable suspicion test.

Post-Accident Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle), they must report the accident to the supervisor or manager immediately. Employees shall be subject to post-accident testing if:

The employee is involved in a work-related accident that the County's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the County.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed within two (2) hours, unless not feasible due to extenuating circumstances.

Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and Ohio regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Ohio Department of Transportation.

Return to Duty for Employees After a Positive Test Result

An employee with a CDL, or who operates a motor vehicle as part of their work duties, or who carries a firearm as part of their work duties, whose test result shows a urine or blood specimen with a blood alcohol concentration of more than 0.02 of alcohol or a positive result for any illegal drug or for a legal drug in violation of the conditions identified in the Prohibited Conduct section of this guideline may be immediately relieved of duty for at least twenty-four (24) hours. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

An employee with a CDL, who operates a motor vehicle as part of their work duties, who receives a positive test result that includes a blood alcohol content result of 0.04 or greater, or refuses to complete a test when required, shall not be permitted to operate a motor vehicle as part of their work duties until the employee completes a return to duty process with an SAP. A return to duty process concludes when the SAP certifies the employee has successfully completed all recommended referrals (e.g., treatment) and the employee completes a return-to-duty test with a negative result and with a blood alcohol concentration less than 0.02. The requirements of this provision are in addition to any disciplinary action and/or LCA to which the employee may be subject.

8.04 Fitness for Duty

Drug and Alcohol Testing

If a supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, the supervisor shall immediately contact Human Resources, which shall determine if a reasonable suspicion test shall be conducted (see section 8.03).

Physical and Mental Health

The County may require that an employee submit to a medical or psychological examination to determine an employee's fitness for duty. If a management representative has a reasonable suspicion that an employee's behavior warrants a Fitness for Duty exam, they should contact Human Resources. Human Resources may place the employee on paid administrative leave pending the results of the examination.

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in disciplinary action. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination (i.e., missed appointment fee).

Upon completion of the examination, the County will receive a physician's report outlining the results of the employee's fitness for duty. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work may subject the employee to discipline pursuant to the Attendance Policy.

If the physician determines that the employee is not fit for duty, the employee will not be returned to work, will be removed from paid administrative leave and will be required to use their accrued paid leave (e.g., sick, vacation, exchange time, and/or compensatory time) or go on an unpaid leave. The employee will remain off work until they submit medical documentation, acceptable to the county, to Human Resources stating that they are able to perform the essential functions of their position, with or without reasonable accommodation.

8.05 Workers' Compensation

The State of Ohio Workers' Compensation Laws covers County employees. A County employee who sustains a job-related injury or occupational disease may be eligible to receive benefits from the Bureau of Workers' Compensation (BWC). A County employee who is involved in a work-related accident/injury should seek medical treatment and/or care immediately.

Employee Procedures

An employee who is involved in a work-related accident/injury or is diagnosed with an occupational disease must adhere to the following procedure:

- The employee must notify their supervisor of the work-related accident/injury or occupational disease diagnosis immediately or as soon as possible.
- The employee must obtain an Injury Reporting Kit and complete the Accident Investigation Report (AIR) within 24 hours of the occurrence, unless confined to a hospital. If confined to a hospital, the employee must complete the accident report within 24 hours of release from the hospital. Failure to complete the AIR may cause a denial of the claim and result in progressive discipline.
- The employee may seek treatment at the medical provider of their choice so long as the provider is BWC certified. If medical care is needed, the employee should obtain a Managed Care

Organization (MCO) card from Human Resources to give their provider. If immediate medical care is needed, the employee does not need to obtain a MCO card. Rather, the employee should inform their provider that they have a work-related injury and refer them to the County's MCO.

- An employee who is involved in a work-related accident/injury may be required to submit to a drug and/or alcohol test. The results of the drug and/or alcohol test, or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits and will subject the employee to the provisions of the County's Fitness for Duty Program.

Employees who are off work due to a work-related accident/injury or occupational disease are responsible for keeping their supervisors notified of their work status and to provide appropriate documentation from their physician. Appropriate documentation includes certification of total disability (BWC Form C-84) and physician's reports of work ability (BWC Form Medco-14).

If the employee is released to light or full duty, the employee must immediately provide appropriate documentation from their physician to Human Resources.

If an employee is required to attend an Industrial Commission hearing, he or she will be given up to two (2) hours of paid leave. The employee must present the Hearing Notice from the Industrial Commission to their supervisor prior to the hearing date to be granted the paid leave.

If an employee is required to attend a County or BWC mandated medical examination, he or she will be given up to four (4) hours of paid leave time to attend. The employee must present their supervisor with the written letter from the BWC, MCO or TPA to be granted the paid leave.

Time off for attendance at any medical appointment not mandated by the County or BWC must be covered by the employee's own leave time.

Supervisor Procedures

Immediately upon receipt of notification from an employee of a job-related accident/injury or occupational disease diagnosis, the supervisor shall:

- Provide the employee with an Injury Reporting Kit. Reporting kits can be obtained from Human Resources. The reporting kits contain the AIR that must be completed by the employee. Upon receipt of the completed AIR from the employee, the supervisor shall immediately give the form to Human Resources.
- Notify Human Resources of the incident.
- If the incident in question involves a vehicle accident, the supervisor is also required to complete a Fitness for Duty form and contact Protective Services.

Relationship to Leave Time

Employees who are off work for more than seven (7) calendar days due to a work-related accident/injury or occupational disease may be entitled to disability benefits through the BWC. It may be several weeks before the BWC determines eligibility and issues the first disability check to an injured employee. Employees who are off work due to a work-related accident/injury or occupational disease have the following options while waiting for the BWC to determine eligibility and issue disability payments:

- **Sick Leave.** The employee may elect to use their accrued sick leave and will continue to receive wages and benefits while using sick leave. Neither the BWC nor the County, will reimburse an employee for the usage of sick time. The BWC will not issue retroactive payment of disability payments to cover the time where sick leave was used.
- **Vacation/Compensatory/Exchange/Personal Leave.** An employee may elect to use their accrued vacation, compensatory, exchange or personal leave. The employee will continue to receive wages and benefits while using vacation, compensatory, exchange or personal leave. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where vacation, compensatory, exchange or personal leave were used. The County, however, will not reimburse or re-credit the employee for the vacation, compensatory, exchange or personal leave time used.
- **Unpaid Workers' Compensation Leave.** Injured employees also have the option of not receiving a paycheck from the County and waiting on BWC wage benefits. However, the decision to go into unpaid status may affect health care benefits. Should the BWC determine that the employee is eligible for disability payments, the BWC will issue retroactive disability payments to cover eligible periods where unpaid workers' compensation leave was used. Should the BWC determine that the employee is ineligible to receive disability, the employee will not receive any retroactive payment or reimbursement from the BWC or the County.

Absences from work for 3 or more consecutive days due to injury or illness covered under workers' compensation will be deducted from the employee's FML available leave balance. The employee should consult the County's FML policy and procedures for more information.

8.06 Alternative Work Program

When an employee is injured, the County's Managed Care Organization will review the employee's medical records and discuss restrictions with the employee's physician. The employee must file a workers' compensation claim with the BWC and complete the County's AIR before being considered for alternative work.

Human Resources will work in conjunction with department management to determine whether there is an appropriate alternative position. Human Resources will inform the employee of the new assignment, reporting time and work hours. For bargaining employees, the employee's union will be notified of the assignment. The employee will maintain their current rate of pay and their bargaining status. The County will make a reasonable effort to assign the employee to their regular shift.

An employee will be eligible for alternative work for up to sixty (60) calendar days. This initial sixty-day period may be extended by agreement between the County and the employee. At no time may an alternative work assignment exceed one hundred twenty (120) days.

For an employee to be allowed to return to their prior position, the employee must provide documentation, acceptable to the County, indicating that the employee can perform the essential functions of the position, with or without accommodation, or have been granted a reasonable accommodation under the ADA.

9 COMPENSATION

The County takes a holistic approach to employees' compensation centered around total rewards and administers a fair and equitable compensation program. The County categorizes compensation in two ways: direct and indirect.

Direct compensation is the money paid to an employee in exchange for their work. Direct compensation includes, but is not limited to, salaries/wages and any other form of monetary compensation.

Indirect compensation is a benefit given to an employee that has a financial value but is not a direct monetary payment. This may include, but is not limited to, healthcare coverage (medical and supplemental), life insurance, retirement contributions, career planning, EAP services, wellness programs, employee recognition programs, flexible working schedules, paid vacation and sick time, County-issued cellular phones and learning and development opportunities. Indirect compensation provided to employees is described in Chapter 10 of this handbook.

The Personnel Review Commission administers the County's classification plan and salary administration for classified positions. Human Resources administers and maintains the County's compensation policies and procedural guidelines described below.

Any form of direct or indirect compensation not explicitly authorized in this handbook, county policy approved by council, collective bargaining agreement, general law, or otherwise explicitly authorized by council including but not limited to fringe benefits, is strictly prohibited.

9.01 Salary/Wages

The determination of an employee's pay shall not be arbitrary or capricious, based on nepotism, political affiliation or any other factor that violates the Code of Ethics codified in Title 4 of the County Code or any other County, state or federal law. Pay determinations are based on relevant factors, including but not limited to, the pay range, direct experience performing the job functions, qualifications, the labor market, the pay of other employees assigned to similar positions, and other factors relevant to the employee's case.

An employee's salary/wages and any other form of direct compensation shall be approved by the County Executive or designee at the time of appointment or when any change is made to the employee's salary. Changes will be recorded on the county's personnel agenda.

9.03 Premium Pay

Premium pay may be offered in exchange for obtaining and maintaining a job-related professional license/certification or formal demonstration of the employee's mastery of skills, knowledge, and/or competencies, beyond what is required. Premium payments shall be approved by the County Executive or designee.

9.04 Equity Adjustments

An equity adjustment is a mechanism for addressing salary inequities arising from external pressures in high demand fields and/or internal salary comparisons.

Reasons for equity adjustments may include, but are not limited to:

- a substantial increase in ongoing responsibilities that are not sufficient enough to warrant a reclassification or reassignment
- an unacceptable internal salary inequity between positions that are of comparable worth in a department or throughout the organization
- an unacceptable salary inequity between an employee's salary and the average salary of similar positions in the market
- the need to retain a key employee whose experience or special skills are uniquely critical

Equity adjustments may be made when approved by the County Executive, as the County's budget permits.

9.05 Compression Adjustment

A compression adjustment may occur when the salary/wages of a direct supervisor is/are too close to the salary/wages of their direct reports.

Human Resources, in consultation with the department director, will determine when a compression adjustment is appropriate. A compression adjustment may occur during organizational restructuring or when an employee is hired or promoted into a vacant position. There may be circumstances when compression adjustments are not made, including but not limited to:

- a temporary working level (TWL) assignment causes compression between a supervisor and their subordinates
- a supervisor has an atypical reporting structure
- a supervisor leads subordinates with specialized skills and/or significant, relevant experience whose pay is commensurate with their skill and experience
- an adjustment is not supported by the labor market

Compression adjustments shall be approved by the County Executive or designee.

9.06 Temporary Work Level (TWL)

A temporary work level (TWL) may be granted when an employee is temporarily assigned 50% or more of the duties of a position with a higher pay range for a minimum of a two (2) week period, but not to exceed one (1) year.

Time served in a TWL will not be applied towards the length of service requirement to qualify for reclassification through a position audit (see section 6.03).

The employee must meet the minimum qualifications for the position in the higher pay range to be granted a TWL. An employee who is granted a TWL will be placed on a step that reflects at least a 5% increase in his or her salary, or the lowest step in the higher pay range, whichever is greater.

A supervisor must consult, in advance, with Human Resources regarding a TWL. Human Resources will review TWL and makes a recommendation to the County Executive for final approval.

9.07 Non-Exempt Employees: Overtime/Compensatory Time

Non-exempt employees can earn overtime or compensatory time (a form of paid leave) when they work more than forty (40) hours in a workweek. Time spent on paid leave (i.e., sick, vacation, compensatory time off, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Employees must be granted prior authorization from their supervisor to work beyond forty (40) hours in a workweek.

State and federal law define overtime as compensation to non-exempt employees at time and one-half the regular rate for work beyond forty (40) hours in a work week. The County may pay an employee an overtime cash payment or can credit the employee compensatory time. Normally, the County will credit the employee with compensatory time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve an overtime cash payment for an employee or group of employees in lieu of compensatory time.

An employee who has requested paid leave using compensatory time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations.

Compensatory time not used within one hundred eighty (180) days after it is accrued shall be converted to an overtime cash payment and paid to the employee. When ending employment, all unused compensatory time is paid at the employee's regular rate at the time of payment.

Non-bargaining employees may accrue up to the FLSA maximum of two hundred forty (240) hours of compensatory time. Eligible non-bargaining law enforcement employees may accrue up to four hundred eighty (480) hours. Once employees reach the maximum compensatory time accrual, the County will pay for additional overtime hours worked.

Employees moving from a non-exempt position to an exempt position will receive payment for their accrued compensatory time at the time of the move.

9.08 Exempt Employees: Exchange/Straight Time

Exempt employees can earn exchange time (a form of paid leave) or a straight time cash payment when they work more than forty (40) hours in a workweek, provided the following:

- there is a compelling, extraordinary reason for the exempt employee to be required to stay beyond normal working hours – staying to finish up normal assignments does not qualify
- there is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be required to work over or be granted prior authorization by their supervisor to work the additional hours

Time spent on paid leave (i.e., sick, vacation, exchange time, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

The County may pay an exempt employee a straight time cash payment (based on the employee’s hourly rate of pay) or can credit the employee with exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that a straight time cash payment for an employee or group of employees be provided in lieu of exchange time, subject to all of the following conditions:

1. The Department Director has determined that hiring additional employees or outsourcing the work would be impractical or less cost-effective than straight time payments;
2. County operations require exempt employees to work beyond forty (40) hours per week in order to meet an urgent public health, safety or other compelling operational need;
3. The Director of Human Resources has determined, in writing, that it would be impractical or inequitable to expand the cap on accrual of exchange time, expand the timeframe in which an employee’s exchange time can be used, or modify one or more employee’s base salary.
4. Authorization is provided in writing, in advance, by the County Executive or designee, specifying:
 - a. The employee or employees eligible to receive straight time payments,
 - b. The total number of hours worked beyond 40 each employee is authorized to receive straight time payments; and
 - c. the defined period of time, not to exceed 90 days, during which each employee is eligible to receive such payments. The County Executive may extend the time period for additional time provided all of the foregoing conditions still apply, but such extension shall be considered a separate approval for the purposes of reporting and subject to the requirements of this section.
5. Authorized straight-time payments shall be listed on the county’s personnel agenda at the time they are approved by the County Executive.

Exchange time is accrued in increments of one-minute. The maximum balance of exchange time an exempt employee may accrue is forty (40) hours. Exchange time earned in lieu of holiday premium pay is not subject to the forty (40) hour requirement.

An employee who has requested paid leave using exchange time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department's operations.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

10 BENEFITS

10.01 Healthcare Benefits

Cuyahoga County is committed to promoting and sustaining the well-being of its employees and their families by providing quality and integrative health and wellness programs. Employees are offered comprehensive and competitive benefits programs which include, but are not limited to medical, prescription drug, dental, vision and life insurance and a wellness program.

Eligibility

Full-time regular and part-time benefits-eligible employees may receive healthcare benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees have thirty (30) days from their date of hire to make their benefit elections and to submit documentation regarding proof of relationship for their dependents. If an employee fails to make benefit elections within that time, the employee must either wait until the next open enrollment period or experience an IRS approved qualifying event to elect benefits.

If an employee is eligible for medical, dental or vision coverage under another County employee's policy (due to marriage or dependent eligibility), and that employee needs coverage, enrollment in one policy to cover both employees is required.

Dependent Eligibility

An employee's dependents may be covered by the County's healthcare benefits. Eligible dependents include an employee's legal spouse, children, step children, legally adopted children from the employee or the employee's spouse, or any children who, by court order, must be provided healthcare coverage by the employee. Healthcare benefits may also cover other dependent children if the employee has legal guardianship, as outlined in each of the County's group insurance carrier contracts. Healthcare benefits will be extended to dependent children up to age twenty-six (26), in accordance with federal law and the Ohio Department of Insurance guidelines. No employee or dependent can be covered by more than one County sponsored benefit plan.

Documentation showing proof of relationship is required to be submitted to Human Resources before dependents can be added to medical, dental and vision plans. Employees are bound by the deadlines designated by Human Resources to submit proof of relationship documentation. Acceptable documentation includes, but is not limited to a marriage certificate, and a bill (i.e., utility, credit card, insurance, etc.), recent tax record or other County-approved document showing the names of the employee and spouse and their address, and a certified birth certificate or adoption paperwork for a child.

If an employee is covered by healthcare coverage elsewhere, the employee can waive County coverage and may be entitled to receive a taxable opt-out payment, determined annually during open enrollment. Employees who opt-out of county healthcare coverage will be required to provide proof of alternative coverage in order to be eligible for the taxable opt-out payment.

Employee contributions for benefits are paid through a pre-tax payroll deduction.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for their dependents in these plans. Enrolling ineligible dependents may be considered fraud. Employees may be subject to eligibility audits. An employee selected for an eligibility audit will be required to submit copies of documentation showing proof of relationship such as certified birth certificate(s), marriage certificate(s), income tax return(s) and/or other related documentation including affidavits.

Any person who, with intent to defraud or knowing that they are facilitating fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action.

10.02 Open Enrollment and Qualifying Events for Mid-Year Enrollment in Benefits Coverage

Open Enrollment, which generally occurs in the last quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for benefits. Annually, employees may be required to reenroll in benefits by the Open Enrollment deadline. Employees who fail to enroll by the Open Enrollment deadline will default to the medical plan designated by the County. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying Human Resources when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (Loss of student status, age limit)
- residence (dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events
- judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

A qualifying event can affect the employee's single/family coverage entitlement for medical, prescription drugs, dental and vision, as well as impacting flexible spending accounts and life insurance. In the case of divorce, legal separation or annulment, employees must adjust their covered dependents by removing former spouses within thirty (30) days of divorce, legal separation or annulment. Copies of the first and

last pages of the court document must be submitted to Human Resources. Failure to adhere to this requirement may subject the employee to disciplinary action.

Divorced employees who are required by court order to pay benefits for their ex-spouse cannot cover the ex-spouse under County benefits. A separate policy must be purchased outside of County benefits.

10.03 Optional Employee Benefits

At the sole discretion of the County, certain additional optional employee benefits may be offered to employees, at the employee's expense, including but not limited to:

- Voluntary benefits, such as accident insurance, critical life events insurance, universal life insurance with long term care rider, and/or short-term disability
- Discounted public transportation bus/transit passes and parking

Employees will be notified of these benefits as they become available.

10.04 Wellness Program

If the county establishes a wellness program, employees are encouraged to actively participate. The wellness program is designed to assist employees and their families in making positive and healthy lifestyle choices with a focus on wellbeing. The wellness program has several components including health screenings, education, activities, weight management, newsletters, on-site fitness programs, financial education, healthy lifestyle incentives and more.

10.05 Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSA) are Internal Revenue Service (IRS) sanctioned benefits that provide employees the opportunity to have pre-tax amounts withdrawn from their paycheck and deposited into Medical, Dependent Care and/or Transportation FSA(s). These accounts are offered by the County as an additional benefit that allow employees to pay for related eligible expenses using pre-tax dollars.

Eligibility

Full-time regular and part-time benefits-eligible employees may enroll in flexible spending accounts during Open Enrollment. New employees can enroll within thirty (30) days from their date of hire or during Open Enrollment.

Medical FSA

The Medical FSA allows employees to use pre-tax dollars for many healthcare expenses not covered by medical and dental plans (i.e., copays, deductibles, orthodontia, etc.), vision care expenses for prescription eyeglasses and contact lenses, as well as prescription medication. Medical FSAs are pre-funded, allowing participants access to their annual elections on the first day of participation. For a complete list of eligible expenses, review IRS Publication 502 (Medical and Dental Expenses Expenses)

online at www.irs.gov. Enrollment in a Medical FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Medical FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Dependent Care FSA

The Dependent Care FSA allows employees to use pre-tax dollars for charges that are incurred for the care of dependents. This includes expenses for eligible dependents under age thirteen (13) and may apply to a spouse or parent who resides with the employee and is physically or mentally incapable of self-care. For a complete list of eligible expenses, review IRS Publication 503 (Child and Dependent Care Expenses) online at www.irs.gov. Enrollment in a Dependent Care FSA is available upon hire or annually during Open Enrollment. Additionally, changes to enrollment in a Dependent Care FSA can be made if the enrolled employee experiences an approved IRS qualifying event.

Transportation (Parking, Transit, RTA, Bicycling) FSA

The Transportation FSA allows employees to use pre-tax dollars for charges that are incurred for work-related parking, mass transportation, and bicycling. For a complete list of eligible expenses, review IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits) online at www.irs.gov.

There are strict deadlines associated with the submission of claims for withdrawal of funds from flexible spending accounts. Employees that fail to submit claims prior to the deadline will forfeit any remaining balances in their flexible spending accounts. More information regarding specific deadlines can be obtained by contacting the Department of Human Resources. Enrollment in a Transportation FSA is available at any time.

10.06 Retirement – Ohio Public Employee Retirement System

Employees are required to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is the pension system utilized by the County instead of the Federal Social Security system. OPERS offers three retirement plans to its members: The Traditional Pension Plan (Defined Benefit), the Member-Directed Plan (Defined Contribution), and the Combined Plan (Combination of both Defined Benefit and Contribution). Additional information can be found on the OPERS website.

Contributions

The State of Ohio sets the employee and employer contribution rates. The employee's contribution rate is deducted from the gross bi-weekly salary/wage of the employee's pay. This amount is added to the County contribution rate and deposited into the employee's individual account with OPERS.

Tax-Deferred Basis

The Internal Revenue Code allows public employee pension plan contributions to be remitted on a tax-deferred basis. This means the employee pension contribution will not be included in taxable income when calculating federal and state income tax withholding. This yields an immediate tax savings to the employee.

City taxes will continue to be deducted from the employee's portion of the OPERS contribution. Also, the amount of pension contribution that is tax-deferred may be subject to federal and state taxation when it is withdrawn, either at retirement or upon separation of employment.

Other Information

Depending on the plan chosen, other benefits available may include survivor and disability benefits as well as healthcare benefits upon retirement.

OPERS service time continues to accrue during paid leaves of absence including Family Medical Leave. OPERS contributions are not remitted during an unpaid leave. Some leaves, such as military and workers' compensation may be eligible for free service credit. Credit for approved unpaid leaves may be purchased.

Information is available by contacting OPERS directly or at the OPERS website, www.opers.org.

10.07 Deferred Compensation

Employees can choose to contribute to a Deferred Compensation Plan. Employees may authorize a portion of their pay to be withheld and invested to supplement their future retirement income. Unless otherwise provided by law, money contributed to a Deferred Compensation Plan and any earnings on those contributions are not subject to federal or state income tax until those monies are paid to the employee, at the point of retirement or at the point of an approved withdrawal. Contact Human Resources for more information on Deferred Compensation Plans.

10.08 Employee Assistance Program

The County is committed to the health, safety, and welfare of its employees and their families. The County offers the EAP to provide employees and their eligible dependents with tools and resources to assist with personal matters. The EAP offers employees and their dependents short-term assessment and problem resolution by licensed counselors for a range of common concerns. The County funds the initial counseling sessions for employees and eligible dependents. The Employee Assistance Program (EAP) is designed to offer employees and their dependents assistance with issues including but not limited to:

- Addiction/Chemical Dependency
- Adolescent Issues & Guidance
- Chronic Physical Illness
- Depression/Anxiety
- Eating Disorders
- Family/Dependent Care Resources
- Financial Management Assistance
- Legal Consultation
- Major Life Events, including births, accidents and deaths

- Management Consultation
- Marital Conflict or Divorce
- Retirement Coaching
- Stress Management
- Wellness Advice
- Workplace Conflict Resolution

Following completion of the initial sessions, counselors may recommend a plan, which may include additional counseling and/or needed services. Subsequent services may be covered by the employee's medical provider and insurance.

Employees' current job and future advancement will not be jeopardized by using EAP services. The EAP provides strict confidentiality, following all federal and Ohio laws. As with all health-related documents, if EAP records are provided to the County, the EAP's records will be maintained in a confidential manner. The County may, upon recommendation or request by management, and when appropriate, refer employees to the EAP to assist with workplace and/or performance issues.

Participation in the EAP does not excuse employees from complying with the County's policies or from meeting job requirements during or after receiving assistance. Nor will participation prevent the County from taking corrective action for performance problems that occur before or after employees seek assistance through the plan.

Additional information regarding the EAP can be obtained from Human Resources.

10.09 Lactation Accommodation

Cuyahoga County supports and complies with all federal and Ohio laws and regulations by providing accommodations to employees who are nursing mothers who wish to express breast milk during the workday.

Break Time for Lactation Purposes

Employees who are nursing mothers can take reasonable, paid break periods during the workday to express breast milk. Employees should work with their supervisor to make reasonable efforts to minimize disruption to departmental operations.

Lactation Rooms

For the convenience and privacy of employees who are nursing mothers, the County has designated rooms at various facilities where a mother can express breast milk. These rooms will include reasonable and appropriate amenities.

Usage rules for these designated rooms and room amenities, will be posted at each facility. To ensure privacy, nursing mothers may reserve/schedule a location room at a time convenient to their needs. Each

facility handles the reservations/scheduling in a different manner. Employees should contact Human Resources for information on the reservations/scheduling process.

Resources

For more information about lactation accommodations, employees should contact Human Resources. Other information and resources for nursing mothers who have returned to work are available through the Employee Assistance Program.

10.10 Life Insurance & Accidental Death & Dismemberment (AD&D)

The County provides a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Eligibility

Full-time and part-time benefits-eligible employees are eligible to receive a basic term Life and Accidental Death and Dismemberment (AD&D) insurance benefit.

Employees are eligible to receive benefits on the first day of the month following their date of hire, unless hired on the first day of the month, in which case benefits will be effective on the date of hire. Employees may elect additional supplemental coverage.

The County provides Accidental Death and Dismemberment Insurance that will pay an amount if employees become disabled or die due to a non-work-related accident. The payment amount varies according to the type of disability or death.

The County's group term life insurance has two features allowing employees to take a portion or all of their life insurance with them under an individual arrangement with the County's insurance carrier:

- The "conversion provision" allows employees to convert the basic insured amount, if applicable to their group, and the supplemental coverage into a whole life policy.
- The "portability provision" allows employees to take the insured amount that is more than the basic coverage and create an individual term life policy at the same prevailing group premium. Changes in premium still occur at the same five-year (5) age intervals as when employed.

There are deadlines associated with both the "conversion" and "portability" provisions of the County's sponsored life insurance program.

10.11 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides qualified beneficiaries who lose their healthcare benefits the right to choose to continue those benefits for limited periods due to qualifying life events. Qualified beneficiaries may be required to pay the entire premium for coverage, in addition to an administrative fee.

Qualified Beneficiaries

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

Qualifying Life Events

Qualifying life events are certain events that would cause an individual to become eligible for COBRA. The type of qualifying life event will determine who the qualified beneficiaries are and the length of time under which continuation of healthcare coverage will be provided under COBRA.

Qualifying Life Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment (including military leave of absence)

Qualifying Life Events for Spouses

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Life Events for Dependent Children

- Loss of dependent child status under the healthcare plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee (including military leave of absence)
- Covered employee becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, employees and/or their qualified beneficiaries must notify Human Resources of a divorce, legal separation or a child losing dependent status under the plan within sixty (60) days of the qualifying event.

The County provides employees with written notice of their rights under COBRA when they become eligible for coverage under the health insurance plan, as well as when a qualifying event occurs. Employees should contact Human Resources with any questions.

11 TIME OFF AND LEAVES OF ABSENCE

All time off and leave is subject to prior approval, unless otherwise noted. Employees must request leave using the procedures and forms outlined by Human Resources and their department.

Every request for leave will be given fair consideration in accordance with the following procedural guidelines and the staffing needs of the employee's department. Any leave approved based on false information is invalid and any approved leave shall terminate if the reason for granting the leave is no longer applicable. Moreover, employees providing false statements or documentation may be subject to disciplinary action.

Employees are solely responsible to ensure that they have adequate vacation leave, sick leave and/or compensatory/exchange time when requesting and/or taking paid leave.

11.01 Paid Vacation Leave

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive credit, employees must provide Human Resources with a *service credit verification form*, completed by their former employer(s), within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. The service credit verification form is available online, or a paper copy can be requested from Human Resources.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	3.1 hours	80 hours/10 days	240 hours/30 days
5 to less than 15	4.6 hours	120 hours/15 days	360 hours/45 days
15 to less than 25	6.2 hours	160 hours/20 days	480 hours/60 days
25 or more	7.7 hours	200 hours/25 days	600 hours/75 days

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

Years of Service	Biweekly Accrual Rate	Yearly Accrual Total	Maximum Accrual Allowance
Less than 5	2.47 hours	64 hours/8 days	192 hours/24 days
5 to less than 15	3.70 hours	96 hours/12 days	288 hours/36 days
15 to less than 25	4.93 hours	128 hours/16 days	384 hours/48 days
25 or more	6.16 hours	160 hours/20 days	480 hours/60 days

Once an employee’s vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor’s approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

11.02 Paid Holidays

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding or following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee’s work schedule is other than Monday through Friday, the employee is entitled to a floating day off, to be used within thirty (30) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.08 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.

11.03 Paid Sick Leave

The County provides paid sick leave to full-time and part-time benefits-eligible employees. Sick leave can be used for the following reasons:

- illness, injury, or pregnancy-related condition of the employee or the employee's immediate family member
- exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees
- death of an employee's immediate family member (*in conjunction with the bereavement policy*)
- healthcare appointment with an appropriate healthcare practitioner for the employee, or the employee's immediate family member where the employee's presence is reasonably necessary

For purposes of this section, immediate family member includes the employee's spouse, child, step-child, parent, parent-in-law, grandparent, sibling, brother- or sister-in-law, aunt, uncle, or persons to whom the employee stands in loco parentis, or any other relative residing with the employee (proof of residency required).

Sick leave accrues at the rate of 0.0575 hours for each hour of service. Employees must be on active pay status to accrue sick leave. Sick leave is used in a minimum of one (1) minute increments. Sick leave payment shall not exceed the normal, scheduled workday earnings.

Employees must follow their department's guidelines regarding appropriate notification for using sick leave. When the need for leave is foreseeable, the employee must notify their supervisor by making a leave request in advance. In unforeseen circumstances, an employee must follow their department guidelines regarding notification.

The employee shall record their absence in the applicable timekeeping system. If the pay period ends before the employee returns to work, the employee's supervisor shall record the employee's absence.

The County reserves the right to require documentation to support the employee's sick leave request (i.e., medical certification) for all absences of three (3) or more days, or when the County has a reasonable suspicion that sick leave is being abused. Abuse of sick leave may subject the employee to disciplinary action.

An employee's supervisor must notify Human Resources anytime an employee is out on sick leave for 3 consecutive work days to ensure the employee receives information regarding FMLA.

Unused Sick Leave

Upon retirement, an employee with ten (10) or more years of service shall be paid for one-fourth (1/4) of the accrued, unused sick leave balance up to a maximum of two-hundred forty (240) hours. Payment for unused sick leave is not available under any other circumstance.

Sick Leave Credit

Employees who have a balance of sick leave earned while employed by another political subdivision of the State of Ohio within the past ten (10) years may have the unused sick leave balance credited to their current sick leave balance with the County. Employees can contact Human Resources for more information on how to receive this credit.

11.04 Paid Bereavement Leave

All full-time employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to five (5) days of paid bereavement leave.

Full-time employees are entitled to up to three (3) days of paid bereavement leave for the loss of a brother, sister, half-brother, half-sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, uncle, aunt, first cousin, niece or nephew, or any relative residing with the employee (proof of residency required).

Part-time benefits-eligible employees who experience the loss of a spouse, mother, father, step-parent, child, step-child, or persons to whom they stand in loco parentis or who stood in loco parentis to them, will be granted up to three (3) days of paid bereavement leave.

To be eligible for bereavement leave, the employee must provide appropriate documentation supporting the request for leave (e.g., obituary, funeral/memorial service program, death certificate, etc.). Bereavement leave must be used within six (6) months of the loss. Bereavement leave may be taken as a continuous period or on an intermittent basis. If an employee needs additional time away from work, the employee may request to use accrued sick leave, vacation leave, compensatory and/or exchange

time with the approval of their supervisor. Once these paid leaves are depleted, employees may request an unpaid personal leave of absence.

11.05 Paid Legal Proceedings Leave

Employees may receive legal proceedings leave when they are:

- summoned for jury duty by a court of competent jurisdiction
- subpoenaed to attend a court proceeding for a matter that is work-related and employee acted within the proper scope of their employment
- participating in any hearing of the PRC as the appellant, a summoned witness or at the request of the County

To receive this leave, employees shall submit, to their supervisor, a copy of the summons or request as soon as the notice is received.

An employee out on legal proceedings leave is required to immediately report to work after they are released, unless there would be less than one (1) hour left in the employee's regularly scheduled work day upon reporting to work. For example, an employee on an 8:30 – 4:30 schedule who is released from jury duty at 1 p.m. is required to immediately report to work. If the employee is released from jury duty at 4 p.m., they would not be required to report to work.

The County will compensate an employee on legal proceedings leave at their normal rate of pay, provided that the employee, upon receipt of any compensation paid by the court, submits the compensation to the County. Checks received in the name of the employee must be endorsed and provided to their supervisor for deposit to the County Treasurer. The employee, however, shall not be granted any mileage, travel or other related expenses.

11.06 Unpaid Personal Leave of Absence

Full-time and part-time benefits-eligible employees may apply for an unpaid personal leave of absence. A personal leave involves a temporary separation from active pay status. Employees may apply for a personal leave of absence without pay for a maximum of one (1) month, unless approved for a longer period by the Director of Human Resources.

Job performance, absenteeism and departmental requirements may be considered before a request is approved. Approval for leave is within the sole discretion of County management. Leave must not unduly disrupt the department's normal operations.

Employees requesting a personal leave must complete a *request for unpaid leave* form. The request must be submitted to the employee's supervisor at least sixty (60) days prior to the beginning of the leave, or as soon as possible when extenuating circumstances make it impossible to give at least 60 days'

notice. The request for unpaid leave form is available online, or a paper copy can be requested from Human Resources.

If the employee's supervisor approves the request, then request must then be forwarded to the employee's department director and Human Resources for approval, in that order.

An employee must exhaust all applicable paid leave before beginning a personal leave of absence. For example, an employee requesting an unpaid leave of absence to campaign for an elected office would first have to exhaust all vacation and exchange/compensatory time but would not have to exhaust their sick leave. The effective date of the personal leave will be the employee's first non-working day following the exhaustion of any of the employee's applicable, available paid leave balances (i.e., sick and vacation leave, compensatory and exchange time).

A personal leave is a temporary separation from active pay status. Sick and vacation leave and OPERS service time do not accrue during the leave. However, an employee on personal leave may continue their voluntary benefits, at their own expense. To continue benefits, a *benefits continuation form* must be completed and submitted to Human Resources prior to commencement of the personal leave of absence. The benefits continuation form is available online, or a paper copy can be requested from Human Resources.

If the employee chooses to continue their benefits, the employee must pay for coverage by prepaying, in full, their contributions for the duration of time they will be on a personal leave of absence. Payment must be received by the end of the month prior to the month for which the leave has been approved. If the employee does not pay for their contribution for their benefits while on a personal leave of absence, benefits will be cancelled.

Any extensions for personal leaves of absence beyond the maximum one (1) month period will be considered on a case-by-case basis by the department director and Human Resources.

Failure to return to work upon the expiration of the personal leave, without reasonable explanation, may subject the employee to disciplinary action. An employee who fails to return to service from a personal leave and who is subsequently terminated or voluntarily resigns from service shall not receive service credit for the time spent on personal leave. In this case, the employee's termination date will be the start date of the personal leave.

An employee may be permitted to return to work prior to the originally scheduled expiration of the personal leave if the earlier return date is agreed to by both the employee and Human Resources.

11.07 Family Medical Leave

The Family and Medical Leave Act (FMLA) and its amendments provide employees with the right to take job-protected unpaid time off for various identified reasons.

Employees with at least one (1) year of service who have worked at least 1,250 hours in the previous year are eligible, and can request up to twelve (12) workweeks (480 hours) of Family Medical Leave (FML), during a 12-month period, for one of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- The birth or placement of a child for adoption or foster care
- To care for an immediate family member (as defined by this procedure to only include spouse, child or parent) with a serious health condition
- To take medical leave when employees are unable to work because of their own serious health condition

Employees may take up to twelve (12) weeks of approved leave within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of FML, during this time the employee must have worked 1,250 hours.

If two married employees both work for the County and each wants to take leave for the birth of a child, adoption or placement with the employee of a child in foster care, or to care for a parent with a serious health condition, the employees may take only a combined total of twelve (12) weeks of leave.

A serious health condition is defined as a condition that requires in-patient care at a hospital, hospice or residential medical care facility, or a condition that requires continuing care by a licensed healthcare provider as defined in the FMLA. In general, a period of incapacity of more than three (3) days, and two (2) visits to a healthcare provider within thirty (30) days (the first within seven [7] days of the onset of incapacity), would be considered a serious health condition. A serious health condition leaves employee unable to perform their job. Questions about what health conditions are covered under this procedural guideline should be directed to Human Resources.

Employees must use all accumulated paid time off allowances during their FML. FML that exceeds an employee's accumulated paid time off allowance is unpaid, and employees are responsible for financially arranging to continue their benefit coverage, at their expense, during the absence. For serious health conditions, employees must provide a healthcare provider's verification of the medical need for leave. On return from FML, employees are placed in their former or comparable jobs.

Leave Categories

- Continuous Leave: Employees may take leave in a continuous block of time.
- Intermittent Leave: Employees may take leave in separate blocks of time due to a single illness or injury, rather than for one continuous period and may include periods of leave from an hour or more (with appropriate notice for non-emergency circumstances such as regular treatment visits, etc.) to several weeks. Examples of intermittent leave would include leave taken for chemotherapy that includes time taken on an occasional basis for a medical appointment or leave taken several days at a time spread over a period of six (6) months. Intermittent leave increments are limited to a minimum of one (1) hour and are calculated in hours in light of employees' regular work schedule.

- **Reduced Leave Schedule:** Employees may take leave that reduces their usual number of working hours per workweek, or hours per workday. In other words, a reduced leave schedule is a change in the employee's schedule for a period, normally from full-time to part-time. Such a schedule reduction might occur, for example, when employees work part-time after the birth of a child or employees recovering from a serious health condition cannot work a full-time schedule. The difference between the employee's reduced schedule and regular schedule will be charged against the employee's available FML weeks/hours. Documentation of medical necessity of reduced schedule is required.

Military Family Leave Entitlement

Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Armed Forces Reserves in support of a contingency operation may use their 12-week leave entitlements to address qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions and attending post-deployment reintegration briefings.

FML also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. This type of Military Family Leave is available only once. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Armed Forces Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired list.

Applying for Leave

Employees must contact Human Resources to initiate FML and must provide Human Resources with a thirty (30) day notice, if the leave is foreseeable. The County reserves the right to require an employee delay the start of their FML if thirty (30) days' advance notice is not provided when the need for FML is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.

Certification and Recertification of Serious Health Conditions

The County will ask for certification of the employee's serious health condition or that of a family member. Employees must respond to such a request within fifteen (15) days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification form.

Certification of a serious health condition will include the following:

- The date when the condition began
- The condition's expected duration
- The medical facts regarding the condition; and
- A brief statement of treatment

For employee's serious health condition, a statement noting the employee is unable to perform work of any kind or unable to perform the essential functions of the job. For a seriously ill family member, a statement indicating assistance is required, what that assistance is and/or that the employee's presence would be beneficial.

The County reserves the right to ask for a second opinion and will pay for employees to get a certification from a second healthcare provider selected by the County.

If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third healthcare provider. The County's healthcare provider and the employee's healthcare provider will jointly select the third healthcare provider, and the County will pay for that opinion. The third opinion will be final.

The County may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the healthcare provider's certification.

No additional opinions or re-certifications will be requested in the case of leave to care for a military service member, in conformance with the regulations.

Status and Benefits While on FML

While on paid FML, the County will continue employees' benefit coverage at the same level and under the same conditions as if they had continued to work. All available paid leave must be used and charged against the employee's FML before unpaid FML will be initiated. The employee's accrued time must be used in the following order: Sick, Compensatory/Exchange, Vacation. Sick and vacation leave will accrue during the employee's paid FML as it normally would; however, the time accrued during the leave may not be used until the employee returns to work. All usual payroll deductions will be taken during the employee's paid FML.

While on unpaid FML, if employees choose to continue their benefit coverage, employees will be responsible for making payment arrangements for the employee paid portion of benefits for the duration of unpaid FML. If for any reason employees allow their benefit coverage to lapse while on unpaid FML, benefits will be cancelled. Vacation and sick leave do not accrue during unpaid FML.

Leave Donation

Employees may donate accrued sick or vacation leave to a fellow employee who has a serious health condition as defined under the FMLA and are in critical need of time off due to the condition. Donation of leave time is strictly voluntary. FML leave will run concurrently with the donated leave time.

An employee may receive donated leave provided that the employee:

- is first approved for FML leave that removes them from the workplace for fifteen (15) consecutive work days for their own serious health condition. Donated leave may be applied retroactively to

whenever the donee exhausts his or her paid leave balance. Employees on intermittent FML leave do not qualify to participate in the program. Any unused donated leave will be returned to the employee

- has exhausted all sick leave, vacation leave and compensatory/exchange time
- has not had any discipline for attendance within the previous year

An employee may donate accrued sick or vacation leave provided the donating employee:

- voluntarily elects to donate leave to a designated, approved recipient, and does so with the understanding that donated leave will not be returned
- retains a sick balance of at least one hundred twenty (120) hours after their donation
- is in active pay status at the time their sick time is to be used

Employees interested in receiving donated time should contact Human Resources. Employees who qualify may receive leave through the Leave Donation Program for up to twelve (12) weeks.

An employee may request donation leave from other employees or may designate a non-supervisory employee to make such a request on their behalf. Supervisors and managers may not solicit leave donations for or from any employee in their chain of command.

When an employee has exhausted all donated time, they may be placed on an unpaid extended sick/medical leave or may be separated in accordance with County policy or their CBA.

Returning from FML

Most employees who take leave under this procedural guideline will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms and conditions. The job will be the same or one that requires substantially equivalent skill, effort, responsibility and authority. However, employees' rights to reinstatement cease if the employment relationship ends (e.g. loss of job due to reduction in force while on leave or situations where the organization learns of circumstances that would otherwise result in the termination of employment). The County may exempt certain highly-compensated employees from this requirement and not return them to the same or similar position.

Before employees may return to work from a leave of absence, they may be required to present to the County a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this release must be received no less than two (2) business days before the employee's anticipated return date. The County may also require a physical examination at its expense to determine fitness for duty.

All family and medical leave taken, for whatever reason (including leaves for workplace injury), will be counted against employees' available leave of absence period under the FMLA.

11.08 Unpaid Medical Leave

Employees who are not eligible for FML (see section 11.07), or who have exhausted their FML, may be granted unpaid medical leave of absence because of personal illness or injury that disables the employee from performing the essential functions of their job (including medical conditions related to pregnancy or childbirth) or an illness/injury of an employee's child (including a child for whom the employee is the legal guardian), spouse, or parent, but not including the employee's parents in-law. The County reserves the right to require medical or other relevant documentation to justify the leave.

Unpaid medical leave may be granted for up to a total of twelve (12) weeks within a rolling twelve (12) month period. The twelve (12) month period is measured backward from the commencement date of unpaid medical leave. Unpaid medical leave must be taken in continuous blocks of time of at least five (5) consecutive workdays.

To be eligible for unpaid medical leave, any accumulated paid leave must be exhausted, and the employee must comply with their department's call-off procedure. The employee must demonstrate that the probable length of absence will not exceed twelve (12) weeks and the employee must present Human Resources at the time that the request is made with sufficient medical documentation, acceptable to the County, demonstrating that the employee is unable to perform the essential functions of their position and containing the probable period for which the employee will be unable to perform the essential functions of their position. If the need for leave is for the employee's covered family member, the documentation must demonstrate that the employee is needed to care for the covered family member.

If an employee takes unpaid medical leave to care for a covered family member and does not return to work within twelve (12) weeks, the employee may be removed. Such employees shall have no right to reinstatement but remain eligible for future employment through the County's regular hiring process. The County may initiate the disability separation process (see section 6.12) for an employee who takes unpaid medical leave for their own medical condition and does not return to work within twelve (12) weeks, consistent with the ADA or other applicable law.

When the County has a reasonable belief that an employee who has been on extended unpaid medical leave may be unable to perform the essential functions of their position, with or without reasonable accommodation, the County may require the employee to submit to and satisfactorily pass a medical examination before being permitted to return to work. The purpose of the medical examination shall be to determine if they can perform the essential functions of their position, with or without reasonable accommodation, consistent with the ADA or other applicable law. In the event of a difference of opinion as to the employee's physical status between the employee's physician and the County's physician the employee shall be referred to a mutually agreed upon physician whose opinion shall be binding.

11.09 Paid Parental Leave

The County offers Paid Parental Leave to employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. Parental leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations.

Paid parental leave is available to full-time and part-time benefits-eligible employees who are FML eligible (see section 11.07). An employee is FML eligible when they have at least one (1) year of service with the County and have worked at least 1,250 hours in the previous year.

Paid parental leave is two (2) continuous weeks of paid leave, which will run concurrently with FML, and is in addition to any other paid leave that may be available for the employee to use while on FML.

Paid parental leave will be based on an employee's normal rate of pay (based on full-time equivalency), not including premiums or scheduled overtime. Part-time benefits-eligible employees will receive two (2) continuous weeks of paid leave, with pay based on the average number of hours worked during the previous year.

Vacation and sick leave continue to accrue during paid parental leave. The County will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

Paid parental leave must be utilized within twelve (12) weeks following the birth or adoption of a child. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, unpaid personal leave and holiday. Bargaining employees should review their CBA (if applicable) and contact Human Resources.

An employee is eligible for paid parental leave once within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to utilize the appropriate provisions of this procedural guideline.

Documentation

Eligible employees must submit a completed *leave request form* to Human Resources at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; employees must submit a leave request form to Human Resources as soon as possible.

Eligible employees will be required to furnish appropriate medical documentation for the birth of a child. If applicable, the medical certification requirements for FML will govern (see section 11.07). The medical documentation must be completed and signed by the individual's health care provider.

Eligible employees will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

11.10 Military Leave

The County supports employees who volunteer or are called to active military service. Military leaves are governed by federal and Ohio law and will be treated in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Under Ohio law, employees who are members are the Ohio National Guard, the Ohio defense corps, the Ohio naval militia, or any reserve component of the United States armed forces are entitled to a paid leave of absence not to exceed twenty-two (22) workdays in any one (1) calendar year. The leave can be continuous or intermittent.

Unpaid Military Leave

Under federal law, employees who are members of the United States armed forces shall be granted up to five (5) years of unpaid military leave with reinstatement rights to serve in the armed forces. The five (5) year maximum may be extended in certain cases, consistent with applicable law.

An employee on unpaid military leave of thirty (30) days or less may continue their healthcare benefits by directly paying the employee's portion of their health insurance premium. An employee on unpaid military leave longer than thirty (30) days will be provided information on continuation of benefits for up to twenty-four (24) months at the employee's expense (see section 10.11).

An employee on unpaid military leave may use vacation leave or exchange/compensatory time to cover part or all of their military leave.

An employee returning from unpaid military leave must apply for reinstatement within the timeframe established by applicable law. The County will promptly reinstate the employee in the position they would have attained had they not been on unpaid military leave and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority.

Requesting Paid or Unpaid Military Leave

An employee seeking military leave (paid or unpaid) should contact Human Resources as soon as possible. Any supervisor or department director who becomes aware of an employee's possible need for military leave should immediately notify Human Resources.

12 MISCELLANEOUS

12.01 Personnel Information and Privacy

The County is committed to treating personal information about employees as sensitive and respects the need to protect each employee's privacy. Human Resources manages and maintains official personnel records for all County Executive employees. Personnel records may be in the form of paper, digital, or microfiche.

Access

Personnel files are stored in secured areas (e.g., within locked file cabinets, on secure computer servers). Authorized supervisors may review their employees' personnel files, in coordination with Human Resources. Employees are granted access to their own personnel file and records in accordance with the procedures outlined herein.

Medical information about employees is maintained separately from other records. Access to medical information is restricted to appropriate Human Resources and Law Department employees on a need-to-know basis.

Handling Personnel Information

If an individual requests copies of information in an employee's personnel file, Human Resources will make copies of the information and will work with the appropriate authority to distribute the copies to the requesting party. Copies may be redacted, consistent with applicable law. When practical, Human Resources will notify an employee when information from their personnel file is provided to a third party.

Questions or issues about the application or enforcement of these security measures should be addressed to the Director of Human Resources and/or the Director of Law.

Employees' Access to Information

Employees may review information contained in their personnel file during non-working time (e.g., breaks, lunch, before or after work). All reasonable and timely requests for access to personal information will be honored on employees' own time (e.g., paid time off).

Employees interested in reviewing the contents of their personnel file shall contact Human Resources and provide at least two (2) working days' notice of their desire to schedule a mutually convenient time for an appointment.

Accuracy of Information

To ensure that personnel files are up to date and contain accurate, complete information, employees must notify Human Resources of any change in their personal information. It is the responsibility of employees to notify Human Resources of any changes in the following, within one (1) month of the event, by making updates in Employee Self Service:

- Legal name
- Telephone number(s)
- Home address
- Marital status
- Number of dependents
- Beneficiary designations
- Scholastic achievements, other awards or certifications
- Emergency contacts

It is in the employee's interest to keep records of acquired new skills or experience, if the employee wants those records to be reviewed for any job advancements.

In addition, the County may initiate personal information updates by requiring all employees to review and verify their personal information on file.

Additions, Deletions or Changes

Employees may request corrections or deletions of information in their personnel records, as appropriate, to Human Resources. Human Resources ordinarily checks with the department director where the record originated, if applicable, and with the Director of Law as to any public record restrictions. Human Resources will notify the employee, in writing, as to whether the requested amendment will be made. A copy of the written response will be included in the employee's record.

12.02 Recording of Conversations

The County has established the following guidelines for the recording of conversations concerning County business. This policy shall not apply to public meetings or any other meeting or forum involving the discussion of County business that is open to members of the public, including, but not limited to, public hearings. Any violation of this policy could result in disciplinary action.

County employees shall not record any conversations involving the discussion of County business unless at least one of the following applies:

- The Director of Law Director or designee authorizes in writing an employee to record a conversation;
- All parties first consent in writing; or

- The department director, with the approval of the Director of Law, authorizes recording as a standard course of business in the interest of the public (e.g., all telephone calls to the 696-KIDS hotline and 911 calls are recorded).

12.03 Workplace Search

The County has the right to conduct investigations pertaining to security or work-related matters. During these investigations, authorized personnel may request that employees open for inspection any package, bag, container or vehicle brought into or taken from the County premises. In addition, work areas (e.g., desks, files, computers, cabinets and lockers) are County property and may be subject to search when the County reasonably suspects a policy violation has occurred. Failure to cooperate with an investigation or search is a violation of County guidelines and the employee may be subject to disciplinary action.

This does not apply to inspections of work areas to locate documents or information when an employee is unavailable. The County reserves the right to conduct such inspections and retrieve documents, other work materials, information, etc., based upon operational needs.

A supervisor, department director or Human Resources may question employees and/or search any personal property or any area from which the County conducts business, including any/all spaces, facilities and/or vehicles leased by the County, when there are reasonable grounds for suspecting that the search will enable the County to:

- safeguard another employee's safety or property
- safeguard a County customer or their property
- protect County property from destruction and/or theft
- investigate possible violations of County policy
- carry out an internal workplace harassment/discrimination investigation

Some storage equipment (e.g., cabinets, lockers) may be locked to secure its contents from theft or damage. The County reserves the right to search locked storage equipment when there are reasonable grounds to do so. County management will obtain authorization from either Human Resources or Protective Services prior to conducting a workplace search.

In the event a search is initiated the following procedures will be followed:

- The employee, a supervisor, Protective Services or law enforcement, and a union steward/representative (for bargaining employees) should be notified of and present for a search. Lack of availability of any of the above will not delay or prevent a search.
- If the employee is not present during a search, Protective Services or law enforcement will be instructed to remove any locking device, if one is present. The employee can receive reimbursement for their personal lock, at a reasonable cost, if applicable. If the employee is present, Protective Services or law enforcement will direct the employee to open/grant access to

the area. If the employee refuses to grant access, the lock will be removed, at the employee's expense. An employee may be responsible for any damage occurring from gaining access to areas secured by the employee.

- All property obtained from a search will be inventoried. After the inventory is complete, all observers will sign the inventory sheet. Items identified to be inappropriate for the workplace will be confiscated. The following are some items that are prohibited in the workplace:
 - drugs (without prescription in employee's name)
 - alcohol
 - guns and other weapons prohibited by law
 - pornography

This list is not exhaustive. If any of the items removed from County property violate the law, law enforcement will be contacted. Inventoried items that are confiscated may be returned to the owner for removal from County premises or in the case of County property, returned to its appropriate area(s). Employees may be subject to disciplinary action for inappropriate items brought onto County property.

County employees may periodically be required to submit to a search using a metal detector.

12.04 Health Insurance Portability and Accountability Act (HIPAA)

On occasion, the County receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent. The actual Privacy Notice can be obtained from the Human Resources Department and/or on the County's Intranet web page.

Types of Personal Health Information Received by the County

The following list, though not all-inclusive, represents the type of information received by the County and which may be shared as requested under Ohio law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

Retention of Personal Health Information

The County takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits

or required by federal, state or local law is either redacted or destroyed, consistent with the County' records retention policy.

12.06 Furlough Programs

The County may establish mandatory or voluntary furlough programs in accordance with applicable law. A furlough program involves the taking of unpaid furlough days by County employees.

12.07 Professional Licenses

Any County employee who is required, as a condition of employment, to possess and maintain in good standing, a professional license (e.g., social worker license, license to practice law, etc.) shall immediately report any change in the employee's licensure status to their department management.

12.08 Other Policies

The County may adopt other policies that effect employees (e.g., public records policy, travel policy, electronic communications and equipment policy). Employees are expected to know and comply with policies that apply to their employment and may be subject to disciplinary action for failure to follow these policies.