



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 25, 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**
- 6. APPROVAL OF MINUTES**
 - a) September 12, 2018 Committee of the Whole Meeting (See Page 12)
 - b) September 12, 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) R2018-0189: 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 27)

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

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

- 1) R2018-0168: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Tinker’s Creek Watershed Partners for the conservation of ecologically significant areas in Bear Creek Stream Restoration – Phase II in the City of Warrensville Heights, and declaring the necessity that this Resolution become immediately effective. (See Page 157)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Brown

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

- 2) R2018-0169: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Dusty Goldenrod – Phase II in the City of Highland Heights, and declaring the necessity that this Resolution become immediately effective. (See Page 160)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

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

- 3) R2018-0170: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in West Creek Greenway – Phase V in the City of Parma, and declaring the necessity that this Resolution become immediately effective. (See Page 163)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

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

- 4) R2018-0171: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Brecksville Upland Preserve Extension in the City of Brecksville, and declaring the necessity that this Resolution become immediately effective. (See Page 166)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission and Councilmember Schron

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

- 5) R2018-0172: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Lower Big Creek Trail Connector in the City of Cleveland, and declaring the necessity that this Resolution become immediately effective. (See Page 169)

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2018-0190: 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. (See Page 172)

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

- 2) R2018-0191: A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective. (See Page 190)

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

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

- 1) R2018-0192: A Resolution confirming the County Executive's appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 198)

Sponsor: County Executive Budish

- 2) R2018-0193: A Resolution confirming the County Executive's appointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective: (See Page 204)

- i) Justin M. Bibb
- ii) Terrence P. Joyce

Sponsor: County Executive Budish

- 3) R2018-0194: A Resolution confirming the County Executive's reappointment of Jennifer Croessmann 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 the term 9/28/2018 - 9/27/2020, and declaring the necessity that this Resolution become immediately effective. (See Page 210)

Sponsor: County Executive Budish

- 4) R2018-0195: A Resolution authorizing an amendment to Contract No. CE1700023-01 with Lutheran Metropolitan Ministry for Adult Guardianship Services for the period 1/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$553,000.00; 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 217)

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

- 5) R2018-0196: A Resolution authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,172,185.00 for legal services for indigent persons 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 221)

Sponsors: County Executive Budish on behalf of Cuyahoga County Public Defender Commission

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

- 1) R2018-0184: A Resolution authorizing an agreement of cooperation with City of Independence in connection with replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; total estimated project cost \$5,900,000.00; 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 225)

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

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

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

- 1) R2018-0163: A Resolution authorizing an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; 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 228)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department

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

- 2) R2018-0166: A Resolution making an award on RQ42329 to Neighborhood Housing Services of Greater Cleveland, Inc. in the amount not-to-exceed \$526,188.17 for administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 4/1/2018 - 9/30/2019; 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 231)

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Community Development – Jones

- 3) R2018-0167: A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$860,707.39 for implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for the period 4/1/2018 - 6/30/2019; 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 234)

Sponsors: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board

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

- 4) R2018-0178: A Resolution confirming the County Executive's reappointment of Matthew P. Carroll to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective. (See Page 236)

Sponsor: County Executive Budish

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

- 5) R2018-0180: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various unexpired terms; and declaring the necessity that this Resolution become immediately effective: (See Page 238)

- i) Erskine Cade ending 6/30/2019.
- ii) Rev. Benjamin F. Gohlstin, Sr., ending 6/30/2020.
- iii) Gregory X. Boehm, M.D., ending 6/1/2022.

Sponsor: County Executive Budish

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

- 6) R2018-0181: A Resolution making an award on RQ42986 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,812,624.93 for the Bradford Road Relief Sewer and Pump Station Elimination Project in the City of Brecksville; 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 241)

Sponsor: County Executive Budish/Department of Public Works

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

- 7) R2018-0182: A Resolution making an award on RQ42993 to Licursi Garden Center dba Licursi Co. in the amount not-to-exceed \$573,620.50 for the Halle Warehouse Parking Lot Renovation 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. (See Page 243)

Sponsor: County Executive Budish/Department of Public Works

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

- 8) R2018-0183: A Resolution making an award on RQ43224 to Karvo Companies, Inc. in the amount not-to-exceed \$1,354,515.80 for construction of future Amazon site perimeter roads – Euclid Avenue, Babbitt Road, Lakeland Boulevard, St. Clair Avenue, East 260th Street and Bluestone Boulevard in the City of Euclid; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$300,000.00 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective. (See Page 245)

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

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

- 9) R2018-0187: A Resolution authorizing a contract with OhioGuidestone in the amount not-to-exceed \$646,688.00 for Functional Family Therapy and Functional Family Therapy Wraparound Aftercare Services for the period 7/1/2018 - 6/30/2019; 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 248)

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

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

- 10) R2018-0188: A Resolution authorizing an amendment to Agreement No. AG1800010-01 with City of Cleveland/ Department of Public Health for administration and coordination for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 12/31/2019, to change the scope of services, effective 1/1/2018, and for additional funds in the amount not-to-exceed \$774,940.00; 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 250)

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmembers Simon and Brown

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

e) CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2018-0011: An Ordinance providing for modifications to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective. (See Page 253)

Sponsor: County Executive Budish/Department of Human Resources

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

- 1) O2018-0010: An Ordinance enacting Section 705.04 of the Cuyahoga County Code to establish sewer connection charges for the Cook and Columbia Phase V Sanitary Sewer Project; amending County Resolution No. 052209 dated 6/2/2005, which established the charges payable for connection to the County’s sewer facilities in County Sewer District No. 14; and declaring the necessity that this Ordinance become immediately effective. (See Page 336)

Sponsor: County Executive Budish/Department of Public Works

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

g) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2018-0009: An Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County. (See Page 341)

Sponsors: County Executive Budish and Councilmembers Brady, Miller, Houser, Simon and Conwell

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

WEDNESDAY, OCTOBER 10, 2018
TBD / COUNCIL CHAMBERS

REGULAR MEETING:

WEDNESDAY, OCTOBER 10, 2018
3:00 PM / COUNCIL CHAMBERS

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

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



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, SEPTEMBER 12, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:00 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:02 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Gallagher, Schron, Brown, Houser, Simon, Baker, Tuma, Conwell and Brady were in attendance and a quorum was determined. Councilmember Miller was absent from the meeting. [Clerk's note: Councilmember Jones was in attendance shortly after the roll-call was taken to move to Executive Session.]

3. PUBLIC COMMENT

There were no public comments given.

4. DISCUSSION / EXECUTIVE SESSION:

a) Collective bargaining matters, including:

- 1) an amendment to a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 1746, AFL-CIO, representing approximately 1,220 employees in various classifications in the Departments of Health and Human Services and Public Works for the period 7/1/2017 - 6/30/2020, to eliminate Article 30: Funeral Leave and to subject bargaining unit employees to the Cuyahoga County Employee Handbook bereavement leave provision.

- 2) a Collective Bargaining Agreement between Cuyahoga County and Cleveland Building and Construction Trades Council representing approximately 82 employees in 26 classifications at the Department of Public Works for the period 7/1/2018 - 6/30/2021.
- 3) a Collective Bargaining Agreement between Cuyahoga County and Teamsters Truck Drivers Union, Local 407, representing approximately 20 employees in the classifications of Investigator and Investigator Assistant at the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2018 - 6/30/2021.
- 4) a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927-2, AFL-CIO, representing approximately 2 employees in the classification of Process Server at the Sheriff's Department for the period 1/1/2018 - 12/31/2020.

A motion was made by Mr. Schron, seconded by Ms. Brown and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:05 p.m. The following Councilmembers were present: Gallagher, Schron, Conwell, Jones, Brown, Houser, Simon, Baker, Tuma and Brady. Councilmember Jones was in attendance shortly after the roll-call was taken to move to Executive Session. The following additional attendees were present: Director of Law Robert Triozzi; Deputy Chief Director Nora Hurley; Assistant Director of Law Todd Ellsworth; Mr. Matthew Rymer, Facilities Design and Maintenance Administrator for the Department of Public Works; Legislative Budget Advisor Trevor McAleer; and Special Counsel Michael King.

At 4:30 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:31 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
WEDNESDAY, SEPTEMBER 12, 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 5:00 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

The following individuals addressed Council regarding Ordinance No. O2018-0009, an Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County:

- a) Mr. Michael Flickinger**
- b) The Honorable Ron Van Kirk, Council President, City of Brooklyn**

- c) Mr. John Stover
- d) Pastor Kevin Folger
- e) Mr. Tony George
- f) Ms. Joyce Witzke
- g) Mr. John Lutz
- h) Mr. Jack Beaver
- i) Ms. Rebecca Mileti
- j) Mr. James Mileti
- k) Mr. Bruce Musselman
- l) Mr. J.B. Anderson
- m) Pastor Kenneth Sundermeier
- n) Mr. Elijah Turan
- o) Ms. Anita Gray
- p) Mr. John Nosek
- q) Ms. Heather Light
- r) Mr. Doug Dechert
- s) Mr. Joel Royalty
- t) Mr. Peter Corrigan
- u) Ms. Ginny Millas
- v) Mr. Robert Bodi
- w) Mr. Randall Johnson
- x) Ms. Susan Becker
- y) Mr. Conrad Lindes
- z) Mr. David Tryon
- aa) Mr. David Douglass
- bb) Ms. Dorothy McGuire
- cc) Ms. Gwen Stembbridge
- dd) Ms. Shannon Miller
- ee) Mr. Michael Miller
- ff) Mr. Kevin Schmotzer
- gg) Mr. Rob Rivera
- hh) Ms. Donna Walker

[Clerk's note: After public comments, Council President Brady called for a short recess prior to continuation of the meeting.]

6. APPROVAL OF MINUTES

- a) August 7, 2018 Regular Meeting

A motion was made by Mr. Schron, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the August 7, 2018 Regular meeting.

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 in today's fiscal resolution, there is a budget item for funds to implement changes to the Division of Children and Family Services, which includes the following: (a) to hire 10 law enforcement officers to conduct investigations, (b) to hire 12 additional social workers for the Division, and (c) to reinstate funding for the Harvard neighborhood collaborative.

9. LEGISLATION INTRODUCED BY COUNCIL

a) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2018-0168: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Tinker's Creek Watershed Partners for the conservation of ecologically significant areas in Bear Creek Stream Restoration – Phase II in the City of Warrensville Heights, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2018-0168 to the Education, Environment & Sustainability Committee.

- 2) R2018-0169: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Dusty Goldenrod – Phase II in the City of Highland Heights, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2018-0169 to the Education, Environment & Sustainability Committee.

- 3) R2018-0170: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in West Creek Greenway – Phase V in the City of Parma, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2018-0170 to the Education, Environment & Sustainability Committee.

- 4) R2018-0171: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Brecksville Upland Preserve Extension in the City of Brecksville, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2018-0171 to the Education, Environment & Sustainability Committee.

- 5) R2018-0172: A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Lower Big Creek Trail Connector in the City of Cleveland, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Simon on behalf of Cuyahoga County Planning Commission

Council President Brady referred Resolution No. R2018-0172 to the Education, Environment & Sustainability Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2018-0173, R2018-0174, R2018-0175, R2018-0176 and R2018-0177.

- 1) R2018-0173: 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.

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management **and Councilmember Brown**

On a motion by Mr. Gallagher with a second by Ms. Brown, Resolution No. R2018-0173 was considered and adopted by unanimous vote.

- 2) R2018-0174: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 1746, AFL-CIO, representing approximately 1,220 employees in various classifications in the Departments of Health and Human Services and Public Works for the period 7/1/2017 - 6/30/2020, to eliminate Article 30: Funeral Leave and to subject bargaining unit employees to the Cuyahoga County Employee Handbook bereavement leave provision; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2018-0174 was considered and adopted by unanimous vote.

- 3) R2018-0175: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Cleveland Building and Construction Trades Council representing approximately 82 employees in 26 classifications at the Department of Public Works for the period 7/1/2018 - 6/30/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2018-0175 was considered and adopted by majority vote, with Councilmember Gallagher abstaining from the vote.

- 4) R2018-0176: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Teamsters Truck Drivers Union, Local 407, representing approximately 20 employees in the classifications of Investigator and Investigator Assistant at the Department of Health and Human Services/Cuyahoga Job and Family Services for the period 7/1/2018 - 6/30/2021; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2018-0176 was considered and adopted by unanimous vote.

- 5) R2018-0177: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927-2, AFL-CIO, representing approximately 2 employees in the classification of Process Server at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated;

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

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

[Clerk's Note: Resolution No. R2018-0177 was tabled at the request of the Administration; therefore, it was not read into the record and there was no action taken by Council.]

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

- 1) R2018-0178: A Resolution confirming the County Executive's reappointment of Matthew P. Carroll to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0178 to the Human Resources, Appointments & Equity Committee.

- 2) R2018-0179: A Resolution confirming the County Executive's appointment of Fred M. DeGrandis to serve on The MetroHealth System Board of Trustees for an unexpired term ending 2/18/2021, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0179 to the Human Resources, Appointments & Equity Committee.

- 3) R2018-0180: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various unexpired terms; and declaring the necessity that this Resolution become immediately effective:

- i) Erskine Cade ending 6/30/2019.

- ii) Rev. Benjamin F. Gohlstin, Sr., ending 6/30/2020.
- iii) Gregory X. Boehm, M.D., ending 6/1/2022.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0180 to the Human Resources, Appointments & Equity Committee.

- 4) R2018-0181: A Resolution making an award on RQ42986 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,812,624.93 for the Bradford Road Relief Sewer and Pump Station Elimination Project in the City of Brecksville; 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. R2018-0181 to the Public Works, Procurement & Contracting Committee.

- 5) R2018-0182: A Resolution making an award on RQ42993 to Licursi Garden Center dba Licursi Co. in the amount not-to-exceed \$573,620.50 for the Halle Warehouse Parking Lot Renovation 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

Council President Brady referred Resolution No. R2018-0182 to the Public Works, Procurement & Contracting Committee.

- 6) R2018-0183: A Resolution making an award on RQ43224 to Karvo Companies, Inc. in the amount not-to-exceed \$1,354,515.80 for construction of future Amazon site perimeter roads – Euclid Avenue, Babbitt Road, Lakeland Boulevard, St. Clair Avenue, East 260th Street and Bluestone Boulevard in the City of Euclid; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing

the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$300,000.00 to fund a portion of 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. R2018-0183 to the Public Works, Procurement & Contracting Committee.

- 7) R2018-0184: A Resolution authorizing an agreement of cooperation with City of Independence in connection with replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; total estimated project cost \$5,900,000.00; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0184 to the Public Works, Procurement & Contracting Committee.

- 8) R2018-0185: A Resolution authorizing a Development Loan in the amount not-to-exceed \$10,000,000.00 to Playhouse Square Foundation for the benefit of The Lumen at Playhouse Square Project to be located at 1600 Euclid 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

Council President Brady referred Resolution No. R2018-0185 to the Economic Development & Planning Committee.

- 9) R2018-0186: A Resolution authorizing amendments to Contract Nos. CE1600274-02 (Statement of Work) and

CE1601169-02 (Master Services Agreement) with Infor (US), Inc. for information technology services and solutions for the Enterprise Resource Planning System to clarify the time period of the Original Contracts as 10/27/2016 - 10/26/2021, to change the scope of services and the terms, effective 10/9/2018, and to increase the total amount not-to-exceed from \$9,036,696.00 to \$11,801,685.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology

Council President Brady referred Resolution No. R2018-0186 to the Finance & Budgeting Committee.

- 10) R2018-0187: A Resolution authorizing a contract with OhioGuidestone in the amount not-to-exceed \$646,688.00 for Functional Family Therapy and Functional Family Therapy Wraparound Aftercare Services for the period 7/1/2018 - 6/30/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0187 to the Public Safety & Justice Affairs Committee.

- 11) R2018-0188: A Resolution authorizing an amendment to Agreement No. AG1800010-01 with City of Cleveland/ Department of Public Health for administration and coordination for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 12/31/2019, to change the scope of services, effective 1/1/2018, and for additional funds in the amount not-to-exceed \$774,940.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Brady referred Resolution No. R2018-0188 to the Education, Environment & Sustainability Committee.

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

[Clerk's Note: Although Resolution No. R2018-0138 was referred to the full Council with a recommendation for second reading by the Economic Development & Planning Committee, the Administration subsequently requested that it be considered for second reading adoption under suspension of rules.]

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2018-0138.

- 1) R2018-0138: A Resolution authorizing a sole source contract with Fund For Our Economic Future, as fiscal agent for a collaborative of public-private funders, in the amount not-to-exceed \$1,000,000.00 to support employment of County residents in up to three industry sectors in Cuyahoga County for the period 7/24/2018 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development **and Councilmembers Simon, Jones, Tuma and Brown**

Committee Assignment and Chair: Economic Development & Planning – Schron

Mr. Schron introduced a proposed substitute on the floor to Resolution No. R2018-0138. Discussion ensued.

A motion was then made by Mr. Schron, seconded by Ms. Conwell and approved by majority vote to accept the proposed substitute, with Councilmember Schron abstaining from the vote.

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2018-0138 was considered and adopted by majority vote, as substituted, with Councilmember Schron abstaining from the vote.

d) **CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) O2018-0010: An Ordinance enacting Section 705.04 of the Cuyahoga County Code to establish sewer connection charges for the Cook and Columbia Phase V Sanitary Sewer Project; amending County Resolution No. 052209 dated 6/2/2005, which established the charges payable for connection to the County's sewer facilities in County Sewer District No. 14; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Ordinance No. O2018-0010 to the Public Works, Procurement & Contracting Committee.

e) **CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION**

- 1) O2018-0007: An Ordinance enacting Section 205.10 of the Cuyahoga County Code to establish the Division of Children and Family Services Advisory Board, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Budish **and Councilmembers Simon, Houser and Conwell**

Ms. Conwell introduced a proposed substitute on the floor to Ordinance No. O2018-0007. Discussion ensued.

A motion was then made by Ms. Conwell, seconded by Ms. Brown and approved by unanimous vote to accept the proposed substitute.

On a motion by Ms. Conwell with a second by Ms. Brown, Ordinance No. O2018-0007 was considered and enacted by unanimous vote, as substituted.

11. **MISCELLANEOUS COMMITTEE REPORTS**

Mr. Jones reported that the Community Development Committee will meet on Monday, September 17, 2018 at 10:00 a.m.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, September 17, 2018 at 3:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, September 18, 2018 at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, September 18, 2018 at 1:00 p.m.

Ms. Baker reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, September 18, 2018 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, September 19, 2018 at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, September 19, 2018 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 7:14 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0189

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

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

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

WHEREAS, on August 29, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through Q) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

- Exhibit A: Class Title: *Grants Supervisor*
Number: 1052133
Pay Grade: 12/Exempt
- Exhibit B: Class Title: *Geriatric Behavioral Health Nurse Supervisor*
Number: 1054131
Pay Grade: 11/Exempt
- Exhibit C: Class Title: *Nursing Director - Corrections*
Number: 1054121
Pay Grade: 15/Exempt
- Exhibit D: Class Title: *Loan Portfolio Manager*
Number: 1055211
Pay Grade: 14/Exempt
- Exhibit E: Class Title: *Organizational and Employee Development and Training Specialist*
Number: 1053631
Pay Grade: 8/Exempt
- Exhibit F: Class Title: *Senior Organizational and Employee Development and Training Specialist*
Number: 1053632
Pay Grade: 10/Exempt

Proposed Revised Classifications:

- Exhibit G: Class Title: *Business Administrator 1*
Class Number: 1052311
Pay Grade: 6/ Non-exempt
*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
- Exhibit H: Class Title: *Business Administrator 2*
Class Number: 1052312
Pay Grade: 8/Exempt

*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit I: Class Title: *Business Administrator 3*
Class Number: 1052313
Pay Grade: 10/Exempt
*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit J: Class Title: *Business Administrator 4*
Class Number: 1052314
Pay Grade: 14/Exempt
*PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit K: Class Title: *Employment Service Coordinator*
Class Number: 1014121
Pay Grade: 7/Non-exempt
*PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Exhibit L: Class Title: *GIS Analyst*
Class Number: 1053192
Pay Grade: 10B/Exempt
*Classification's FLSA status was incorrectly classified. Classification changed from 10B/Non-exempt to 10B/Exempt.

Exhibit M: Class Title: *Grants Coordinator*
Class Number: 1052131
Pay Grade: 6/Non-exempt
*PRC routine maintenance. Classification last revised 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from 5/Non-exempt to 6/Non-exempt.

Exhibit N: Class Title: *Senior Grants Coordinator*
Class Number: 1052132
Pay Grade: 8/Exempt
*PRC routine maintenance. Classification last revised 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from 7/Exempt to 8/Exempt.

Exhibit O: Class Title: *Senior Records Management Officer*
Class Number: 1052222
Pay Grade: 6/Non-exempt
*Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.

Proposed Deleted Classifications:

Exhibit P: Class Title: *Assessment Specialist*
Class Number: 1056231
Pay Grade: 8/Exempt

Exhibit Q: Class Title: *Employee Benefits Coordinator*
Class Number: 1053661
Pay Grade: 6/Non-exempt

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:

Committee(s) Assigned:

Journal _____
_____, 2018

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit A

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12
Dept:	All departments		

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department's grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Manages the administration and implementation of the department's grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 30% +/- 10%
- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 10%
- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

15% +/- 10%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related 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 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 and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.

Grants Supervisor

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit B

Class Title:	Geriatric Behavioral Health Nurse Supervisor	Class Number:	1054131
FLSA:	Exempt	Pay Grade:	11
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that assesses client's medical status, mental health, and cognitive functioning and supervises assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations.

Essential Job Functions

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

- 50% +/- 10%
- Assesses client's medical status, mental health, and cognitive functioning within the client's home; assists with Adult Protective Services (APS) Same Day clients; checks vitals and monitors heart; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability with various assessments (e.g. Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.
- 20% +/- 10%
- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.
- 15% +/- 10%
- Examines the home for environmental hazards during home visits; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to the correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

Geriatric Behavioral Health Nurse Supervisor

10% +/- 5%

- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.

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

Additional Requirements for all levels

Biennial renewal of license 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 operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, animals, and temperature extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit C

Class Title:	Nursing Director - Correction	Class Number:	1054121
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

Essential Job Functions

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

- 35% +/- 10%
- Supervises nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.

- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.

- 15% +/- 10%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Nursing Director - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

Biennial renewal of license required.

Valid Ohio driver license and proof of automobile insurance.

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 operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, 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 medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION Exhibit D

Class Title:	Loan Portfolio Manager	Class Number:	1055211
FLSA:	Exempt	Pay Grade:	14
Dept:	Development		

Classification Function

The purpose of this classification is to manage the County Department of Development’s (“DoD”) economic development loan portfolio program and supervise lower level staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans. This class works under direction from the department’s director and deputy director. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%
- Oversees the Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans; reviews all loan documentation and data for accuracy; serves as the system administrator of the loan servicing system; enters loan terms and information into the loan servicing system; works with existing borrowers after the loan closing date to address the borrower’s requests and compliance; answers borrowers’ questions; collaborates with the Assistant Law Director to facilitate and memorialize post loan settlement requests; develops, implements, and enforces compliance with the loan portfolio policies & procedures manual; reviews all borrower requests for reimbursement to ensure loan covenants have been satisfied prior to disbursement of funds; coordinates with the Fiscal Department regarding the loan portfolio for purpose of ensuring account reconciliation.
- 20% +/- 10%
- Supervises assigned employees; 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.
- 20% +/- 10%
- Administers a transparent outreach strategy to the borrower; attempts to recover payment, reasons for non-repayment, and securities involved per original loan agreement; discusses with the borrower potential loss mitigation options; collaborates with department’s director and deputy director to determine and recommend appropriate loan recalibrations and/or other appropriate loan adjustments; mitigates exposure to high risk borrowers; reaches agreement on loan terms resulting from previous errors and/or ambiguous language within loan documents.

10% +/- 5%

TBD

Loan Portfolio Manager

- Coordinates all reporting and program metrics and activities regarding the economic development loan portfolio; generates and reviews portfolio status reports; identifies delinquency aging; executes early intervention strategies for delinquent borrowers.

10% +/- 5%

- Leads continuous improvement initiatives for the loan portfolio program; conducts composite portfolio studies; presents improvement initiatives to the director and deputy director; implements the initiatives.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, accounting, economics, or related field with five (5) years of finance management or public finance experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, 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 financial and accounting documents, loan contracts, loan reimbursement draw requests, other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code and Personnel Policies and Procedures Manual.

Loan Portfolio Manager

- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit E

Class Title:	Organizational and Employee Development and Training Specialist	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	8
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop and facilitate training and assist senior level employees with Organizational and Employee Development (OED) projects

Distinguishing Characteristics

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting with OED projects. The employee works under general supervision and within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

Essential Job Functions

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

- 75% +/- 10%
- Develops and facilitates training programs; assists with conducting needs assessments and instructional analysis; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; drafts training curriculum; facilitates training through a variety of methods and formats; collects training evaluations, training attendance records, and various other training data; enters training data into database; researches and implements best practices; adds training courses to the Learning Management System (LMS); reserves training rooms; monitors the department's training mailbox; updates the training calendars; creates basic training reports.
- 15% +/- 10%
- Assists with organizational change initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of the change initiatives; proposes change resistance plans.
- 10% +/- 5%
- Assists with the implementation and development of engagement initiatives across the organization; collaborates with other departments and agencies; collect employee engagement survey data; presents survey data; assists with organizing the service award events.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education experience, or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and 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, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit F

Class Title:	Senior Organizational and Employee Development and Training Specialist	Class Number:	1053632
FLSA:	Exempt	Pay Grade:	10
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop and implement various Organizational and Employee Development (OED) projects as well as develop and facilitate training programs.

Distinguishing Characteristics

This is a journey level classification that is responsible for leading OED projects as well as developing and facilitating training programs. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a lead worker for the lower level OED employees.

Essential Job Functions

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

- 30% +/- 10%
- Leads, participates, and implements organizational change management initiatives; answers management's questions about the initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of change initiatives; proposes change resistance plans.
- 20% +/- 10%
- Develops and facilitates training programs; conducts needs assessments and instructional analyses; conducts competency validations; creates competency profiles; identifies and prioritizes organizational needs and gaps; develops training plans; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; creates training curriculums and facilitator materials; facilitates training through a variety of methods and formats; develops, collects, and analyzes training evaluations, training attendance records, and various other training data; researches and implements best practices.
- 15% +/- 10%
- Serves as a team lead for the OED staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 15% +/- 10%
- Assists OED Manager with succession planning and career pathing; collaborates closely with department management to help managers through the process; answers managements' questions; assists with identifying career paths for every roles; assists with identifying critical roles in each agency; assists with the development of succession planning for all critical roles; assesses leadership gap in agencies; addresses any leadership gaps; identifies and develops talent management processes to address concerns found in data analysis.
- 15% +/- 10%
- Collaborates with other departments and agencies to develop and implement engagement initiatives across the organization; collects, analyzes, and interrupts data from employee engagement surveys; creates reports and presents the results of the surveys; organizes service award events; determines who attends the service awards events.

Proposed DATE

5% +/- 2%

- Assists with the annual performance management process; collaborates with stakeholders to address performance management needs; assists with the development of processes and timelines; creates and modifies forms, tools, and communication materials; assists with continuous improvement initiatives and researches best practices.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, human resource management, organizational development, or related field with three (3) years of training and OED experience, or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, employee records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare needs assessments, training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Organizational and Employee Development and Training Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit G

Class Title:	Business Administrator 1	Class Number:	1052311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.

- 30% +/- 10%
- Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.

- 20% +/- 10%
- Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Proposed DATE

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit H

Class Title:	Business Administrator 2	Class Number:	1052312
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

Distinguishing Characteristics

This an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.

- 30% +/- 10%
- Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.

- 10% +/- 10%
- Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration, or a related field with one (1) year of accounting, fiscal or budget administration 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

Proposed DATE

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit #

Class Title:	Business Administrator 3	Class Number:	1052313
FLSA:	Exempt	Pay Grade:	10
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

Essential Job Functions

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

- 60% +/- 10%
- Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.

- 30% +/- 10%
- Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.

- 10% +/- 10%
- Coordinates financial report preparations and explanations with state departments and federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit J

Class Title:	Business Administrator 4	Class Number:	1052314
FLSA:	Exempt	Pay Grade:	14
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

Essential Job Functions

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

- 50% +/- 10%
- Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
- Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
- Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 10%
- Coordinates and conducts management studies; reviews and assists in determining data processing needs.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

Proposed DATE

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.

Business Administrator 4

- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit K

Class Title:	Employment Service Coordinator	Class Number:	1014121
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Work Force Development and Health and Human Services		

Classification Function

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

Distinguishing Characteristics

This is an entry-level classification that is responsible for the delivery of employment service programs. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 40% +/- 10%
- Functions as overseer of program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors and records Individual Training Account (ITA) documents in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts with service providers.

- 20% +/- 10%
- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals.

- 10% +/- 5%
- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders.

Proposed DATE

Employment Service Coordinator

30% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates presentation materials for workshops; collects and maintains program outcome data and creates spreadsheets and reports; maintains records of job placement data and training data and statistics; conducts program orientation workshops; collaborates and coordinates with internal and external agencies, employers, and educational institutions; conducts research and reports on current trends and practices; refers customers to other agencies as needed; work on special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 certification lists, performance reports, applications, contracts, registration forms, cost projection forms, authorization forms, time sheets, attendance records, pay stubs, labor department statistics and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, 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.

Proposed DATE:

Employment Service Coordinator

- Ability to use and interpret marketing, career counseling and human resource terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit L

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

- 30% +/- 10%
- Administers GIS database; deploys and administers map viewers; administers GIS server software; administers GIS middleware; administers GIS licensing software.

- 30% +/- 10%
- Designs, refines, and updates GIS data and metadata; designs, maintains and publishes geo-processing tools as GIS services; designs and maintains complex spatial data models; performs mid-level data analysis and database querying.

- 20% +/- 10%
- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using ArcGIS, other GIS software as needed, and Geocortex.

- 20% +/- 10%
- Provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit M

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with the writing, reviewing, and submitting grant applications. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 45% +/- 10%
 - Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
 - Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant applications; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
 - Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with one (1) year of grant writing, grant coordination, or related experience; 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 a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, 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 basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit N

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

Essential Job Functions

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

- 55% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; maintains all grant programming with appropriate partners throughout the process; monitors and audits grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).

- 25% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.

- 20% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions and assists with training new or lower level grant staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with three (3) years of grant writing, grant coordination, or related experience; 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 a variety of automated office machines including computer and copier.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Exhibit D

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works and Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

Distinguishing Characteristics

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

- 70% +/- 10%

• Provides research and reference services for County archives or Medical Examiners Office; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%

• Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%

• Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

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

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.

Effective: 2003

Revised: May 24, 2017

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assessment Specialist	Class Number:	1056231
		Pay Grade:	8

Departments:	Justice Affairs, Senior & Adult Services, only
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Classification Function

The purpose of this classification is to conduct clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management 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 clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs (e.g.- conducts chemical dependency assessments of adult and adolescent clients; conducts psychosocial and mental status assessments of senior citizen clients; identifies symptoms and evaluates functional deficits).
- Performs case management functions (e.g.- meets with clients and provides therapeutic counseling to clients; intervenes and refers clients to appropriate treatment programs; verifies client's attendance at required treatment programs; develops case management plans).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work or counseling with one year of counseling experience; or any equivalent combination of training and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, telephone, calculator, 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 referral forms, court summary and records, pre-sentence investigation reports, psychological assessment reports, chemical dependency screening documents, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare assessments, court summaries, treatment plans, case management plans, referral forms, progress and status reports, termination summaries, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, administrators, outside treatment centers, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Coordinator	Class Number:	1053661
		Pay Grade:	6

Departments:	Office of Human Resources, only
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Classification Function

The purpose of this classification is to administer benefits programs for County employees.

Essential Job Functions

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

- Administers benefits programs for County employees (e.g. - acts as liaison with employees and carriers; instructs appropriate parties in proper procedures to complete and submit benefit forms and updates them on new procedures, as needed; coordinates open enrollment activities; interprets policy, contract compliance and administrative procedure; coordinates special projects and provides assistance, counseling and appropriate information to employees and department management; resolves employee benefit complaints and initiates problem solving; updates employee data, as needed; researches/verifies validity of status changes; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; inputs data for payroll use).
- Performs administrative duties (e.g. - maintains and files records; maintains system for reporting participant information and purging records; prepares and disseminates information about employee benefits; prepares reports and/or specifications concerning coverage; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; answers calls and correspondence; compiles data).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in human resources or related field with two years of experience in benefits coordination; 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, printers, calculators, and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, payroll forms, COBRA/COBRALOA election forms, carrier reports, MRA/CRA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manual, contracts, SAP manual, computer handbooks and manuals, etc.
- Ability to prepare call sheets, ledgers, agendas, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, insurance, personnel and accounting terminology and language.
- Ability to communicate effectively with director/supervisor, department administrators, coworkers, employees, consultants, insurance company personnel, other County and State personnel, health care personnel, marketing representatives, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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



F. Allen Boseman, Commissioner
 Thomas L. Colaluca, Commissioner
 Deborah Southerington, Commissioner

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: August 29, 2018

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan. Changes in departments' operational needs necessitate classifications be revised, created and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Grants Supervisor 1052133	12/Exempt	All Departments
Geriatric Behavioral Health Nurse Supervisor 1054131	11/Exempt	Senior and Adult Services
Nursing Director – Corrections 1054121	15/Exempt	Sheriff
Loan Portfolio Manager 1055211	14/Exempt	Development
Organizational and Employee Development and Training Specialist 1053631	8/Exempt	Human Resources
Senior Organizational and Employee Development and Training Specialist 1053632	10/Exempt	Human Resources

REVISED CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Business Administrator 1 1052311	6/Non-Exempt	6/Non-Exempt (No Change)	All Departments
Business Administrator 2 1052312	8/Exempt	8/Exempt (No Change)	All Departments
Business Administrator 3 1052313	10/Exempt	10/Exempt (No Change)	All Departments
Business Administrator 4 1052314	14/Exempt	14/Exempt (No Change)	All Departments
Employment Service Coordinator 1014121	7/Non-Exempt	7/Non-Exempt (No Change)	Workforce Development and HHS
GIS Analyst 1053192	10B/Non-Exempt	10B/Exempt	Information Technology

Grants Coordinator 1052131	5/Non-Exempt	6/Non-Exempt	All Departments
Sr. Grants Coordinator 1052132	7/Exempt	8/Exempt	All Departments
Senior Records Management Officer 1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works and Medical Examiner

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Assessment Specialist 1056231	8/Exempt	PSJS and HHS
Employee Benefits Coordinator 1053661	6/Non-Exempt	Human Resources

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052133	Grants Supervisor	All Departments	Exempt	12

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 12 \$56,370.91 - \$78,923.52 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy	2/2/2016	Email	Sent drafted specifications

Carney, PSJS Administrator			
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Supervisor	Class Number:	1052133
FLSA:	Exempt	Pay Grade:	12
Dept:	All departments		

Classification Function

The purpose of this classification is to manage the administration and implementation of departmental grants and contracts related projects as well as supervise the grant staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing the department’s grants, including contracts and/or purchases related to grants. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 40% +/- 10%
- Manages the administration and implementation of the department’s grants and contracts related projects; manages the development, maintenance, and implementation of grants and contracts; tracks and monitors grant related activities; organizes, plans, and develops project work flow assignments; coordinates fiscal activities as required; collaborates with government officials and partners to facilitate grant implementation (identifying need, requesting new grants, or preparing appropriate grant applications) prior to any grant development and throughout the duration of the grant; monitors projects, grants, and contracts to ensure the requirements and standards are met; troubleshoots project delays; oversees compliance of grant requirements; evaluates grant applications submitted by external agencies; makes recommendations for local and/or state funding; establishes performance standards for contractors; monitors and reviews contractor performance; completes project updates; prepares specifications for bids or other RFPs and contracts; plans project specifications; renews existing project and contracts.
- 30% +/- 10%
- Supervises assigned staff; assigns tasks and reviews employee work; provides coaching; reviews time sheets and time off requests; prepares employee performance appraisals; assists staff to address problematic situations; interviews applicants; recommends and enforces disciplinary actions; provides training to staff.
- 15% +/- 10%
- Develops new operations, systems, policies and/or procedures; researches, analyzes, and evaluates existing operations, systems, policies and/or procedures to identify areas for improvement or enhancement; researches background information to understand current practices and related issues; researches customer, client, or citizen complaints; conducts program needs analysis; researches and conducts survey to determine best practices; researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, policies and/or procedures; analyzes proposed changes under the current conditions and influencing environments to identify impact; evaluates impact of proposed changes to determine feasibility of implementation.

15% +/- 10%

- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with six (6) years of grant writing, grant coordination, or related 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 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 and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports, attendance reports), audit requests, contract documents, vendor proposals, vendor services contracts, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.

Grants Supervisor

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare performance appraisals, grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, contracts, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, financial statements, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting, legal, and department specific terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1054131	Geriatric Behavioral Health Nurse Supervisor	Senior and Adult Services	Exempt	11

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Senior and Adult Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Senior and Adult Services
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Fiscal Impact:	PG 11 \$53,379.46 - \$74,786.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Marlene Robinson-Statler, Executive Officer	7/18/2018	Email	Set-up a time for a meeting
Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	7/20/2018	Phone call	Meeting to discuss the classifications

Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	7/23/2018	Email	Sent classification draft
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation
Marlene Robinson-Statler, Executive Officer & Natasha Pietrocola	8/28/2018	Email	Update SMEs on progress

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Geriatric Behavioral Health Nurse Supervisor	Class Number:	1054131
FLSA:	Exempt	Pay Grade:	11
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to assess clients' medical status, mental health, and cognitive functioning and to coordinate meetings and appointments related to clients' care.

Distinguishing Characteristics

This is a supervisory level classification that assesses client's medical status, mental health, and cognitive functioning and supervises assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, related laws, and regulations.

Essential Job Functions

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

50% +/- 10%

- Assesses client's medical status, mental health, and cognitive functioning within the client's home; assists with Adult Protective Services (APS) Same Day clients; checks vitals and monitors heart; examines client's wounds and/or injuries; manages and monitors portions of the case load functions; evaluates client's medications; answers client's questions about medical concerns; consults with client's family, care providers, and/or medical professionals about medical history; measures client's cognitive ability with various assessments (e.g. Montreal Cognitive Assessment (MoCA), Mini-Mental State Exam (MMSE), Early Assessment Self Inventory (EASI), Beck Depression Inventory); utilizes a variety of tools to determine capacity, risk, and functional state; documents findings into multiple databases; develops a care plan based on the client's needs.

20% +/- 10%

- Coordinates meetings and appointments related to client's care; attends and testifies at court hearings; contacts the Mobile Crisis Team (MCT) or emergency services for clients that need immediate care; coordinates with doctors, mental health (MH) professionals, MH crisis entities, and community MH agencies to provide further care; recommends doctors and MH professionals to the client; educates the client on services and resources that are available; arranges formal geriatric assessments; serves as a liaison between the client and the doctors or other agencies.

15% +/- 10%

- Examines the home for environmental hazards during home visits; ensures medical equipment is being used properly; reports any hazards to the proper authorities; calls the proper companies or authorities to the correct issues in the home; coordinates and attends appointments with the authorities to make sure the home is safe; conducts follow-up home visits; documents findings into multiple databases.

Geriatric Behavioral Health Nurse Supervisor

10% +/- 5%

- Supervises assigned employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

5% +/- 2%

- Presents difficult cases to the Cuyahoga County Adult Protective Collaborative; receives and implements feedback from the Collaborative; provides recommendations to other cases presented; attends various meetings and trainings to enhance nursing and mental health assessment skills.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of registered nurse experience working with geriatric patients; or an equivalent combination of education, training, and experience.

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

Additional Requirements for all levels

Biennial renewal of license 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 operate medical equipment including pulse oximeter, sphygmomanometer, stethoscope, thermometer, and other diagnostic instruments and equipment.

Supervisory Responsibilities

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

Mathematical Ability

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

Geriatric Behavioral Health Nurse Supervisor

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 client case notes, care plans, intake referrals, court related reports, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, collective bargaining agreements, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, and Ohio Revised Code.
- Ability to prepare employee evaluations, patient charts, court reports, case notes, various assessment tools, travel reimbursement forms, timesheets, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and legal terminology and language.
- Ability to communicate effectively with supervisors, coworkers, APS staff, medical professionals, mental health professionals, community partners, court personnel, clients, and clients' families.

Environmental Adaptability

- Work is typically performed in an office environment and clients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, dust, strong odors, violence, animals, and temperature extremes.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1054121	Nursing Director – Corrections	Sheriff's Office	Exempt	15

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Office
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Fiscal Impact:	PG 15 \$66,705.60 - \$93,392.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/17/2018	Email	Set-up meeting
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/18/2018	Email	Set-up meeting

Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	5/23/2018	Meeting	Discuss essential functions
Kelly Blevins, Nursing Director & George Taylor, Chief Deputy Sheriff	6/20/2018	Email	Sent draft for department to review
Jim Battigaglia, Archer Consultant	7/18/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Nursing Director - Correction	Class Number:	1054121
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage the nursing division at the County's correctional facilities and to supervise nursing personnel and patient care providers.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing the nursing division and serving as the manager and training coordinator for the nursing personnel and patient care providers. The employee in this class plans staffing and schedules, analyzes work flow, and facilitates staff training. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

Essential Job Functions

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

- 35% +/- 10%
- Supervises nursing personnel and patient care providers in a clinical setting within the correction facility; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; coaches and mentors the staff; evaluates performance; sets development goals; ensures the nurses have an up-to-date license and working on the continuing education hours; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; conducts staff meetings.
- 30% +/- 10%
- Manages the nursing division at the County's correctional facilities; evaluates and develops the division's policies and procedures; ensures the staff are following the policies and procedures; prepares the division for the state jail inspections; anticipates and resolves staff and patient care issues; reviews incident reports and modifies the procedures or disciplines staff, if appropriate; participates in psychological autopsies; creates an annual report for the medical director; participates and leads various committees and task forces; works with the MetroHealth staff on special projects.
- 15% +/- 10%
- Serves as the training coordinator for the nurses; develops and administers mandatory training, competency training, and various other trainings; creates training PowerPoints; plans the topics for the monthly in-service training; schedules speakers; tracks employee training hours.

Nursing Director - Corrections

10% +/- 5%

- Oversees the quality improvement program and process improvement; coordinates quality control and prevention; attends trainings and researches best practices; works closely with the Quality Control Nurse to improve processes and prevent future issues; conducts chart audits and medication records audits; coordinates activities to ensure quality and adequate patient care; ensures compliance with standards, procedures, regulations and laws.

10% +/- 5%

- Performs routine nursing procedures when short staffed; records patients' medical information and vital signs; provides health care, first aid, and immunizations; assesses the patient's needs and develops a care plan; answers patient questions.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing with three (3) years of nursing experience and one (1) year of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

Biennial renewal of license required.

Valid Ohio driver license and proof of automobile insurance.

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 operate medical equipment including Hoyer Lift, sphygmomanometer, stethoscope, EKG machine, splint, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull for the movement or treatment of patients; ability to lift patients, medical equipment, and supplies.

Supervisory Responsibilities

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

Mathematical Ability

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

Nursing Director - Corrections

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including timesheets, overtime requests, purchase orders, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, collective bargaining agreements, Ohio Administration Codes (OAC), Ohio Board of Nursing, and Ohio Department of Health regulations.
- Ability to prepare performance evaluations, annual reports, policies and procedures, training modules, meeting agendas, 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 medical terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, law enforcement, jail personnel, court employees, patients, patients' families, doctors, outside vendors, and the general public.

Environmental Adaptability

- Work is typically performed in a correctional facility.
- Work may involve exposure to strong odors, diseases, bodily fluids, and violence.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055211	Loan Portfolio Manager	Development	Exempt	14

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Development
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Fiscal Impact:	PG 14 \$62,268.96 - \$87,197.76 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Greg Huth, Deputy Chief	7/27/2018	Email	Set-up a meeting
Greg Huth, Deputy Chief	8/3/2018	Meeting	Job analysis meeting
Greg Huth, Deputy Chief & Ted Carter, Chief Economic Development Officer	8/7/2018	Email	Sent drafted specification

Greg Huth, Deputy Chief & Kelli Neale, PO4 & Rhonda Caldwell, Compensation Manager & Lynn Ferraro, HR Analyst	8/16/2018	Email	Status update
Jim Battigaglia, Archer Consultant	8/20/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Loan Portfolio Manager	Class Number:	1055211
FLSA:	Exempt	Pay Grade:	14
Dept:	Development		

Classification Function

The purpose of this classification is to manage the County Department of Development’s (“DoD”) economic development loan portfolio program and supervise lower level staff.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for managing Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans. This class works under direction from the department’s director and deputy director. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 40% +/- 10%
- Oversees the Cuyahoga County DoD’s economic development loan portfolio and servicing functions for all County DoD-originated economic development loans; reviews all loan documentation and data for accuracy; serves as the system administrator of the loan servicing system; enters loan terms and information into the loan servicing system; works with existing borrowers after the loan closing date to address the borrower’s requests and compliance; answers borrowers’ questions; collaborates with the Assistant Law Director to facilitate and memorialize post loan settlement requests; develops, implements, and enforces compliance with the loan portfolio policies & procedures manual; reviews all borrower requests for reimbursement to ensure loan covenants have been satisfied prior to disbursement of funds; coordinates with the Fiscal Department regarding the loan portfolio for purpose of ensuring account reconciliation.
- 20% +/- 10%
- Supervises assigned employees; 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.
- 20% +/- 10%
- Administers a transparent outreach strategy to the borrower; attempts to recover payment, reasons for non-repayment, and securities involved per original loan agreement; discusses with the borrower potential loss mitigation options; collaborates with department’s director and deputy director to determine and recommend appropriate loan recalibrations and/or other appropriate loan adjustments; mitigates exposure to high risk borrowers; reaches agreement on loan terms resulting from previous errors and/or ambiguous language within loan documents.

10% +/- 5%

TBD

Loan Portfolio Manager

- Coordinates all reporting and program metrics and activities regarding the economic development loan portfolio; generates and reviews portfolio status reports; identifies delinquency aging; executes early intervention strategies for delinquent borrowers.

10% +/- 5%

- Leads continuous improvement initiatives for the loan portfolio program; conducts composite portfolio studies; presents improvement initiatives to the director and deputy director; implements the initiatives.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, accounting, economics, or related field with five (5) years of finance management or public finance experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, 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 financial and accounting documents, loan contracts, loan reimbursement draw requests, other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code and Personnel Policies and Procedures Manual.

Loan Portfolio Manager

- Ability to prepare semi-annual reports, annual reports, loan satisfaction, financial reporting, various projections, loan documentation, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, legal, and loan terminology and language.
- Ability to communicate with Council members, managers, supervisor, borrowers, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053631	Organizational and Employee Development and Training Specialist	Human Resources	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 8 \$44,532.38 - \$62,332.61 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Deborah Johnson, Manager of Organizational and Employee Development	7/12/2018	Email	Ask questions
Deborah Johnson, Manager of Organizational and	7/16/2018	Email	Ask questions

Employee Development			
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	7/16/2018	Email	Drafts sent to SMEs to review
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	8/3/2018	Email	Reminder to review
Deborah Johnson, Manager of Organizational and Employee Development	8/3/2018	Email	Explain the process
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Organizational and Employee Development and Training Specialist	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	8
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop and facilitate training and assist senior level employees with Organizational and Employee Development (OED) projects

Distinguishing Characteristics

This is an entry-level classification that is responsible for developing and facilitating training programs as well as assisting with OED projects. The employee works under general supervision and within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

Essential Job Functions

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

- 75% +/- 10%
- Develops and facilitates training programs; assists with conducting needs assessments and instructional analysis; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; drafts training curriculum; facilitates training through a variety of methods and formats; collects training evaluations, training attendance records, and various other training data; enters training data into database; researches and implements best practices; adds training courses to the Learning Management System (LMS); reserves training rooms; monitors the department’s training mailbox; updates the training calendars; creates basic training reports.
- 15% +/- 10%
- Assists with organizational change initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of the change initiatives; proposes change resistance plans.
- 10% +/- 5%
- Assists with the implementation and development of engagement initiatives across the organization; collaborates with other departments and agencies; collect employee engagement survey data; presents survey data; assists with organizing the service award events.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in business administration, human resource management, organizational development, or related field with one (1) year of training or education experience, or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and 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, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053632	Senior Organizational and Employee Development and Training Specialist	Human Resources	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 10 \$50,472.86 - \$70,649.28 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Deborah Johnson, Manager of Organizational and Employee Development	7/12/2018	Email	Ask questions
Deborah Johnson, Manager of Organizational and	7/16/2018	Email	Ask questions

Employee Development			
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	7/16/2018	Email	Drafts sent to SMEs to review
Deborah Johnson, Manager of Organizational and Employee Development & Douglas Dykes, Chief Talent Officer	8/3/2018	Email	Reminder to review
Deborah Johnson, Manager of Organizational and Employee Development	8/3/2018	Email	Explain the process
Jim Battigaglia, Archer Consultant	8/16/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Organizational and Employee Development and Training Specialist	Class Number:	1053632
FLSA:	Exempt	Pay Grade:	10
Dept:	Human Resources		

Classification Function

The purpose of this classification is to develop and implement various Organizational and Employee Development (OED) projects as well as develop and facilitate training programs.

Distinguishing Characteristics

This is a journey level classification that is responsible for leading OED projects as well as developing and facilitating training programs. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a lead worker for the lower level OED employees.

Essential Job Functions

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

- 30% +/- 10%
- Leads, participates, and implements organizational change management initiatives; answers management's questions about the initiatives; assesses change readiness and disseminates the results to management; identifies organizational impact of change initiatives; proposes change resistance plans.
- 20% +/- 10%
- Develops and facilitates training programs; conducts needs assessments and instructional analyses; conducts competency validations; creates competency profiles; identifies and prioritizes organizational needs and gaps; develops training plans; develops status reports, exhibits, course descriptions, communications, procedures, and timelines; creates training curriculums and facilitator materials; facilitates training through a variety of methods and formats; develops, collects, and analyzes training evaluations, training attendance records, and various other training data; researches and implements best practices.
- 15% +/- 10%
- Serves as a team lead for the OED staff; coordinates, assigns, and reviews work; provides individual coaching and/or staff training.
- 15% +/- 10%
- Assists OED Manager with succession planning and career pathing; collaborates closely with department management to help managers through the process; answers managements' questions; assists with identifying career paths for every roles; assists with identifying critical roles in each agency; assists with the development of succession planning for all critical roles; assesses leadership gap in agencies; addresses any leadership gaps; identifies and develops talent management processes to address concerns found in data analysis.
- 15% +/- 10%
- Collaborates with other departments and agencies to develop and implement engagement initiatives across the organization; collects, analyzes, and interrupts data from employee engagement surveys; creates reports and presents the results of the surveys; organizes service award events; determines who attends the service awards events.

Proposed DATE

Senior Organizational and Employee Development and Training Specialist

5% +/- 2%

- Assists with the annual performance management process; collaborates with stakeholders to address performance management needs; assists with the development of processes and timelines; creates and modifies forms, tools, and communication materials; assists with continuous improvement initiatives and researches best practices.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, human resource management, organizational development, or related field with three (3) years of training and OED experience, or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

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 evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including training attendance records, training requests, course outlines, curriculum outlines, employee records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various HR laws and regulations, Employee Handbook, and the Ohio Revised Code.
- Ability to prepare needs assessments, training materials, training courses, change management plans, surveys, attendance metrics, various HR forms and reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Senior Organizational and Employee Development and Training Specialist

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with department directors, managers, supervisors, OED team, other County employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052311	Business Administrator 1	All Departments	Non-Exempt	6

PROPOSED REVISED CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052311	Business Administrator 1	All Departments	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. 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:	All
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Administrator 1	Class Number:	1052311
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of routine fiscal activities for a County department. This classification has budgetary accountability of less than \$0.5 million.

Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of routine fiscal activities for a County department; performs accounting, payroll, purchasing, or inventory control functions; assists in the development and preparation of budgets; reviews final budgetary recommendations; reviews the receipt and disbursement of funds, and authorizes expenditures; prepares bid specifications and purchase orders; adjusts fiscal errors; coordinates delivery of supplies and equipment.
- 30% +/- 10%
- Supervises clerical support personnel; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.
- 20% +/- 10%
- Assists in the direction of support functions such as housekeeping, laundry, maintenance, grounds, safety and security or mail services; participates in policy development and implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration, or a related field with five (5) months of administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Business Administrator 1

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.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees, state and federal 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052312	Business Administrator 2	All Departments	Exempt	8
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052312	Business Administrator 2	All Departments	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. 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:	2
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Dept.(s) Affected:	All
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Administrator 2	Class Number:	1052312
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrative staff (business administrators, fiscal officers or administrative officers) in the planning and administration of fiscal activities for a County department, or to independently plan and administer fiscal activities for a County department. This classification has budgetary accountability greater than \$0.5 million and less than \$1.6 million.

Distinguishing Characteristics

This an entry-level position that is responsible for assisting higher level administrative staff with the planning and administration of routine fiscal activities for a County department. This position is distinguished from the level below by a greater level of financial and planning responsibilities. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 60% +/- 10%
- Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department, or independently plans and administers fiscal activities for a County department; coordinates accounting, payroll, budget planning, purchasing, and inventory control; edits and maintains fiscal records; audits financial transactions for accuracy; reviews receipts and disbursements of funds; assists higher level administrative or managerial staff with planning and administering support functions including office services and communications.

- 30% +/- 10%
- Supervises support personnel including lower-level business administrators, office managers, and/or clerical supervisors; coordinates, assigns, and reviews work; evaluates performance; provides instruction; responds to employee problems.

- 10% +/- 10%
- Balances accounts and reports daily to ensure that all monies entered correspond to all monies disbursed; verifies daily reports from County Data Center with previous day's work including adjustments, check registers, daily application reports, daily detail reports, and other reports indicating the various transactions of the previous day.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business administration, or a related field with one (1) year of accounting, fiscal or budget administration 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

Proposed DATE

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 financial reports, statistical reports, invoice vouchers, payroll forms, contracts, blueprints, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare cash financial statements, statistical reports, contracts, budgets, budget projections, vouchers, 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 accounting terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal 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.

CURRENT CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052313	Business Administrator 3	All Departments	Exempt	10

PROPOSED REVISED CLASSIFICATION				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052313	Business Administrator 3	All Departments	Exempt	10

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. 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:	0
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Dept.(s) Affected:	All
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Administrator 3	Class Number:	1052313
FLSA:	Exempt	Pay Grade:	10
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department. This classification has budgetary accountability greater than \$1.6 million and less than \$13.0 million.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for coordinating fiscal management activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements. This position is distinguished from the level below by a greater level of financial responsibility.

Essential Job Functions

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

- 60% +/- 10%
- Coordinates fiscal management activities for County division or department; coordinates all fiscal activities of division including accounting, payroll, budgeting, disbursement of funds, purchasing, and equipment inventory; assists in developing goals and objectives; prepares annual operating and program budgets; projects budgets for subsequent fiscal years; monitors budgetary activity; reviews monthly financial reports; monitors fiscal status of various fund accounts to prevent deficit balances.
- 30% +/- 10%
- Supervises employees involved in division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
- Coordinates financial report preparations and explanations with state departments and federal agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, or a related field with three (3) years of accounting, fiscal, or budget experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, personnel policy manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

Business Administrator 3

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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052314	Business Administrator 4	All Departments	Exempt	14
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052314	Business Administrator 4	All Departments	Exempt	14

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 1995. No substantive changes to job duties or classification function. 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:	6
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Dept.(s) Affected:	All
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia, Archer Consultant	4/26/2018 5/17/2018	Email Email Email	Pay Grade Evaluation Reminder for Evaluation Requesting Update for Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Administrator 4	Class Number:	1052314
FLSA:	Exempt	Pay Grade:	14
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate fiscal management activities for a County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million. and less than \$100 million.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for coordinating fiscal management activities for a County division or department. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class has a higher level of financial responsibility than the class below and has broader managerial responsibilities.

Essential Job Functions

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

- 50% +/- 10%
- Coordinates fiscal management activities for County department with budgetary accountability greater than \$13 million and less than \$30 million or a division with budgetary accountability greater than \$20 million and less than \$100 million; coordinates budget planning, payroll, purchasing, and inventory control; monitors receipt and disbursement of funds; projects budgets for subsequent fiscal years; assists with purchasing requirements and vendor selections; monitors cash flow management; develops and implements fiscal policy.
- 30% +/- 10%
- Supervises employees involved in department/division activities; assigns work and reviews completed work assignments; provides job instruction and training; evaluates performance; recommends the selection and promotion of employees; recommends discipline or discharge.
- 10% +/- 10%
- Coordinates financial report preparation and interface with various state departments, federal offices, banks, and/or other county agencies; cooperates with state and federal auditors allowing access to necessary information.
- 10% +/- 10%
- Coordinates and conducts management studies; reviews and assists in determining data processing needs.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including four (4) years in a supervisory capacity; or any equivalent combination of training and experience.

Business Administrator 4

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and apply the principles of descriptive 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 financial reports, statistical reports, invoice vouchers, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.

Business Administrator 4

- Ability to communicate with the County Executive, Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014121	Employment Service Coordinator	Workforce Development and HHS	Non-Exempt	7
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014121	Employment Service Coordinator	Workforce Development and HHS	Non-Exempt	7

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. 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:	4
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Dept.(s) Affected:	Workforce Development and Health and Human Services
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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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Dwayne Wilson, Employment Service Supervisor	6/22/18	Email	Final Class Spec Draft Review
	6/22/18	Email	Clarification
	7/13/18	Email	Questions Regarding Incumbents in Position
Ted Carter, Director	6/22/18	Email	Final Class Spec Draft Review
Walter Parfejewiec, Director	6/22/18	Email	Final Class Spec Draft Review
Kelli Neale, HR	6/22/18	Email	Copied on Communications
Jim Battigaglia, Archer Consultant	7/18/18	Email	Pay Grade Evaluation
	7/30/2018	Email	Clarification
	8/16/2018	Phone Call	Clarification

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Service Coordinator	Class Number:	1014121
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Work Force Development and Health and Human Services		

Classification Function

The purpose of this classification is to complete day-to-day tasks involved in the delivery of employment service programs.

Distinguishing Characteristics

This is an entry-level classification that is responsible for the delivery of employment service programs. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations. This classification requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner.

Essential Job Functions

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

- 40% +/- 10%
- Functions as overseer of program participants; monitors and records attendance, case notes, training progress, certification, and employment outcomes from various employment service programs; monitors and records Individual Training Account (ITA) documents in database; processes ITA contracts and paperwork; provides case management for ITA participants; prepares ITA contracts with service providers.

- 20% +/- 10%
- Interviews, evaluates, and assists participants in employment service programs and refers participants to employment opportunity or service providers for training; interviews participants and evaluates suitability for specific job opportunities or job training services; administers employment tests and vocational assessments and interprets test results; services employer job orders by selecting and referring qualified applicants according to employer's specifications; assists program participants with on-line application, creating resumes, finding job openings, and other computer related functions; creates resumes for program participants; conducts participant career counseling; assists participants by providing employability plans and post-program referrals.

- 10% +/- 5%
- Recruits employers to participate in employment service programs; contacts employers to explain and promote employment programs; gathers information about potential employment opportunities for program participants; solicits job orders and obtains employer's agreement to participate; writes and services job orders.

Employment Service Coordinator

30% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates presentation materials for workshops; collects and maintains program outcome data and creates spreadsheets and reports; maintains records of job placement data and training data and statistics; conducts program orientation workshops; collaborates and coordinates with internal and external agencies, employers, and educational institutions; conducts research and reports on current trends and practices; refers customers to other agencies as needed; work on special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in social work, public administration, business administration, or a related field and two (2) years of experience in employment services, career coaching, social work, or related field; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 certification lists, performance reports, applications, contracts, registration forms, cost projection forms, authorization forms, time sheets, attendance records, pay stubs, labor department statistics and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Workforce Innovation and Opportunities Act (WIOA) Final Rules, Temporary Assistance for Needy Families (TANF) Regulations, Operations Manual, DEC Manual, ethics standards, and the Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual reports, certification lists, spreadsheets, timesheets, applications, assessments, outcome reports, resumes, 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.

Employment Service Coordinator

- Ability to use and interpret marketing, career counseling and human resource terminology and language.
- Ability to communicate effectively with supervisor, co-workers, clients, program participants, employers, educational institutions, training providers, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Non-Exempt	10B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053192	GIS Analyst	Information Technology	Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	Classification's FLSA status was incorrectly classified. Classification changed from Non-Exempt to Exempt.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 10B: \$54,371.20 – \$76,148.80 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):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jonathan Zerulik, Talent Acquisition &	08/22/2018	Email	Questions regarding FLSA Status

Employment Manager			
Jim Battigaglia, Consultant	08/22/2018	Email	Questions regarding FLSA Status

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	GIS Analyst	Class Number:	1053192
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No special license or certification is required.

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

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Environmental Adaptability

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

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052131	Grants Coordinator	All Departments	Non-Exempt	5

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052131	Grants Coordinator	All Departments	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5 to PG 6.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 5: \$35,685.31 - \$49,921.25 PG 6: \$38,634.34 - \$54,100.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
Brandy Carney, PSJS Administrator	2/1/2016	Email	Answer questions
George Taylor, PSJS Director and Brandy Carney, PSJS Administrator	2/2/2016	Email	Sent drafted specifications
Brandy Carney, PSJS Administrator	2/2/2016	Email	Answer questions
Brandy Carney, PSJS Director	8/11/2016	Email	Sent draft specifications
Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/28/2016	Email	Answer questions
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Set up a meeting
Mary Beth Vaughn, Business Services Manager	9/29/2016	Phone	Discussed the current org structure of the department related to grants
Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Grants Coordinator	Class Number:	1052131
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to provide assistance with grant activities for assigned project areas and occasionally coordinate grant activities for small existing grants.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with the writing, reviewing, and submitting grant applications. This classification works under general supervision and is responsible for performing timely and accurate grant activities. The employee works within a framework of established regulations, policies, and procedures.

Essential Job Functions

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

- 45% +/- 10%
- Assists in the research and preparation of new and/or large grants and occasionally coordinates grant activities for small existing grants; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; assists with monitoring and auditing grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
- Performs public relation duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant applications; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 30% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in business administration or related field with one (1) year of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Grants Coordinator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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 grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, 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 basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052132	Senior Grants Coordinator	All Departments	Exempt	7

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052132	Senior Grants Coordinator	All Departments	Exempt	8

Requested By: Personnel Review Commission

Rationale: PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7 to PG 8.

No. of Employees Affected: None

Dept.(s) Affected: All Departments

Fiscal Impact: PG 7: \$41,583.36 – \$58,237.92
PG 8: \$44,532.38 – \$62,332.61
Step Placement TBD by Human Resources

Staffing Implications: None

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

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Brandy Carney, PSJS Administrator	12/21/2015	Email	Ask questions
Brandy Carney, PSJS Administrator	1/27/2016	Email	Reminder
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Brandy Carney, PSJS Director	9/9/2016	Email	Reminder
Brandy Carney, PSJS Director	9/15/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	9/15/2016	Email	Answer questions
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Mary Beth Vaughn, Business Services Manager	9/29/2016	Email	Placed classifications on hold until the department can review the specs
Mary Beth Vaughn, Business Services Manager	11/7/2016	Email	Reminder
Mary Beth Vaughn, Business Services Manager	11/14/2016	Email	Reminder
Jim Battigaglia, Archer Consultant	1/18/2017	Email	Pay grade evaluation

Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/21/2017	Email	Asking questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director	2/24/2017	Email	Sent draft
Mary Beth Vaughn, Business Services Manager	3/10/2017	Email	Answer questions
Mary Beth Vaughn, Business Services Manager and Brandy Carney, PSJS Director and Melinda Burt, PSJS Deputy Director	6/2/2017	Email	Discussing starting this process over because the information is out of date. Getting new CPQs for the current incumbents since everything is from 2015.
Jeffrey Harraman, Program Officer 4	2/16/2018	Email	Sent drafts
Jeffrey Harraman, Program Officer 4	3/12/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	4/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4	5/2/2018	Email	Reminder
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/8/2018	Email	Ask questions
Jeffrey Harraman, Program Officer 4 and Mary Beth Vaughn, Business Services Manager	5/21/2018	Email	Reminder to answer questions
Jim Battigaglia, Archer Consultant	6/28/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Grants Coordinator	Class Number:	1052132
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate grant activities for assigned project areas and evaluate grant opportunities and proposals.

Distinguishing Characteristics

This is a journey level classification with responsibility for coordinating day-to-day grant activities, including writing, reviewing, and submitting of new and/or existing grant applications. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work independently and exercise discretion in applying procedures to ensure that grants are completed in a timely and efficient manner.

Essential Job Functions

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

- 55% +/- 10%
- Oversees grant activities for assigned project areas; evaluates grant opportunities and proposals; writes, reviews, and submits grant applications; researches and analyzes relevant local statistics and available funding sources; prepares bid specifications, forms, correspondence, memos, and reports related to grant projects; maintains all grant programming with appropriate partners throughout the process; monitors and audits grant funds for compliance with County, State, and Federal guidelines; conducts off site monitoring visits; monitors grant progress and writes monitoring reports; writes Request for Proposals (RFPs).
- 25% +/- 10%
- Performs public relations duties; serves as a liaison with other departments and agencies involved in grant programs; attends or sits on various committees and boards; advises various groups on grant application procedures; provides technical and grant assistance; responds to inquiries from sub-recipients and/or project partners.
- 20% +/- 10%
- Performs related administrative responsibilities; completes progress reports; completes the procurement process; prepares documents for meetings; reviews reimbursement requests; tracks and processes returned agreements; develops and maintains tracking spreadsheets to track grant projects and expenditures; submits grants, contracts, and amendments to various automated systems; writes vouchers; creates and maintains grant files; answers phone calls and emails; attends staff training sessions and assists with training new or lower level grant staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in business administration or related field with three (3) years of grant writing, grant coordination, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Senior Grants Coordinator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including grant applications, grant announcements, grant funding allocation, various reports (i.e. - quarterly reports, monthly reports, performance reports, fiscal reports, payroll reports), contract documents, vendor proposals, vendor services contracts, audit requests, vouchers, formal bid specifications, fiscal reimbursement requests, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, grant guidelines, Ohio Revised Code, Code of Federal Regulations 200, and grant allocation procedures.
- Ability to prepare grant applications, vendor contracts, municipal agreements, requisitions, purchase orders, vouchers, requests for reimbursement, various reports (i.e. – programmatic reports, fiscal report, performance reports), grant tracking documents, grant solicitation, correspondence, memorandums, budget worksheets, RFPs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting and legal terminology and language.
- Ability to communicate effectively with directors, supervisors, co-workers, administrators, sub-recipients, vendors, State and Federal Points of Contact, committee members, grant program point of contacts, 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.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052222	Senior Records Management Officer	Public Works	Non-Exempt	6
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052222	Senior Records Management Officer	Public Works and Medical Examiner's Office	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.
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No. of Employees Affected:	2
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Dept.(s) Affected:	Public Works and Medical Examiner's Office
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Fiscal Impact:	PG 6: \$38,634.34 – \$54,100.80 Step Placement TBD by Human Resources None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4 and Rhonda Caldwell, Compensation Manager and Lynn Ferraro, HR Analyst	8/9/2018	Email	Ask questions
Kelli Neale, PO4 and Rhonda Caldwell, Compensation Manager and Lynn Ferraro, HR Analyst	8/20/2018	Email	Ask questions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Records Management Officer	Class Number:	1052222
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Public Works and Medical Examiner's Office		

Classification Function

The purpose of this classification is to provide research and reference services at the County Archives or Medical Examiner's Office.

Distinguishing Characteristics

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

- 70% +/- 10%
- Provides research and reference services for County archives or Medical Examiners Office; performs research for requests received via mail, fax, e-mail and phone; retrieves records from holdings and online resources; makes copies of documents; assists on-site researchers with record retention; prepares written responses to research requests; files records in the appropriate locations; performs maintenance of records.
- 20% +/- 10%
- Identifies records eligible for destruction; prepares and distributes to departments notifications regarding eligibility of records to be destroyed; prepares and copies certificates of records disposed and forwards them to Ohio Historical Society; prepares new records retention schedules; coordinates inventory of archived records; determines where new records are to be stored; assists Senior Records Management Administrator and records commission with management of record retention schedules; manages project work and improvement initiatives for department.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files documents and microfilm; enters records information into database; responds to emails and phone calls.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements for all levels

No special license or certification is required.

Senior Records Management Officer

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, copier and microfilm reader printer.
- Ability to stand and walk for a prolonged period of time; ability to balance and climb; ability to lift up to 50 lbs.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

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

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.

Effective: 2003
Revised: May 24, 2017

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056231	Assessment Specialist	PSJS and HHS	Exempt	8

Requested By:	Personnel Review Commission
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Rationale:	The department no longer provides the services outlined in this specification and there are no incumbents.
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No. of Employees Affected:	None
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Dept.(s) Affected:	PSJS and HHS
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	Walter Parfejewiec, Director of Health and Human Services
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assessment Specialist	Class Number:	1056231
		Pay Grade:	8

Departments:	Justice Affairs, Senior & Adult Services, only
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Classification Function

The purpose of this classification is to conduct clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management 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 clinical assessments of clients for the purpose of reporting to courts, probation departments and collateral agencies and determining client's eligibility for case management programs (e.g.- conducts chemical dependency assessments of adult and adolescent clients; conducts psychosocial and mental status assessments of senior citizen clients; identifies symptoms and evaluates functional deficits).
- Performs case management functions (e.g.- meets with clients and provides therapeutic counseling to clients; intervenes and refers clients to appropriate treatment programs; verifies client's attendance at required treatment programs; develops case management plans).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles social histories, summaries, court documents and referrals; prepares progress notes; completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluations according to established federal and state standards; prepares correspondence to families, courts, state and community agencies).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work or counseling with one year of counseling experience; or any equivalent combination of training and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, telephone, calculator, 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 referral forms, court summary and records, pre-sentence investigation reports, psychological assessment reports, chemical dependency screening documents, treatment program discharge summaries, employment forms, medical reports, school reports, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including log books, diagnostic manuals, psychological assessment manuals, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare assessments, court summaries, treatment plans, case management plans, referral forms, progress and status reports, termination summaries, discharge reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, teachers, judges, probation and parole officers, attorneys, administrators, outside treatment centers, other social service agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1053661	Employee Benefits Coordinator	Human Resources	Non-Exempt	6

Requested By:	Personnel Review Commission
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Rationale:	The job duties outlined in this classification are included in other classifications in the department and therefore redundant. There are no incumbents.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Holly Woods, Director of HR Benefits and Compensation
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Management Contact(s):	Douglas Dykes, Chief Talent Officer
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Benefits Coordinator	Class Number:	1053661
		Pay Grade:	6

Departments:	Office of Human Resources, only
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Classification Function

The purpose of this classification is to administer benefits programs for County employees.

Essential Job Functions

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

- Administers benefits programs for County employees (e.g. - acts as liaison with employees and carriers; instructs appropriate parties in proper procedures to complete and submit benefit forms and updates them on new procedures, as needed; coordinates open enrollment activities; interprets policy, contract compliance and administrative procedure; coordinates special projects and provides assistance, counseling and appropriate information to employees and department management; resolves employee benefit complaints and initiates problem solving; updates employee data, as needed; researches/verifies validity of status changes; calculates any retroactive insurance premium reimbursement or contributions due to/from either employee/employer; inputs data for payroll use).
- Performs administrative duties (e.g. - maintains and files records; maintains system for reporting participant information and purging records; prepares and disseminates information about employee benefits; prepares reports and/or specifications concerning coverage; develops and/or makes presentations at seminars, workshops, training sessions and presents speeches upon request concerning employee benefits coverage and procedures; answers calls and correspondence; compiles data).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in human resources or related field with two years of experience in benefits coordination; 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, printers, calculators, and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including benefit change forms, life insurance forms, payroll forms, COBRA/COBRALOA election forms, carrier reports, MRA/CRA reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manual, contracts, SAP manual, computer handbooks and manuals, etc.
- Ability to prepare call sheets, ledgers, agendas, correspondence, memos, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical, insurance, personnel and accounting terminology and language.
- Ability to communicate effectively with director/supervisor, department administrators, coworkers, employees, consultants, insurance company personnel, other County and State personnel, health care personnel, marketing representatives, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Grants Supervisor	1052133	N/A	12/Exempt	All Departments	This is a new classification that reflects the essential function and minimum qualifications of the position. This position is currently classified as a Program Officer 4.
Geriatric Behavioral Health Nurse Supervisor	1054131	N/A	11/Exempt	Senior and Adult Services	This is a new classification requested by the Department of Senior and Adult Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Nursing Director – Corrections	1054121	N/A	15/Exempt	Sheriff	This is a new classification requested by the Sheriff’s Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Loan Portfolio Manager	1055211	N/A	14/Exempt	Development	This is a new classification requested by the Department of Development based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Organizational and Employee Development and Training Specialist	1053631	N/A	8/Exempt	Human Resources	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Senior Organizational and Employee Development and Training Specialist	1053632	N/A	10/Exempt	Human Resources	This is a new classification requested by the Human Resources Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Business Administrator 1	1052311	6/Non-Exempt	6/Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Business Administrator 2	1052312	8/Exempt	8/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.

Business Administrator 3	1052313	10/Exempt	10/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Business Administrator 4	1052314	14/Exempt	14/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 1993. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
Employment Service Coordinator	1014121	7/Non-Exempt	7/Non-Exempt (No Change)	Workforce Development and HHS	PRC routine maintenance. Classification last revised in 2009. No substantive changes to job duties or classification function. Updated specification to new format to include distinguishing characteristics, FLSA status, and percentages of time for essential functions.
GIS Analyst	1053192	10B/Non-Exempt	10B/Exempt	Information Technology	Classification's FLSA status was incorrectly classified. Classification changed from Non-Exempt to Exempt.
Grants Coordinator	1052131	5/Non-Exempt	6/Non-Exempt	All Departments	PRC routine maintenance. Classification last revised in 2008. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 5 to PG 6.
Sr. Grants Coordinator	1052132	7/Exempt	8/Exempt	All Departments	PRC routine maintenance. Classification last revised in 1996. The education and experience requirements were updated to be consistent with other positions in the series. The pay grade has increased from PG 7 to PG 8.
Senior Records Management Officer	1052222	6/Non-Exempt	6/Non-Exempt (No Change)	Public Works and Medical Examiner	Requested revision to add back the Medical Examiner's Office to the departments. The rest of the specification remained the same.
DELETE					
Assessment Specialist	1056231	8/Exempt	N/A	Development	PRC routine maintenance. The department no longer provides the services outlined in this specification and there are no incumbents.
Employee Benefits Coordinator	1053661	6/Non-Exempt	N/A	Fiscal (OPD)	PRC routine maintenance. The job duties outlined in this classification are included in other classifications in the department and therefore redundant. There are no incumbents.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0168

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Brown</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Tinker’s Creek Watershed Partners for the conservation of ecologically significant areas in Bear Creek Stream Restoration – Phase II in the City of Warrensville Heights, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from Tinker’s Creek Watershed Partners for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Tinker’s Creek Watershed Partners for the conservation of ecologically significant areas in Bear Creek Stream Restoration – Phase II in the City of Warrensville Heights, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, Bear Creek, a major tributary to Tinker’s Creek, has a watershed composed of dense residential development, light commercial development and woodland. The tributary reach to be restored begins at the headwall downstream of the Phase I restoration project and extends almost 800 feet downstream to Emery Road. This reach contains areas of bank erosion and the absence of a functioning riparian floodplain which limits the biological communities and ecological services. If left in its current condition, the Creek will likely continue to down cut and erode banks until reaching equilibrium, while causing further erosion, habitat loss and reduced water quality; and

WHEREAS, Tinker’s Creek Watershed Partners seeks to restore a more natural flow regime and restore the riparian floodplain for functionality. The project is on Northeast Ohio Regional Sewer District’s Regional Stormwater System (“RSS”). The District supports the project as it aligns with its goals of reducing flooding and erosion and improving water quality along the RSS; and

WHEREAS, the project is known as “Bear Creek Stream Restoration – Phase II” and is located in County Council District No. 9; and

WHEREAS, the total estimated project cost is \$520,000.00, of which \$312,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 12, 2018 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of Tinker’s Creek Watershed Partners for the conservation of ecologically significant areas in Bear Creek Stream Restoration – Phase II in the City of Warrensville Heights and known as the “Bear Creek Stream Restoration – Phase II” Project.

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: September 12, 2018

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 19, 2018

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0169

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Dusty Goldenrod – Phase II in the City of Highland Heights, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from West Creek Conservancy for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Dusty Goldenrod – Phase II in the City of Highland Heights, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, West Creek Conservancy seeks to acquire 37 acres of natural area within the City of Highland Heights. The property contains approximately a ½ mile tributary stream, all headwaters of Euclid Creek as well as nearly 17 acres of wetland. West Creek Conservancy will acquire the land in fee simple interest, with a conservation easement to be held by Cuyahoga Soil and Water Conservation District. This is a 37-acre addition to the Highland Heights Community Park, which is immediately adjacent; and

WHEREAS, the project is known as “Dusty Goldenrod – Phase II” and is located in County Council District No. 11; and

WHEREAS, the total estimated project cost is \$1,200,000.00, of which \$750,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 12, 2018 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in Dusty Goldenrod – Phase II in the City of Highland Heights and known as the “Dusty Goldenrod – Phase II” Project.

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: September 12, 2018

Committee(s) Assigned: Education, Environment & Sustainability

Journal CC031

September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0170

Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission	A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in West Creek Greenway – Phase V in the City of Parma, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has received a request from West Creek Conservancy for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in West Creek Greenway – Phase V in the City of Parma, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, West Creek Conservancy seeks to acquire 21 acres of natural area within the City of Parma. The property contains approximately .75 mile of tributary stream and mainstem West Creek as well as nearly 2 acres of wetland. Each of the properties are pivotal connections in the West Creek Greenway and further enable connections along West Ridgewood and north to Grantwood, connecting thousands of residents to Cleveland Metroparks West Creek Reservation. Additionally, this project will enable the restoration of 10 acres of woodland and the removal of unsustainable development adjacent to West Creek. West Creek Conservancy will acquire the land in fee simple interest; and

WHEREAS, the project is known as “West Creek Greenway – Phase V” and is located in County Council District No. 4; and

WHEREAS, the total estimated project cost is \$1,200,000.00, of which \$650,000.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy

of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 12, 2018 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of West Creek Conservancy for the conservation of ecologically significant areas in West Creek Greenway – Phase V in the City of Parma and known as the “West Creek Greenway – Phase V” Project.

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: September 12, 2018
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0171

<p>Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission</p> <p>Co-sponsored by: Councilmember Schron</p>	<p>A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Brecksville Upland Preserve Extension in the City of Brecksville, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Cuyahoga County has received a request from Western Reserve Land Conservancy for a Resolution supporting an application for thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission for the conservation of ecologically significant areas in the Brecksville Upland Preserve Extension in the City of Brecksville, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, the Western Reserve Land Conservancy seeks to preserve an approximately 48-acre, single-parcel property located in the City of Brecksville in Cuyahoga County. With frontage on the east side of Brecksville Road (Route 21) immediately to the south of Parkview Road, the heavily wooded property shares its eastern boundary with a 98-acre property recently acquired by the Western Reserve Land Conservancy with Clean Ohio District One Natural Resources Assistance Council support. Like that property, long-term management and maintenance of the Brecksville Upland Preserve Extension will be carried out by Cleveland Metroparks, to which the Western Reserve Land Conservancy intends to transfer fee-simple ownership of the property upon acquisition. A conservation easement, to be held by Western Reserve Land Conservancy, will ensure that the Clean Ohio Program's investment in this scenic natural asset is protected in perpetuity; and

WHEREAS, the project is known as the "Brecksville Upland Preserve Extension" and is located in County Council District No. 6; and

WHEREAS, the total estimated project cost is \$1,200,000.00, of which \$386,607.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that "an entity seeking a grant for a project that is eligible for funding shall submit an application to the

natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 12, 2018 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Brecksville Upland Preserve Extension in the City of Brecksville and known as the “Brecksville Upland Preserve Extension” Project.

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: September 12, 2018

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 19, 2018

Journal CC031

September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0172

Sponsored by: Councilmember Simon on behalf of Cuyahoga County Planning Commission	A Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Lower Big Creek Trail Connector in the City of Cleveland, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has received a request from Western Reserve Land Conservancy for a Resolution supporting an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Lower Big Creek Trail Connector in the City of Cleveland, pursuant to Ohio Revised Code Section 164.23; and

WHEREAS, the Western Reserve Land Conservancy seeks to install new trails on a 25-acre site in the City of Cleveland’s Old Brooklyn neighborhood. The site is a former construction and demolition landfill that has recently been remediated to public green space standards through Ohio’s Voluntary Action Program. Western Reserve Land Conservancy acquired this property with support from the Clean Ohio Fund in 2015. The proposed trails will link the Cleveland Metroparks Zoo to the Old Brooklyn neighborhood as well as provide a launch point for a neighborhood connection to the Towpath Trail; and

WHEREAS, the project is known as the “Lower Big Creek Trail Connector” and is located in County Council District No. 7; and

WHEREAS, the total estimated project cost is \$534,476.00, of which \$386,607.00 is estimated for the Clean Ohio application; and

WHEREAS, Ohio Revised Code Section 164.23 provides that “an entity seeking a grant for a project that is eligible for funding shall submit an application to the natural resources assistance council with geographical jurisdiction over the proposed project area;” and, Ohio Revised Code Section 164.23(B) further provides that “in addition to the application, an applicant for a grant for a project shall include a copy

of a resolution supporting the project from each county in which the proposed project is to be conducted;” and

WHEREAS, the Ohio Public Works Commission provides financial assistance to Natural Resources Assistance Councils for the purpose of preserving open spaces, sensitive ecological areas, and stream corridors; and

WHEREAS, the applications for the thirteenth-round funding under the Clean Ohio Fund Green Space Conservation Program are due on October 12, 2018 to the Cuyahoga County Natural Resources Assistance Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadline required by the Cuyahoga County Natural Resources Assistance Council.

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

SECTION 1. That the Cuyahoga County Council hereby supports the submission of an application for funding under the Clean Ohio Fund Green Space Conservation Program available through the Ohio Public Works Commission on behalf of the Western Reserve Land Conservancy for the conservation of ecologically significant areas in the Lower Big Creek Trail Connector in the City of Cleveland and known as the “Lower Big Creek Trail Connector” Project.

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: September 12, 2018
Committee(s) Assigned: Education, Environment & Sustainability

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0190

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; 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 **BA1800027**
MI512459 – Risk Management-Contracts
Other Expenses \$ (479,668.95)

Requesting an appropriation reduction due to contract CE1200705-02 with Hylant Group Inc. for County Insurance that expired on December 31, 2017 and was replaced with contract CE1600270-01. The contract was decertified on August 1, 2018 of which the appropriations were from a previous year. This contract was funded entirely by the General Fund.

B. 24A601 – Senior and Adult Services **BA1803078**
SA138701 – Options Program
Other Expenses \$ 625,000.00

An appropriation increase is requested accompanied by an appropriation decrease in the same amount in another fund within the Department of Health and Human Services, document BA1803093. The appropriation increase and decrease would cover a deficit in the HHS Division of Senior and Adult Services OPTIONS program. The funding source is 90% Public Assistance and 10% Health and Human Services levy funds.

C. 20A267 – Public Defender HHS **BA1803082**
PD141333 – Public Defender HHS
Personal Services \$ 20,000.00

The Public Defender has a deficit in fringe benefits due to an increase in hospitalization benefits. Funding comes from the Health and Human Services levy fund, and the State Public Defender reimburses a portion of the Public Defender expenses, currently at the rate of 42 percent.

D. 40A526 – ODOT – LPA **BA1803083**
CE785006 – ODOT - LPA
Personal Services \$ 82,275.00
Other Expenses \$ 5,186.57

An appropriation increase in this ODOT project would allow the County staff personnel expenses to be moved from the operating budget into this project. Funding comes from reimbursements from the Ohio Department of Transportation. This subfund had a negative cash balance of \$645,712 as of August 31, 2018 but the Department anticipates ODOT reimbursements to alleviate the negative cash balance.

E. 40A526 – ODOT – LPA **BA1803084**
CE785006 – ODOT - LPA
Personal Services \$ 384,296.28
Other Expenses \$ 44,549.28

Increase appropriations for the Towpath Trail phase 3 Project to allow for County staff salary expenses to be transferred from the operating budget into this project. As of 8/31/2018, this subfund had a negative cash balance of \$645,712, however the Department anticipates that reimbursements from ODOT will eliminate this negative cash balance.

F.	40A526 – ODOT – LPA		BA1803085
	CE785006 – ODOT - LPA		
	Personal Services	\$	30,884.95
	Other Expenses	\$	3,957.58

Increase appropriations for the Stearns Rd Project to allow for in house salary expenses. The project is funded through reimbursements from Ohio Dept. of Transportation. As of 8/31/2018, this subfund had a negative cash balance of \$645,712, however the Department anticipates that reimbursements from ODOT will eliminate this negative cash balance.

G.	40A526 – ODOT – LPA		BA1803087
	CE785006 – ODOT - LPA		
	Personal Services	\$	136,541.20
	Other Expenses	\$	26,019.35

Increase appropriations for the Snow/Rockside Road and Rockside Road Projects to allow for staff salary expenses to be transferred in. Funding comes from reimbursements from the Ohio Dept. of Transportation. As of 8/31/2018, this subfund had a negative cash balance of \$645,712, however the Department anticipates that reimbursements from ODOT will eliminate this negative cash balance.

H.	01A001 – General Fund		BA1803090
	PC400051 – Probate Court		
	Other Expenses	\$	130,000.00

The number of psychiatric filings has increased at Probate Court by 20% since 2017 and 30% since 2016, and the court costs related to these cases have caused a deficit. This requested appropriation increase would cover the deficit.

The Probate Court has been working with the ADAMHS Board on an Assisted Outpatient Treatment (AOT) program, a grant awarded to ADAMHS to reduce the incidence and duration of inpatient psychiatric hospitalizations, homelessness and interactions with the criminal justice system among persons with severe mental illness. Clients diagnosed with Severe Mental Illness (SMI) receive the benefits of an Assertive Community Treatment (ACT) Team approach to care for them while participating in a study component of the grant. The Probate Court conducts bi-weekly meetings with grant participants and their treatment managers to encourage commitment to treatment goals. The program has seen successes, but in some instances, the participants decompensate (go off medications) and end up in the hospital. This requires the court to conduct a hearing to transfer them to a more restrictive setting. Because of the nature of AOT, the participant's commitments are continued, requiring additional hearings to be held.

The Court began using electronic recording devices in place of court reporters in July 2018 to manage these costs. As a result, these court reporter expenses have declined approximately \$5,000 per month. Funding comes from the General Fund, and the General Fund receives reimbursement from the State of Ohio Mental Health and Addiction Services for these court expenses pursuant to O.R.C. 5122.43, currently up to \$106,530 for state fiscal year 2019.

I.	24A510 – Work & Training Admin		BA1803093
	WT137455 – Quincy Place NFSC		
	Other Expenses	\$	(625,000.00)

An appropriation decrease is requested accompanied by an appropriation increase in the same amount in another fund within the Department of Health and Human Services, document BA1803078. The appropriation increase and decrease would cover a deficit in the HHS Division of Senior and Adult Services OPTIONS program. The funding source is 90% Public Assistance and 10% Health and Human Services levy funds.

J.	01A001 – General Fund		BA1809121
	SU515346 – General Fund Operating Subsidies		
	Other Expenses	\$	1,500.00
	30A910 – Brownfield Debt Service		
	DS039966 – Brownfield Debt Service		
	Other Expenses	\$	750.00
	30A913 – Community Redevelopment Debt Service		
	DS040121 – Community Redevelopment Debt Service		
	Other Expenses	\$	750.00

Office of Budget and Management requests additional appropriation to pay trustee fees on the Economic Development Bonds Series 2010A&B, Brownfield and Commercial. Appropriation is needed for a subsidy transfer from the General Fund to debt service fund and secondly make payment to trustee for the 2018 annual fees.

K.	24A635 – EC-Invest in Children-PA		BA1809128
	EC451500 – UPK 2.0		
	Other Expenses	\$	500,000.00

Office of Early Childhood - Invest in Children requests additional appropriation within the Universal Prekindergarten Program 2.0 to enter into contract with Starting Point for services to UPK providers. Starting Point provides additional training and supplementary services to providers within the UPK program to achieve and maintain the high-quality standard set within the UPK program. Contract funding will be a combination of County's committed UPK funding and private sector grants and donations. This appropriation request matches additional grant funds drawn from the Cleveland Foundation UPK Fund.

L.	30A924 – Sales Tax Bonds		BA1809129
	DS039917 – 2017 Sales Tax Bonds		
	Other Expenses	\$	242,620.00

Office of Budget and Management requests additional appropriation to make debt service contribution to the 2017 Sales Tax Revenue Bonds of incremental sales tax generated by the Quicken Loans Arena during the first half of 2018 (\$325,129) and projected remainder of 2018 (\$167,491). The County is required to make contributions equal to the additional sales tax generated through arena operations and events over a \$250,000 baseline. Total 2018 estimated County contribution is \$242,620. The Cavaliers Operating Company provides these figures in quarterly reports.

M.	01A001 – General Fund		BA1809130
	SU515346 – General Fund Operating Subsidies		
	Other Expenses	\$	194,096.00

01A004 – .25% Sales Tax Fund		
SU515361 – General Fund .25% Sales Tax Fd Subsidies		
Other Expenses	\$	48,524.00

Office of Budget and Management requests additional appropriation for General Fund and 0.25% Fund Subsidy transfers to 2017 Sales Tax Revenue Bonds debt service. The County is required to make contributions equal to the additional sales tax generated through arena operations and events over a \$250,000 baseline. Incremental sales tax generated by the Quicken Loans Arena during the first half of 2018 (\$325,129) and projected remainder of 2018 (\$167,491). Total 2018 estimated County contribution is \$242,620. The Cavaliers Operating Company provides these figures in quarterly reports.

N. 01A004 – .25% Sales Tax Fund		BA1809132
SU515361 – General Fund .25% Sales Tax Fd Subsidies		
Other Expenses	\$	9,750.00

The Office of Budget and Management requests additional appropriation to make 0.25% Fund subsidy transfer to 2017 Sales Tax Bonds for annual trustee administration fee charges for the period 10/1/2018 - 9/30/2019.

O. 30A924 – Sales Tax Bonds		BA1809133
DS039917 – 2017 Sales Tax Bonds		
Other Expenses	\$	9,750.00

The Office of Budget and Management requests additional appropriation for annual trustee administration fee charges for the period 10/1/2018 - 9/30/2019 on the 2017 Sales Tax Revenue Bonds.

P. 20A301 – Real Estate Assessment Fund		BA1810769
IT470625 – Geographic Information System RPL		
Personal Services	\$	558,901.00
Other Expenses	\$	361,743.24

Appropriation increase for the new IT GIS Index Code. This index was created to be linked directly to the Real Estate Assessment (REA) Fund, eliminating the need for unnecessary cash transfers from the Fiscal Office. The appropriation amounts are what council approved for the 2018 Budget, as well as \$65,268.24 in contract carryover that has been expended.

Q. 22A004 – Continuum of Care Planning Grant		BA1810770
HS755876 – Continuum of Care Planning Grant 2015		
Other Expenses	\$	(5,000.00)
22A730 – SHP-RRH for Families		
HS758656 – SHP’16 – RRH for Families		
Other Expenses	\$	(388.08)
22A064 – Homeless Crisis Response Prog		
HS755215 – Homeless Crisis Response Prog PY2015		
Other Expenses	\$	(2,028.00)

22A024 – RRH for Single Adults
 HS758557 – RRH for Single Adults
 Other Expenses \$ (300,389.85)

22A300 – Buckeye PSH
 HS758664 – Buckeye PSH 2016
 Other Expenses \$ (20,241.59)

Appropriation reductions for five Homeless Services Grants that have expired. All expenses from these grants have been paid and reimbursements received. Each fund has a cash balance of \$0.00. Reducing appropriations will allow for us to close out these expired grants.

R. 01A001 – General Fund **BA1812084**
 DV014100 – Economic Development
 Personal Services \$ 36,713.00

Office of Budget and Management (on behalf of the Department of Development) is requesting an appropriation increase of \$36,713.00 in Personnel Services and Benefits. This is to support the Brownfield/Sustainability Analyst position approved by Council in the 2018-2019 Budget and recently filled by Development. Funding is provided by the General Fund.

S. 01A001 – General Fund **BA1812146**
 VS490052 – Veterans Service Commission
 Capital Outlays \$ (3,414.30)

Office of Budget and Management is requesting an appropriation decrease in the Veterans Services Commission for \$3,414.30 in Capital. This is in relation to decertifications in the department due to expired contracts that were liquidated which will keep the Commission at its legal appropriation approved by Council. Funding was provided by the General Fund.

T. 20D447 – Economic Development Fund **BA1812152**
 DV520676 – Cuyahoga County Western Reserve Fund
 Other Expenses \$ 5,000,000.00

Office of Budget and Management (on behalf of Department of Development) is requesting an appropriation increase of \$5,000,000.00 in the Economic Development Fund (aka Western Reserve Fund/Job Creation Fund). This is for providing appropriation for an operating transfer out to the General Fund Account titled Lumen Project approved by Council (via R2018-0185). Funding is provided through temporary funding from the Economic Development Fund, which as of August 30, 2018 has a cash balance of \$16.4 million.

U. 01A001 – General Fund **BA1812153**
 DV050062 – Lumen Project
 Other Expenses \$ 10,000,000.00

Office of Budget and Management (on behalf of Department of Development) is requesting an appropriation increase of \$10,000,000.00 in the Lumen Project account (index code). This is for providing appropriation for supporting the Lumen Project approved by Council (via R2018-0185). Funding is provided through a combination of temporary funding from the Economic Development Fund \$5 million, which has a cash balance as of August 30, 2018 of \$14.4 mil and \$5 million from General Fund reserves.

V. 01A001 – General Fund **BA1812155**
 SU515346 – General Fund Operating Subsidies
 Other Expenses \$ 5,000,000.00

Office of Budget and Management (on behalf of Department of Development) is requesting an appropriation increase of \$5,000,000.00 in the General Fund Operating Subsidies index code. This is for providing appropriation for supporting the Lumen Project approved by Council (via R2018-0185). Funding the entire project is \$10 million which is provided through a combination of the temporary funding from the Economic Development Fund of \$5 million (that fund has an unrestricted cash balance (as of 30-Aug-18) of \$14.4 million and \$5 million from General Fund reserves.

W. 01A001 – General Fund **BA1812161**
 CR180026 – Medical Examiner - Operations
 Personal Services \$ (51,834.00)

Office of Budget and Management (on behalf of the Medical Examiner's Office) is requesting an appropriation decrease for \$51,834.00 from personnel. This is to reflect the movement of the Evidence/Fingerprint Technician position that was placed into the General Fund but should have been placed in the Crime Lab (corresponding Crime Lab appropriation increase BA1812162 is also part of the 25-Sep Agenda).

X. 20A076 – Cuy Co Reg Forensic Science Lab SR **BA1812162**
 CR180265 – Cuy Co Reg Forensic Science Lab SR
 Personal Services \$ 51,834.00

Office of Budget and Management (on behalf of the Medical Examiner's Office) is requesting an appropriation increase for \$51,834.00 in personnel. This is to support appropriation for an Evidence/Fingerprint Technician position that was placed into the General Fund but should have been placed in the Crime Lab. Funding is provided by the Cuyahoga County Regional Forensic Science Lab via subsidies from the General Fund.

Y. 21A579 – VAWA Administration Grant **BA1813582**
 JA759266 – FY2016 VAWA Admin Fund CY2017
 Personal Services \$ (4.68)
 Other Expenses \$ (961.71)

Requesting to reduce appropriations to prepare the FY2016 VAWA Admin Fund CY2017 grant for close-out. This grant was funded by the U.S. Department of Justice, Office of Violence Against Women to the State of Ohio Criminal Justice Services from January 1, 2017 to December 31, 2017. 94.3% of the grant was expended. All expenses have been reimbursed.

Z. 21A598 – State Homeland Security Projects **BA1813585**
 JA741728 – SHSP FY15-HM-Func. CBRNE Exercise
 Other Expenses \$ (19,399.11)

Requesting an appropriation reduction to prepare the SHSP FY15-HM-FUNC. CBRNE Exercise grant for closure. This grant was funded by the Federal Emergency Management Agency through Ohio Emergency Management for September 1, 2015 to March 31, 2018. Due to very

little overtime and back fill cost due to the lack of participation of emergency response personnel in FEMA exercises and the difficulty in finding training exercises/classes that fit the description according the grant guidelines, 12% of this grant was expended. For the future years grants the guidelines are not as stringent and would allow for reallocation of grant funds if needed. Cash balance is \$0.

AA. 21A131 – Child Exposed to Violence Demo – Phase I	BA1813586
JA741349 – Child Exposed to Violence Demo Phs 2	
Other Expenses	\$ (16,846.12)

Requesting an appropriation reduction to prepare the Child Exposed to Violence Demo PHS 2 grant for closure. This grant was funded by the U.S. Department of Justice, Office of Juvenile Justice & Delinquency Prevention, Defending Childhood Initiative from October 1, 2010 to June 30, 2018. 99.49% of this grant has been expended. There is a \$0 cash balance.

AB. 50A410 – Cuyahoga Reg Info System	BA1813587
JA090068 – J.A. Cuyahoga Regional Info. Sys.	
Personal Services	\$ (245,360.65)
Other Expenses	\$ (796,253.18)
Capital Outlays	\$ (11,084.08)

Requesting to reduce appropriations due to the Justice Affairs Cuyahoga Regional Information System being moved to the Sheriff's Office, SH352070 Criminal Justice Infor Sharing-Sheriff. All expenses have been transferred. The Criminal Justice Infor Sharing-Sheriff is funded by \$5.00 Fees from Traffic Violations ,72.6% and the General Fund, 27.4%.

AC. 21A940 – Families FRWD Demo 'FFD'	BA1813588
SE708701 – Families FRWD Demo 'FFD'	
Personal Services	\$ 121,868.31
Other Expenses	\$ 1,157,543.45

Requesting appropriations for the Families Forward Demonstration 'FFD' Grant. This grant is funded by the Ohio Department of Jobs and Family Services and the Manpower Demonstration Research Corporation (MDRC), passing through The Kellogg Foundation. The period for this grant is June 1, 2018 to June 30, 2021. The amount of this grant includes a required cash match of \$285,000 which is funded by Health and Human Services Levy Funds.

AD. 01A004 – .25% Sales Tax Fund	BA1815125
MC001065 – Global Center Operating Acct (.25%)	
Other Expenses	\$ 900,000.00

Appropriation Increase to allow for the December 2018 as well as January 2019 payment to be made in 2018. There was a duplicate payment of \$450,000.00 on this account which has since been refunded. The refund was on Revenue Receipt RR1806998 on 5/22/18 in the amount of \$450,000.00. The additional \$450,000.00 appropriation is to allow for January's 2019 payment to be made in December since payments are due on the 1st of every month. Funding comes from the .25% sales tax.

AE. 01A001 – General Fund			BA1815129
FS109512 – Budget Commission – G.F.			
Personal Services	\$	240,992.00	
Other Expenses	\$	1,200.00	

To set up appropriations for a new Budget Commission Index Code in the General Fund. The Budget Commission is currently under the Real Estate Assessment (REA) fund, but according to the OAC 5703-25-55(D)(1)(d), using REA dollars to support the administrative costs of the County Budget Commission is not allowed. Once the project is set up, expenses will be transferred from the REA fund into this new index code. Funding will be from the General Fund.

AF. 40A069 – Capital Projects			BA1815131
CC769562 – Old Courthouse Courtroom Renovation			
Capital Outlays	\$	48,000.00	

To establish a new project for the Old Courthouse Courtroom Renovations. Although the renovations are estimated to be \$160,000.00, Only \$48,000.00 is needed at this time. This Project was on the Approved 2017 CIP where the initial design took place through our General Architect and Engineering Contract. Now that the design is done, the construction portion of the project is ready to start. This project is funded by the General Fund Capital Improvement Subsidy.

AG. 01A001 – General Fund			BA1815134
SU514141 – Capital Improv. G/F Subsidy			
Other Expenses	\$	3,500,000.00	

To increase appropriations in the Capital Improvement General Fund Subsidy to cover the expenses of the ERP Project from January through October 2018. The original 2018 Capital Improvement General Fund Subsidy is \$7,200,000.00 and currently has a remaining balance of \$823,432.00. The ERP Project is being paid from Reserves on Balance, therefore the appropriation needs to be increased. Even though the expected total reserve on balance for the ERP is \$13,680,862.00, only \$3,500,000.00 is needed at this time.

AH. 20A893 – Naming rights for the Convention Ctr.			BA1815135
MC001024 – Naming Rights for the Convention Center			
Other Expenses	\$	9,523.00	

Appropriation increase to allow for the commission payment to the Superlative Group in connection to the Naming Rights for the Convention Center per Resolution R2015-0200. Funding comes from the Sale of the Naming Rights.

AI. 40A069 – Capital Projects			BA1815136
CC769570 – Animal Shelt. Window Repair & Repl. Proj			
Capital Outlays	\$	15,000.00	

To set up a new project for window repairs and replacement at the Animal Shelter. These repairs and replacements will help improve energy efficiency. Although the repair and replacement project is estimated to be \$40,000, Only \$15,000.00 is needed at this time. Funding source is General Fund Capital Improvement Subsidy and is on the 2018 CIP.

AJ. 40A069 – Capital Projects **BA1815138**
 CC769281 – Cleveland Police HQ Bldg. Acquisition
 Capital Outlays \$ 9,250,000.00

To setup appropriations for the Cleveland Police Headquarters building acquisition per Resolution R2017-0103. Cuyahoga County Council has entered into an agreement with the City of Cleveland to purchase the building located at 1300 Ontario Street with an anticipated closing date of October 2, 2018. Total Purchase Price is \$9,200,000.00 and \$50,000 are for the closing costs. Funding comes from the General Fund Reserve and is on the 2017 CIP.

AK. 40A069 – Capital Projects **BA1815139**
 CC769331 – City Police H.Q. Build-Out
 Other Expenses \$ 9,250,000.00

To increase appropriations to allow for a cash transfer to the Cleveland Police Headquarters Purchase. Cuyahoga County Council has entered into an agreement with the City of Cleveland to Purchase the Building (R2017-0103) located at 1300 Ontario Street with an estimated closing date of October 2, 2018. Currently, The City Police Building Build-out Project has \$10,182,018.00. The remaining cash in this project will cover the remaining expenses of the buildout. Both projects are on the 2017 CIP and are funded by the General Fund Reserves.

AL. 40A069 – Capital Projects **BA1815141**
 CC769398 – M.E. HVAC and Fire Alarm Upgrades
 Other Expenses \$ 10,000.00

To increase appropriations in the M.E. HVAC/Fire Alarm System Project. The design portion has been in progress and is ready to go out to bid for construction. Funding comes from the General Fund Capital Improvement Subsidy and is on the 2017 CIP.

AM. 40A069 – Capital Projects **BA1815142**
 CC769596 – B.O.E. Chiller Replacement
 Other Expenses \$ 188,560.00
 Capital Outlays \$ 10,000.00

To setup appropriations for the Board of Elections Chiller Replacement Project. The project will allow for the removal of the old chiller and replace with a new one. Although the estimated cost of the project is \$240,000.00, only \$198,560.00 is needed at this time. This project is on the 2018 CIP using the Special Project/Emergency Line and is funded by the General Fund Capital Improvement Subsidy.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 24A601 – Senior and Adult Services	BA1803071
SA138321 – Administrative Services - SAS	
Other Expenses \$	10,000.00
Capital Outlays \$	38,500.00

TO:	24A601 – Senior and Adult Services		
	SA138479 – Protective Services		
	Other Expenses	\$	30,000.00
	24A601 – Senior and Adult Services		
	SA138701 – Options Program		
	Other Expenses	\$	18,500.00

The appropriation transfer would align appropriation with projected expenditures to increase the OPTIONS and Emergency Requests programs. Funding comes primarily from the HHS Levy with nominal revenues from grants/reimbursements.

B.	FROM: 01A001 – General Fund		BA1803089
	PD140053 – Public Defender		
	Personal Services	\$	180,000.00
	TO: 01A001 – General Fund		
	PD140053 – Public Defender		
	Other Expenses	\$	180,000.00

The transfer would use surplus salary appropriation to cover an increase in expert witness fees. Funding comes from the General Fund.

C.	FROM: 01A001 – General Fund		BA1803091
	CT577106 – Property Management		
	Other Expenses	\$	275,625.00
	TO: 01A001 – General Fund		
	MI512657 – Miscellaneous		
	Other Expenses	\$	275,265.00

The General Fund pays for the building operating expenses for the Cuyahoga County Board of Health pursuant to O.R.C. 3709.34 and by Agreement (Resolution 031656 extended to 2038 by Resolution 2018-0085). This expense has been paid from the Public Works/Facilities Management General Fund budget. This appropriation transfer would allow the expense to move to the Miscellaneous General Fund budget where other statutory obligations are paid and to keep the expense isolated from those of County-maintained buildings.

D.	FROM: 01A001 – General Fund		BA1812142
	HC019018 – Personnel Review Commission		
	Personal Services	\$	15,000.00
	TO: 01A001 – General Fund		
	HC019018 – Personnel Review Commission		
	Other Expenses	\$	12,000.00
	Capital Outlays	\$	3,000.00

The Personnel Review Commission is requesting an appropriation transfer for \$15,000.00 from Personnel Services to Other Operating. This is for making use of available excess appropriation from late hiring and less than expected Hearing Officer costs to use for items

such as equipment and furniture updates in the building as well as upcoming training and staff development. Funding is provided by the General Fund.

E.	FROM: 22A915 – HOME 2015 DV714527 – HOME Admin FY 2015 Other Expenses	\$ 35,277.59	BA1812149
	TO: 22A915 – HOME 2015 DV714527 – HOME Admin FY 2015 Personal Services	\$ 35,277.59	

The Department of Development is requesting an appropriation transfer from Other Operating to Personnel for \$35,277.59. This is to support the coverage of quarterly fringe benefits within the HOME Admin FY 2015 Index. Funding is provided by the Department of Housing and Urban Development for the period of 1/1/15 through 12/31/15.

F.	FROM: 24A510 – Work & Training Admin WT137463 – VEB Building NFSC Other Expenses	\$ 30,000.00	BA1813589
	TO: 24A510 – Work & Training Admin WT137539 – West Shore NFSC Other Expenses	\$ 30,000.00	

Requesting an appropriation transfer to cover the remaining expenses for the year. The expenses are funded by 91.3% Public Assistance Funds and 8.7% Health and Human Service Levy Funds.

G.	FROM: 24A510 – Work & Training Admin WT137109 – Admin Services – General Manager Personal Services	\$ 1,496,261.00	BA1813591
	24A510 – Work & Training Admin WT137315 – Work First Services Personal Services	\$ 453,739.00	
	24A510 – Work & Training Admin WT137414 – Southgate NFSC Personal Services	\$ 700,000.00	
	24A510 – Work & Training Admin WT137455 – Quincy Place NFSC Personal Services	\$ 50,000.00	
	24A510 – Work & Training Admin WT137539 – West Shore NFSC Personal Services	\$ 450,000.00	
	TO: 24A510 – Work & Training Admin WT137141 – Client Support Services Personal Services	\$ 425,000.00	

24A510 – Work & Training Admin
 WT137430 – Ohio City NFSC
 Personal Services \$ 250,000.00

24A510 – Work & Training Admin
 WT137463 – VEB Building NFSC
 Personal Services \$ 2,475,000.00

Requesting an appropriation transfer based on projected expenses for salaries and fringes through 2018. These expenses are funded by Public Assistance Funds 91.3% and Health and Human Services Levy Funds 8.7%.

H. FROM: 40A099 – Maintenance Projects **BA1815130**
 CC769489 – Halle Building Repairs and Upgrades
 Capital Outlays \$ 25,000.00

TO: 40A099 – Maintenance Projects
 CC769489 – Halle Building Repairs and Upgrades
 Personal Services \$ 25,000.00

To transfer appropriations to salary and fringes for the Halle Building Repairs and Upgrades Project to cover trade payroll expenses. This Project is funded by General Fund Capital Improvement Subsidy.

I. FROM: 40A069 – Capital Projects **BA1815137**
 CC769539 – JC Regionalization Conversion
 Capital Outlays \$ 500,000.00

TO: 40A069 – Capital Projects
 CC769539 – JC Regionalization Conversion
 Personal Services \$ 500,000.00

To transfer appropriations to cover the salary and fringes in the Justice Center Regionalization Conversion. The demolition phase of this project is complete and has been done inhouse instead of contracting out. This Project is funded by the General Fund Reserves and is on the 2018 CIP.

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: 26A650 – \$5.00 Road Capital Improvements	JT18093095
CE418053 – Cny Eng - \$5 Lic Tax Fund	
Transfer Out \$	1,193,560.18
 26A651 – \$7.50 R & B Registration Tax	
CE418053 – \$7.50 Lic Tx Fnd Cap Imp	
Transfer Out \$	586,326.80

TO:	40A526 – ODOT - LPA		
	CE785006 – ODOT - LPA		
	Revenue Transfer	\$	1,193,560.18
	40A524 – Oh Dpt of Pub Wrks Integrating Committee		
	CE785402 – West 41 st Bridge		
	Revenue Transfer	\$	586,326.80

The cash transfer would provide sufficient funds to avoid a negative cash balance during the time between expenditures occur and reimbursements are received from the State of Ohio. Funding comes from the County motor vehicle gas tax. The cash balances in the \$5 fund and the \$7.50 fund were \$10,013,941 and \$14,879,904 respectively as of August 31, 2018.

B.	FROM: 01A001 – General Fund		JT1809122
	SU515346 – General Fund Operating Subsidies		
	Transfer Out	\$	1,500.00
	TO: 30A910 – Brownfield Debt Service		
	DS039966 – Brownfield Debt Service		
	Revenue Transfer	\$	750.00
	30A913 – Community Redevelopment Debt Service		
	DS040121 – Community Redevelopment Debt Service		
	Revenue Transfer	\$	750.00

Office of Budget and Management requests subsidy cash transfer to pay annual trustee fees on the Economic Development Bonds Series 2010A&B, Brownfield and Commercial, due for 2018.

C.	FROM: 01A001 – General Fund		JT1809131
	SU515346 – General Fund Operating Subsidies		
	Transfer Out	\$	194,096.00
	01A004 – .25% Sales Tax Fund		
	SU515361 – General Fund .25% Sales Tx Fd Subsidies		
	Transfer Out	\$	48,524.00
	TO: 30A924 – Sales Tax Bonds		
	DS039917 – 2017 Sales Tax Bonds		
	Revenue Transfer	\$	242,620.00

Office of Budget and Management requests subsidy operating transfer to 2017 Sales Tax Revenue Bonds debt service for contribution of additional sales tax generated by the Quicken Loans Arena during the first half of 2018 (\$325,129) and projected remainder of 2018 (\$167,491). The County is required to make contributions equal to the additional sales tax generated through arena operations and events over a \$250,000 baseline. Total 2018 estimated County contribution is \$242,620. The Cavaliers Operating Company provides these figures in quarterly reports.

D.	FROM: 01A004 – .25% Sales Tax Fund		JT1809134
	SU515361 – General Fund .25% Sales Tax Fd Subsidies		
	Transfer Out	\$	9,750.00
	TO: 30A924 – Sales Tax Bonds		
	DS039917 – 2017 Sales Tax Bonds		
	Revenue Transfer	\$	9,750.00

Office of Budget and Management requests operating subsidy transfer from the 0.25% Fund to 2017 Sales Tax Bond Debt service for annual trustee administration fee charges for the period 10/1/2018 - 9/30/2019.

E.	FROM: 01A001 – General Fund		JT1810771
	SU514141 – Capital Improv. G/F Subsidy		
	Transfer Out	\$	3,320,937.67
	TO: 40A069 – Capital Projects		
	IT768333 – Enterprise Resource Planning		
	Revenue Transfer	\$	3,320,937.67

Cash transfer from the General Fund to the Department of Information Technology Enterprise Resource Planning (ERP) Project Fund. This cash transfer will cover for all expenditures through August 31, 2018, which includes salary and benefits. With the funding source change at the end of 2017, we are only transferring cash as it is expended during the project.

F.	FROM: 20D447 – Economic Development Fund		JT1812154
	DV520676 – Cuyahoga County Western Reserve Fund		
	Transfer Out	\$	5,000,000.00
	01A001 – General Fund		
	SU515346 – General Fund Operating Subsidies		
	Transfer Out	\$	5,000,000.00
	TO: 01A001 – General Fund		
	DV050062 – Lumen Project		
	Revenue Transfer	\$	10,000,000.00

Office of Budget Management (on behalf for the Department of Development) is requesting a cash transfer of \$10,000,000.00 from the Economic Development Fund (aka Western Reserve/Job Creation Fund) to the Lumen Project General Fund account (index code). This is to support the Council Resolution (R2018-0185) funding the Lumen Project with \$5 million of funding temporarily coming from the Economic Development Fund (which has an unrestricted cash balance as of 30-Aug of \$16.4 mil) and the remaining \$5 million from General Fund reserves.

G.	FROM: 21A579 – VAWA Administration Grant		JT1813584
	JA759266 – FY2016 VAWA Admin Fund CY2017		
	Transfer Out	\$	322.06

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration (RPL)
 Revenue Transfer \$ 322.06

Requesting a cash transfer to prepare the FY2016 VAWA Admin Fund CY2017 grant for close-out. Returning the unused required cash match, 25%, back to the General Fund. This grant was funded by the U.S. Department of Justice, Office of Violence Against Women to the State of Ohio Criminal Justice Services from January 1, 2017 to December 31, 2017. 94.3% of the grant was expended and all reimbursements for expenses have been received.

H. FROM: 40A069 – Capital Projects **JT1815140**
 CC769331 – City Police H.Q. Build-Out
 Transfer Out \$ 9,250,000.00

TO: 40A069 – Capital Projects
 CC769281 – Cleveland Police HQ Bldg. Acquisition
 Revenue Transfer \$ 9,250,000.00

Cash transfer to the allow for the acquisition of the Cleveland Police Headquarters per Resolution R2017-0103. Cuyahoga County Council has entered into an agreement with the City of Cleveland to purchase the building and the anticipated closing date is October 2, 2018. Funding for both projects come from the General Fund Reserves and are on the 2017 CIP.

I. FROM: 01A001 – General Fund **JT1815143**
 SU514141 – Capital Improv. G/F Subsidy
 Transfer Out \$ 579,624.30

TO: 40A069 – Capital Projects
 CC768390 – JC Perimeter Sec., Keying & ADA Parking
 Revenue Transfer \$ 44,226.52

40A069 – Capital Projects
 CC769075 – BOE Fire Alarm System Upgrade
 Revenue Transfer \$ 88,845.30

40A069 – Capital Projects
 CC768861 – Roof Replacement – Old Courthouse
 Revenue Transfer \$ 362,489.40

40A069 – Capital Projects
 CC769026 – Old Courthouse Roof Drains
 Revenue Transfer \$ 89.30

40A069 – Capital Projects
 CC769190 – 2017 Gen. Constr. Mgmt./Testing Services
 Revenue Transfer \$ 2,585.00

40A069 – Capital Projects
 CC769182 – 2017 General A/E Services
 Revenue Transfer \$ 6,530.71

40A069 – Capital Projects
 CC769224 – Bedford Jail Renovation
 Revenue Transfer \$ 47,746.77

40A069 – Capital Projects
 CC769232 – JJC Solar Blinds Project
 Revenue Transfer \$ 14,180.80

40A069 – Capital Projects
 CC769265 – Countywide Fire Dampers Project
 Revenue Transfer \$ 11,700.00

40A069 – Capital Projects
 CC769406 – Halle Bldg Parking Lot Design/Construct.
 Revenue Transfer \$ 1,230.50

Cash transfer into the JC Perimeter Sec., Keying & ADA Parking, BOE Fire Alarm System Upgrade, Roof Replacement- Old Courthouse, Old Courthouse Roof Drains, 2017 Gen. Constr. Mgmt./Testing Services, 2017 General A/E Services, Bedford Jail Renovation, JJC Solar Blinds Project, Countywide Fire Dampers Project, and Halle Bldg Parking Lot Design/Construct. to cover current expenses.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0191

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Council of Cuyahoga County, Ohio, met in regular session on the 26th of June, 2018; and

WHEREAS, this County Council, in accordance with the provision of law, has previously adopted an Alternative Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

WHEREAS, the Budget Commission of Cuyahoga County, Ohio, has certified its action thereon to this Council together with an estimate of the County Fiscal Officer of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; 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 rates as determined by the Budget Commission in its certification be, and the same are, hereby accepted.

SECTION 2. That there be, and is, hereby levied on the tax duplicate of said County, the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNT REQUIRED FROM GENERAL PROPERTY TAX
APPROVED BY BUDGET COMMISSION AND COUNTY FISCAL
OFFICER'S ESTIMATE OF TAX RATES**

County Fiscal Officer's Estimate of Tax Rate to be Levied

Tax Levy	Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	0.50	0
General Fund – Bond Retirement	0.95	0
Health & Human Services	0	3.90
Board of Developmental Disabilities	0	3.90
Health & Welfare	0	4.80
County Library	0	2.50
TOTAL	1.45	15.10

SECTION 3. That the Clerk of Council be, and she is, hereby instructed to transmit a certified copy of this Resolution to the County Fiscal Officer; one copy to the County Budget Commission and the Director, Office of Budget and Management.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC031
September 25, 2018



FISCAL DEPARTMENT

August 1, 2018

Dear Fiscal Officer:

Attached is the Tax Rate Resolution for tax year 2018.

Please adopt the tax rates for your subdivision and E-mail the signed Tax Rate Resolution to our office by October 1, 2018.

Please feel free to contact the Budget Commission with any questions or concerns. Thank you.

Sincerely,

Bryan Dunn, Administrator

Cuyahoga County Budget Commission

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(COUNTY COUNCIL)
Revised Code, Secs. 5705.34, .35

The County Council of Cuyahoga County, Ohio,

met in _____ session on the _____ day of _____, 2018
(Regular Or Special)
at the office of _____ with the following members present:

Mr./Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, This County Council in accordance with the provisions of law has
previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2019

WHEREAS, The Budget Commission of _____ Cuyahoga _____ County, Ohio, has
certified its action thereon to this Council together with an estimate by the County Fiscal Officer of the rate
of each tax necessary to be levied by this Board, and what part thereof is without, and what part
within, the ten mill tax limitation; therefore, be it

RESOLVED, By the County Council of _____ Cuyahoga _____,
County, Ohio, that the amounts and rates, as determined by the Budget Commission
in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate
of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION AND COUNTY FISCAL OFFICER'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Fiscal Officer's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
A. General Fund			0.50	
D. Road and Bridge Fund				
E. District Board of Health				
O. General Bond Retirement Fund			0.95	0.00
Q. Airport Construction Fund				
Q. Building Construction Fund				
Q. Bridge Construction Fund				
Q. Ditch Construction Fund				
Q. Sewer Construction Fund				
Q. Water Construction Fund				
Q. Incinerator Construction Fund				
Q. Road Construction Fund				
Q. Other-Miscellaneous Construction Fund				
S. Health & Human Services				3.90
S. Mental Retardation				3.90
S. Health & Welfare				4.80
S. County Library				2.50
S. Other-Miscellaneous Levy Fund				
TOTAL	\$0	\$0	1.45	15.10

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to Be Levied	Co. Fiscal Officer's Est. of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Total General Fund outside 10m. Limitation.		
: Levy authorized by voters on for not to exceed _____ years.	,20	
: Levy authorized by voters on for not to exceed _____ years.	,20	
: Levy authorized by voters on for not to exceed _____ years.	,20	
: Levy authorized by voters on for not to exceed _____ years.	,20	
: Levy authorized by voters on for not to exceed _____ years.	,20	
: Levy authorized by voters on for not to exceed _____ years.	,20	

and be it further

RESOLVED, That the Clerk of the Council be and he/she is hereby directed to certify a copy of this Resolution to the Fiscal Officer of Said County.

Mr./Ms. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Ms. _____

Mr./Ms. _____

Mr./Ms. _____

Adopted the _____ day of _____, 20____.

Clerk of the County Council of

Cuyahoga County, Ohio.

CERTIFICATE TO COPY
ORIGINAL ON FILE

The State of Ohio, Cuyahoga County, ss.

I, _____, Clerk of the County Council

within and for said County, and in whose custody the Files and Records of said Council
are required by the Laws of the State of Ohio to be kept, do hereby certify that the
foregoing is taken and copied from the original _____

now on file with said Council, that the foregoing has been compared by me with said original and
copied from the original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20____

Clerk of the County Council

Cuyahoga County, Ohio.

No. _____

COUNTY COUNCIL

Cuyahoga County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY COUNCIL

(County Council)

Adopted _____, 20__

Clerk.

Filed _____, 20__

County Council

By _____
Deputy.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0192

Sponsored by: Cuyahoga County Budish	A Resolution confirming the County Executive’s appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year term; and

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

WHEREAS, the County Executive has nominated Mayor Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights Region for an unexpired term ending 12/31/2020; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of The Honorable Michael Dylan Brennan to serve on the Cuyahoga County Planning Commission representing the Heights 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 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__



September 18, 2018

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Brady,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Michael Dylan Brennan** (appointment – Heights Region)
(until Dec. 2020)

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

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

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

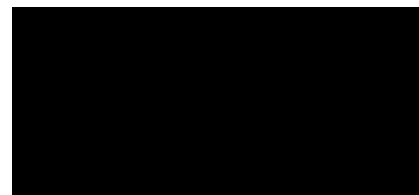
Sincerely,

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

Armond Budish
County Executive

MICHAEL DYLAN BRENNAN

Office of the Mayor:
2300 Warrensville Center Road
University Heights, Ohio 44118
(216) 932-7800 x222
mayor@universityheights.com



CITY OF UNIVERSITY HEIGHTS, University Heights, Ohio

2018-present

Mayor and Safety Director

Chief executive and administrative officer in an historic first ring suburb of Cuyahoga County. Established city's first economic development department. Managed successful application for CDBG funding for pedestrian improvements in Cedar-Green district. Created city-wide Community Reinvestment Area (final approval pending). Reformed fire department, including installation of a new chief responsible for bringing \$1m in grant funding to the city. Oversaw the implementation of the city's Office of Community Policing. Championed legislation modernizing the city's approach in housing, including: updating demolition permit process for residential structures; empowering the building commissioner to require foreclosing banks to bring houses up to code; depoliticizing the Board of Zoning Appeals by removing elected officials from the hearing and appeal processes; empowering the city prosecutor to appear in housing court on behalf of the city; encouraging city prosecutor to obtain administrative search warrants so the city can inspect vacant properties and seek demolition funding; allowing permits for backyard chicken coops with appropriate regulations; requiring landlords to pay delinquent real estate taxes or enter into payment plans with the county as a condition of renting property in the city; reconvening the city's Fair Housing Commission to remedy unlawful discrimination in housing. Work is ongoing and progress continues.

Serves on the following boards in connection with serving as mayor: Northeast Ohio Areawide Coordinating Agency (NOACA), Board Member, Planning and Programming Committee, Finance and Audit Committee; Northeast Ohio Regional Sewer District (NEORS) Suburban Council of Governments, Secretary; Northeast Ohio First Suburbs Consortium; Suburban Water Council of Governments; Heights Hillcrest Communications Center Board of Trustees. Regular attendee of meetings and events of the Northeast Ohio Mayors & City Managers Association and Cuyahoga County Mayors & City Managers Association.

ADDITIONAL EXPERIENCE:

THE LAW OFFICE OF MICHAEL DYLAN BRENNAN, LLC, Cleveland, Ohio

2009-present

Owner and Managing Attorney

Litigation attorney in a general practice with an emphasis on employment discrimination claims, consumer rights, and civil rights claims. Counselor to businesses and non-profit organizations for contract issues and employment issues, including non-competition and confidentiality agreements. Seminar speaker on trial skills, motion practice, tenant rights, evidence. More at www.ohiolegalcounsel.com.

HERMANN, CAHN & SCHNEIDER, LLP, Cleveland, Ohio

2003-2009

Senior Associate; Associate

Litigation attorney with responsibilities that extended through all stages of representation, including trial and appellate proceedings. Trial experience both as lead counsel and as second chair, with favorable verdicts or settlements reached. Practice areas included: insurance defense (motor vehicle, premises liability, products liability), insurance coverage issues and insurance bad faith defense; plaintiffs' personal injury and medical malpractice litigation, including wrongful death and catastrophic injury cases; legal malpractice litigation; business law and litigation, including contract disputes, creditor representation in bankruptcy and collections; employment law, including non-competition agreements and wrongful termination claims.

CUYAHOGA COUNTY COURT OF COMMON PLEAS, Cleveland, Ohio

1999-2003

Judicial Staff Attorney for The Honorable Kathleen Ann Sutula

Advised and assisted the judge on all civil cases on her docket. Cases included declaratory judgment and insurance cases, contract disputes and business litigation, class actions, administrative appeals, employment issues from non-competes to wrongful termination, personal injury and workers' compensation, and special proceedings. Conducted legal research, prepared recommendations on motions, and drafted opinions and orders, as well as assisted in conducting case management conferences and pre-trials.

WELTMAN, WEINBERG & REIS CO., L.P.A., Cleveland, Ohio

1997-1999

Associate

Litigated commercial law and consumer collections cases in state and federal courts. Successfully defended or reached favorable settlements in cases involving consumer claims. Courtroom experience included first chair jury trial experience, bench trials and arbitrations.

DAN MORELL & ASSOCIATES CO., L.P.A., Independence, Ohio

1995-1997

Associate; Law Clerk

Effectively handled small business and corporate matters, commercial and consumer collections, probate matters and residential real estate transactions.

COMMUNITY EXPERIENCE AND ACTIVITIES:

CLEVELAND CHAMBER CHOIR

2018-present

Board Member and Secretary. Serving the musical arts community by supporting a local chorale ensemble with a varied repertoire of music, including music by contemporary and local composers.

FUTUREHEIGHTS

2016-2017

Board Member. Served on the board of a community advocacy group promoting Cleveland Heights and University Heights as ideal places to live, work, and play, while serving on both the Civic Engagement committee and the Music Hop event committee for annual local independent music event in Cleveland Heights.

CITIZENS FOR SAYBROOK PARK / CITY OF UNIVERSITY HEIGHTS

2013-2014

Volunteer. Participated in the citizen grassroots effort to support the acquisition of property for purposes of building a new community park in University Heights, and review design concepts for the new park.

JUDICIAL CONFERENCE OF THE EIGHTH JUDICIAL DISTRICT

2007

Delegate. Selected by Judge Kathleen Ann Sutula to attend the conference and participate in committees to improve the justice system in Cuyahoga County.

LAKE ERIE INTERNATIONAL MODEL UNITED NATIONS CORP. (LEIMUN)

2000-present

Chairman of the Board; Founding Trustee; Treasurer; Advisor/Consultant. Founded and managed a nonprofit corporation that organizes and administers Model United Nations conferences.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC

Spring 1996

Environment and Natural Resources Division, General Litigation Section Law Intern. Conducted legal research and wrote memoranda and briefs on environmental issues in cases pending throughout the United States and her territories. Constructed legal arguments on matters of first impression.

CONGRESSMAN ERIC D. FINGERHUT, District Office

1994

Congressional Intern. Fielded constituent telephone calls. Conducted research on issues pending before Congress. Handled constituent case files regarding social security and passports. Drafted correspondence.

EDUCATION:

Cleveland-Marshall College of Law, Juris Doctor, 1996

Class Standing: Top 25%

G.P.A. 3.20/4.00

Cleveland State Law Review, Business Editor

Student Bar Association, Vice President

Honor Code Committee, Student Representative

Bowling Green State University, Bachelor of Arts, 1993, Political Science, Philosophy

G.P.A. 3.50/4.00

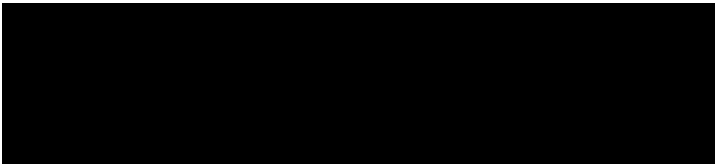
The BG News, Editorial Columnist

Undergraduate Student Government, Senator

Omicron Delta Kappa and Pi Sigma Alpha honoraries

BAR ADMISSION:

State of Ohio, 1996; United States District Court, Northern and Southern Districts of Ohio; United States Bankruptcy Court, Northern and Southern Districts of Ohio; admitted *pro hac vice* to additional state and federal jurisdictions on select cases.



County Council of Cuyahoga County, Ohio

Resolution No. R2018-0193

Sponsored by: Cuyahoga County Budish	A Resolution confirming the County Executive’s appointment of various individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020, and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and,

WHEREAS, the Greater Cleveland Regional Transit Authority (“GCRTA”) Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management’s efforts to implement policy and run the day-to-day operations of the transit system; and,

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and,

WHEREAS, the members of the GCRTA Board of Trustees 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, the County Executive has nominated the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020:

1. Justin M. Bibb; and
2. Terrence P. Joyce; 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 provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Broad.

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 the following individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for an unexpired term ending 3/31/2020:

1. Justin M. Bibb; and
2. Terrence P. Joyce.

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__



September 18, 2018

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

Re: Greater Cleveland Regional Transit Authority Board of Trustees (RTA)

Dear President Brady,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the RTA, I am pleased to nominate the following individuals for appointment to the RTA Board of Trustees:

- **Justin Bibb, Cuyahoga County** (until March 2020)
- **Terrence P. Joyce, Cuyahoga County** (until March 2020)

One of three County appointments must be a resident of the City of Cleveland.

Appointees Terrence P. Joyce and Karen Moss fulfill this requirement.

There are (8) other candidates on file for this position.

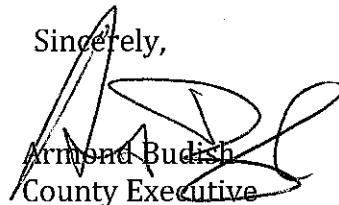
Trustees serve three year terms until they resign or are replaced.

There are no known conflicts of interest for which an advisory opinion has been requested.

Board members are compensated \$4,800 annually.

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

Sincerely,



Armond Budish
County Executive



Justin M. Bibb

Senior Consultant | Head of Global Cities Practice

Justin M. Bibb is a Senior Consultant at Gallup and is responsible for managing and growing the firm's Global Cities Practice. His client portfolio includes local governments, foundations and public-private partnerships. He provides advisory services in the areas of smart cities, economic development and government service delivery transformation. His work is grounded in Gallup's global analytics, which tracks behavioral economic indicators in more than 160 countries.

Previously, Justin served as Director of Corporate Strategy for kgb, a private-equity-backed local information, business solutions and personal finance company based in New York. He also served as Special Assistant to the County Executive for Cuyahoga County, Ohio, where he was responsible for implementing strategies to advance education reform and economic competitiveness.

Justin received his J.D. and MBA from Case Western Reserve University and his bachelor's degree in urban studies from American University and the London School of Economics. Justin serves on the boards of Destination Cleveland, Teach for America Greater Cleveland, LAND studio, Inc., and the Harvard Avenue Community School. He is also a member of the African-American Advisory Committee at the Cleveland Museum of Art and a Co-Founder of Hack Cleveland.



BUILDING LABORERS' UNION, LOCAL No. 310

Affiliated with Laborers' International Union of North America - AFL-CIO

3250 EUCLID AVENUE • CLEVELAND, OHIO 44115-2599

PHONE: 216/881-5901 • FAX: 216/881-5928

TERENCE P. JOYCE, *Business Manager*

MICHAEL J. KEARNEY, *Secretary-Treasurer*

Terence P. Joyce, Business Manager of Building Laborers' Local 310 and President of the Cleveland Building Trades Council.

Building Laborers' Local 310 – Member since 1987

- 2011 Appointed Business Manager
- 2007 & 2004 Elected Secretary/Treasurer
- 1996 Appointed Trustee for the Local 310 Fringe Benefit Funds
- 1995 Appointed Field Representative
- 1993 Appointed Auditor

Cleveland Building Trades Council

- 2008 Elected President
- 1996 Elected Trustee, Executive Board

AFL-CIO, North Shore Federation of Labor

- Delegate for the North Shore Federation of Labor
- Appointed to the COPE Scanning Committee
- Served as Committee Member AFL-CIO Labor Day Parade

Public Service

- 2017 Board of Trustees for the ACE Mentor Program of America, Cleveland Chapter
- 2017 Appointed to Advisory Council for the Federal Reserve Bank of Cleveland
- 2014 Worked on the installation of the Johnny Kilbane Statue in Battery Park
- 2013 Worked with Purple Hearts Homes to rehab homes for service men and women injured while serving our Country
- 2008 Appointed by Governor Ted Strickland to serve on the Ohio Judicial Appointments Recommendations Panel (JARP)
- 2008 Trustee for the Irish Archives Society
- 2007 Graduate of "Leadership Cleveland"
- 1996 Executive Board of the Cleveland Citizen

Terry is a graduate of St. Ignatius High School, attended Loyola University of Chicago where he majored in accounting.

Terry lives in Cleveland with his daughter Aislinn.



County Council of Cuyahoga County, Ohio

Resolution No. R2018-0194

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of Jennifer Croessmann 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 the term 9/28/2018 - 9/27/2020, 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, 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 Jennifer Croessmann for reappointment 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 the term 9/28/2018 – 9/27/2020; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of Jennifer Croessmann 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 the term 9/28/2018 – 9/27/2020.

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 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 _____
_____, 2018



September 18th, 2018

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2019 E. 9th Street, 8th Floor
Cleveland, OH 44115

Re: Ohio Children's Trust Fund – Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Brady:

Pursuant to Ohio Revised Code Chapter 3109.172, I submit the following nomination for re-appointment:

- **Jennifer Croessmann (New) of Cleveland, Cuyahoga County (Open)**

The nomination is for an unexpired term to serve beginning 9/28/16 expiring 9/28/20.

Candidates for this board shall:

"(1) Representatives of agencies responsible for the administration of children's services in the counties within a child abuse and child neglect prevention region established in section 3109.171 of the Revised Code;

(2) Providers of alcohol or drug addiction services or representatives of boards of alcohol, drug addiction, and mental health services that serve counties within a region;

(3) Providers of mental health services or representatives of boards of alcohol, drug addiction, and mental health services that serve counties within a region;

(4) Representatives of county boards of developmental disabilities that serve counties within a region;

(5) Representatives of the educational community appointed by the superintendent of the school district with the largest enrollment in the counties within a region;

(6) Juvenile justice officials serving counties within a region;

(7) Pediatricians, health department nurses, and other representatives of the medical community in the counties within a region;

(8) Counselors and social workers serving counties within a region;

(9) Head start agencies serving counties within a region;

(10) Child care providers serving counties within a region;

(11) Other persons with demonstrated knowledge in programs for children serving counties within a region.

Ms. Croessman qualifies under multiple sections, including section (1).

(D) Each council member appointed under division (C)(1) of this section shall be appointed for a two-year term. Each council member appointed under division (C)(2) or (3) of this section shall be appointed for a three-year term. A member may be reappointed, but for two consecutive terms only.

There was one other applicant on file for this position.

The nomination is for an unexpired term to serve beginning 9/28/18 expiring 9/28/20.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Ms. Croessmann is a senior employee with the Cuyahoga County Department of Children and Family Services. Her resume is attached.

Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink, appearing to read 'Armond Budish', written over a horizontal line.

Armond Budish
Cuyahoga County Executive



Jennifer Croessmann, of Cleveland

Phone: Office: 216 881-2743

Email: Jennifer.croessmann@jfs.ohio.gov

City : Cleveland

Resume Attached

Jennifer Croessmann

Education

Case Western Reserve University – Cleveland, Ohio
2012-2015 Master of Science in Social Administration

Baldwin-Wallace College – Berea, Ohio
1993-1995 Bachelor of Arts in psychology/ minor sociology

Bowling Green State University – Bowling Green, Ohio
Attended 1990-1992 undergraduate majoring in psychology/ minor sociology

Work Experience

Cuyahoga County Cleveland, Ohio 1/15/97-present

- 4/13/16 – present **Special Projects Coordinator to the Office of the Director Cuyahoga County Department of Health and Human Services** supports 2300 HHS staff in providing services to the most vulnerable residents in Cuyahoga County. Coordinates, leads, and participates in a variety of projects to improve service delivery and make a positive impact in the lives of consumers. Drafts policy and procedures. Facilitates projects and activities designed to align the eight HHS divisions into one unified department. Responds to personnel concerns. Coordinates clerical work for the HHS Director's Office. Attends meetings and leads correspondence on behalf of the Director.
- 1/6/14 – 4/12/16 **Special Projects Coordinator to the Director of Children and Family Services** responsible for project development and management; facilitator for work groups and focus groups; prepares Director for meetings and events; works with communications deputy director to prepare presentations, procedures, policy, and messaging; attends and facilitates meetings in the absence of the Director; oversees clerical work; member of the senior leadership team.
- 1/29/01 – 1/5/14 **Facilitator** for Team Decision Making (TDM) meetings involving critical decisions related to child safety; placement, well-being and permanency planning utilizing the six stage TDM model. Facilitates Semi-Annual Administrative Reviews for children in out-of-home care or court-ordered protective supervision; participates in permanency round tables and special reviews for youth in residential treatment and Permanent Planned Living Arrangement custody status; responsible for data collection, upholds agency policies and the Ohio Revised Code/ Ohio Administrative Code, prepares meeting reports while managing team dynamics, conflict and facilitating the TDM/ review process.
- 1/15/97-1/29/01 **Direct Services Child Protection Specialist** performs case management duties for children and families throughout Cuyahoga County with CCDCFS involvement; investigates child abuse, neglect and dependency; assesses child safety, risk, strengths, needs, well-being and permanency options; develops case plans with families; links families to supports; engages families and community partners in a strength-based solution-focused interventions; consults with the Prosecutor's Office; attends court hearings; places children with resource families.

Berea Children's Home Berea, Ohio 1996

- **Direct child care staff** for male youth in the Specialized Holistic Aggressor Recovery residential treatment program (SHARP); provides structured milieu including education, partial hospitalization, safe supervision, physical activity and skills-building using the tenants of cognitive behavioral therapy.

Children's Aid Society Cleveland, Ohio 1995

- **Direct child care staff** for female youth in residential treatment; provides structured milieu including education, partial hospitalization, safe supervision, social activities, physical activity and skills-building using structured behavior modification plans.

Undergraduate Internship

Berea Children's Home 1994-1995

- Application of undergraduate studies to direct care for youth in residential treatment; received extensive training and consultation with therapists; observed and led psycho-educational group activities.

GRADUATE INTERNSHIP

Cuyahoga County Division of Children and Family Services 2012-2015

- Field of study: preserving and strengthening sibling relationships for children in out-of-home care; read and presented research to CCDCFS administration, led work group to recommend changes in policy and practice; compiled, analyzed and presented data to stakeholders, implemented and communicated change in policy and procedure to stakeholders.

PROFESSIONAL LICENSURE

Counselor, Social Worker and Marriage and Family Therapist Board, State of Ohio

Licensed Social Worker

Activities and Honors

- Received the Director's Award from the Cuyahoga County Division of Children and Family Services in 2000, 2005, 2007, and 2009 for outstanding service.
- Awarded the Child Welfare Fellowship Program by CCDCFS and Case Western Reserve University in 2012.
- Information Technology System (Statewide Administrative Child Welfare Information System/ SACWIS) Super User 2008 - present
- Co-facilitator child permanency workshop Annie E. Casey Convening Phoenix AZ 2006.
- Participated in visitor panels, role plays, & conferences in collaboration with the Annie E Casey Foundation from 2001-2013.
- Played the facilitator role in the Annie E. Casey Foundation's Team Decision Making Instructional Video May 2012.
- Sibling workshop facilitator Building Bridges for Permanency Symposium in September 2013.
- Council Member Ohio Children's Trust Fund Great Lakes Region 2016 - present
- Cuyahoga County CCDCFS Leadership Seminar Series participant 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0195

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700023-01 with Lutheran Metropolitan Ministry for Adult Guardianship Services for the period 1/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$553,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended an amendment to Contract No. CE1700023-01 with Lutheran Metropolitan Ministry for Adult Guardianship Services for the period 1/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$553,000.00; and

WHEREAS, the primary goal of this project is to provide legal guardians to serve as concerned, caring advocates and surrogate decision-makers for indigent persons who are deemed incompetent by the Cuyahoga County Probate Court and who have no appropriate family member or other person available to provide legal guardian services, including concerns of health, education, welfare and fiduciary responsibility; and

WHEREAS, the funding for this project is as follows: (a) \$433,000.00 from Health and Human Services Levy Fund and (b) \$120,000.00 from Probate Court Indigent Guardianship Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. CE1700023-01 with Lutheran Metropolitan Ministry for Adult Guardianship Services for the period 1/1/2017 - 12/31/2018 to extend the time

period to 12/31/2019 and for additional funds in the amount not-to-exceed \$553,000.00.

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 _____
_____, 2018

Item No. 1

Division of Senior and Adult Services

Guardianship of adult services include personal and professional services that satisfy the requirements of the Ohio Probate Code and common law relating to guardian of person and/or estate and ward relations, including concerns of health, education, welfare and fiduciary. This will solve the lack of guardians for indigent seniors and adults with disabilities in Cuyahoga County. By providing court-appointed guardians to indigent seniors and individuals with disabilities in Cuyahoga County, we can ensure better medical and placement outcomes for individuals in need of this service. Guardians are necessary for applying for benefits and consenting to surgery or treatment when an individual lacks the capacity to do so on their own, and we can solve that problem by paying for court-appointed guardians.

Guardianship is the only true solution to some of these issues listed above, so DSAS solicited proposals by issuing an RFP, as we have done in many prior years. This process was last competitively bid in 2016, and the only other solutions would be volunteer guardians, but the caseload is too high to be supported by volunteers. Additionally, paying private attorneys for this work would be cost-prohibitive.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0196

Sponsored by: County Executive Budish on behalf of Cuyahoga County Public Defender Commission	A Resolution authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,172,185.00 for legal services for indigent persons 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 on behalf of Cuyahoga County Public Defender Commission recommends a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,172,185.00 for legal services for indigent persons for the period 1/1/2018 - 12/31/2018; and

WHEREAS, the City of Cleveland, through the Cleveland Municipal Court is obligated to provide appointed counsel to indigent defendants in the Cleveland Municipal Court when such defendants are charged with violations of the City's Ordinances, which violations may result in incarceration; and

WHEREAS, pursuant to ORC 120.14(E), the County Public Defender Commission may contract with any municipal corporation, within the County served by the County Public Defender, for the County Public Defender to provide legal representation for indigent persons who are charged with a violation of the ordinances of the municipal corporation; and

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

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

SECTION 1. The County Council hereby authorizes a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,172,185.00 for legal services for indigent persons for the period 1/1/2018 - 12/31/2018.

Journal _____
_____, 2018

Item No. 4**Public Defender**

This is a Revenue Generating Agreement with the City of Cleveland to provide appointed counsel to indigent defendants in the Cleveland Municipal Court. Indigent clients will be represented in the court system as Indigent Defense is a constitutional right. This was negotiated between the two parties. This will be used at the City of Cleveland Municipal Court and Village of Bratenahl. This has an option to renew for one year.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0184

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution authorizing an agreement of cooperation with City of Independence in connection with replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; total estimated project cost \$5,900,000.00; 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/Department of Public Works/Division of County Engineer has recommended an agreement of cooperation with City of Independence in connection with replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; and,

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

WHEREAS, the total estimated project cost is \$5,900,000.00; and,

WHEREAS, this project will be funded as follows: (a) \$3,400,000.00 with County Motor Vehicle \$7.50 License Tax Funds and (b) \$2,500,000.00 with Federal funds; and,

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure as mandated by the Supreme Court of Ohio in *City of Independence v. Office of the Cuyahoga County Executive, Case No. 2013-0984*, decided on October 23, 2014; and,

WHEREAS, the project is located in County Council District 6; 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 of cooperation with City of Independence in connection with replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: September 25, 2018

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0163

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/ Corrections Planning Board/ Adult Probation Department</p>	<p>A Resolution authorizing an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board/Adult Probation Department has recommended an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00; and

WHEREAS, the primary goal of this project is to provide residential level of care services for probationers diagnosed with a Substance Use Disorder, including those diagnosed with an opioid related disorder; and

WHEREAS, funding for this project is General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. AG1500004-01 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the Adult Probation

Substance Abuse Residential Treatment Program for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$500,000.00.

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

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: July 24, 2018
Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0166

Sponsored by: County Executive Budish/Department of Development	A Resolution making an award on RQ42329 to Neighborhood Housing Services of Greater Cleveland, Inc. in the amount not-to-exceed \$526,188.17 for administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 4/1/2018 - 9/30/2019; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended an award on RQ42329 to Neighborhood Housing Services of Greater Cleveland, Inc. in the amount not-to-exceed \$526,188.17 for administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 4/1/2018 - 9/30/2019; and

WHEREAS, the primary goal of this project is the administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma; and

WHEREAS, the funding for this project is from federal Home Investments Partnership Program (HOME Program); 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 RQ42329 to Neighborhood Housing Services of Greater Cleveland, Inc. in the amount not-to-exceed \$526,188.17 for administration of the Cuyahoga County Down Payment Assistance Program in Cuyahoga Urban County Communities and City of Parma for the period 4/1/2018 - 9/30/2019.

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: August 7, 2018

Committee(s) Assigned: Community Development

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0167

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board</p>	<p>A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$860,707.39 for implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for the period 4/1/2018 - 6/30/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Corrections Planning Board has recommended a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$860,707.39 for implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for the period 4/1/2018 - 6/30/2019; and

WHEREAS, the goal of this project is to implement the Cognitive Behavioral Interventions for Offenders Seeking Employment Program targeting moderate and high-risk level offenders who are unemployed or underemployed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$860,707.39 for implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for the period 4/1/2018 - 6/30/2019.

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 and the reasons set forth in the preamble.

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

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

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

Yeas:

Nays:

County Council President	Date

County Executive	Date

Clerk of Council	Date

First Reading/Referred to Committee: August 7, 2018
 Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC031
 September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0178

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Matthew P. Carroll to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland was established pursuant to the provisions of ORC Section 307.696; and

WHEREAS, the powers and duties for the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees are to determine responsibilities affiliated with the construction and maintenance of facilities as well as property issues, financing obligations and capital repairs for the sports facilities; and

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees shall consist of five members; two appointed by the City of Cleveland, two appointed by the County of Cuyahoga and one member jointly appointed; and

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

WHEREAS, the County Executive has nominated Matthew P. Carroll to be reappointed to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustee for an unexpired term ending 5/31/2022; 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 provides 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 Matthew P. Carroll to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 5/31/2022.

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: September 12, 2018

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

Journal CC031

September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0180

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various unexpired terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340-02 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and,

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

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

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

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

WHEREAS, the County Executive has nominated various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms as follows:

1. Erskine Cade for an unexpired term ending 6/30/2019; and
2. Rev. Benjamin F. Gohlstin, Sr., for an unexpired term ending 6/30/2020; and
3. Gregory X. Boehm, M.D., for an unexpired term ending 6/1/2022; 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 various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for various terms as follows:

1. Erskine Cade for an unexpired term ending 6/30/2019; and,
2. Rev. Benjamin F. Gohlstein, Sr., for an unexpired term ending 6/30/2020; and,
3. Gregory X. Boehm, M.D., for an unexpired term ending 6/1/2022.

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: September 12, 2018
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0181

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ42986 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,812,624.93 for the Bradford Road Relief Sewer and Pump Station Elimination Project in the City of Brecksville; 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 RQ42986 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,812,624.93 for the Bradford Road Relief Sewer and Pump Station Elimination Project in the City of Brecksville; and

WHEREAS, the primary goal of this project is to eliminate the Bradford Road Relief Sewer and Pump Station; and

WHEREAS, the anticipated start-completion dates are 10/1/2018 – 9/30/2019; and

WHEREAS, this project is located in County Council District 6; and

WHEREAS, the project is funded by 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 RQ42986 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,812,624.93 for the Bradford Road Relief Sewer and Pump Station Elimination Project in the City of Brecksville.

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

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

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

Yeas:

Nays:

_____ Date
County Council President

_____ Date
County Executive

_____ Date
Clerk of Council

First Reading/Referred to Committee: September 12, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0182

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ42993 to Licursi Garden Center dba Licursi Co. in the amount not-to-exceed \$573,620.50 for the Halle Warehouse Parking Lot Renovation 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.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ42993 to Licursi Garden Center dba Licursi Co. in the amount not-to-exceed \$573,620.50 for the Halle Warehouse Parking Lot Renovation Project; and,

WHEREAS, the anticipated start-completion dates are 10/3/2018 - 1/18/2019; and,

WHEREAS, the project is funded by the Capital Improvement 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 RQ42993 to Licursi Garden Center dba Licursi Co. in the amount not-to-exceed \$573,620.50 for the Halle Warehouse Parking Lot Renovation Project.

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 and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through

signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0183

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution making an award on RQ43224 to Karvo Companies, Inc. in the amount not-to-exceed \$1,354,515.80 for construction of future Amazon site perimeter roads – Euclid Avenue, Babbitt Road, Lakeland Boulevard, St. Clair Avenue, East 260th Street and Bluestone Boulevard in the City of Euclid; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$300,000.00 to fund a portion of 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 RQ43224 to Karvo Companies, Inc. in the amount not-to-exceed \$1,354,515.80 for construction of future Amazon site perimeter roads – Euclid Avenue, Babbitt Road, Lakeland Boulevard, St. Clair Avenue, East 260th Street and Bluestone Boulevard in the City of Euclid; and,

WHEREAS, the primary goal of this project is to perform road work for the future Amazon Site; and,

WHEREAS, the anticipated start-completion dates are 10/1/2018 – 6/28/2019; and,

WHEREAS, this project is located in County Council District 11; and,

WHEREAS, the project is funded as follows: (a) \$300,000.00 from County Motor Vehicle \$7.50 License Tax Funds and (b) \$1,054,515.80 from the City of Euclid; 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 RQ43224 to Karvo Companies, Inc. in the amount not-to-exceed \$1,354,515.80 for construction of future Amazon site perimeter roads – Euclid Avenue, Babbitt Road, Lakeland Boulevard, St. Clair Avenue, East 260th Street and Bluestone Boulevard in the City of Euclid.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0187

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division</p>	<p>A Resolution authorizing a contract with OhioGuidestone in the amount not-to-exceed \$646,688.00 for Functional Family Therapy and Functional Family Therapy Wraparound Aftercare Services for the period 7/1/2018 - 6/30/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended a contract with OhioGuidestone in the amount not-to-exceed \$646,688.00 for Functional Family Therapy and Functional Family Therapy Wraparound Aftercare Services for the period 7/1/2018 - 6/30/2019; and

WHEREAS, the goal of this project is to provide the Court with an evidenced-based option for those youth struggling within the community and provide a community-based, in-home treatment model to youth and their families; and

WHEREAS, this project is funded as follows: (a) \$125,000.00 from RECLAIM Grant, (b) \$390,000.00 from Title IV-E and (c) \$131,688.00 from Targeted RECLAIM; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with OhioGuidestone in the amount not-to-exceed \$646,688.00 for Functional Family Therapy and Functional Family Therapy Wraparound Aftercare Services for the period 7/1/2018 - 6/30/2019.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2018

Committee(s) Assigned: Public Safety & Justice Affairs

Journal CC031

September 25, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0188

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p> <p>Co-sponsored by: Councilmembers Simon and Brown</p>	<p>A Resolution authorizing an amendment to Agreement No. AG1800010-01 with City of Cleveland/Department of Public Health for administration and coordination for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 12/31/2019, to change the scope of services, effective 1/1/2018, and for additional funds in the amount not-to-exceed \$774,940.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Early Childhood has recommended an amendment to Agreement No. AG1800010-01 with City of Cleveland/Department of Public Health for administration and coordination for expansion of the MomsFirst Program in connection with the Invest in Children Program for the period 1/1/2018 - 12/31/2019, to change the scope of services, effective 1/1/2018, and for additional funds in the amount not-to-exceed \$774,940.00; and

WHEREAS, the primary goals of this project are to expand current efforts: (a) to reduce disparities in infant mortality in the City of Cleveland; (b) to serve an additional 175 families; and (c) to sustain employment of Community Liaisons and Community Health Workers to increase outreach and services; and

WHEREAS, the funding for this project is by reimbursement through an agreement with Case Western Reserve University; 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:

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2018
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: September 19, 2018

Journal CC031
September 25, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0011

Sponsored by: County Executive Budish/Department of Human Resources	An Ordinance providing for modifications to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) 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, otherwise known as the Employee Handbook; and

WHEREAS, pursuant to Section 9.01 of the County Charter the County’s human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination based on race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry.

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 (“Employee Handbook”) 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 who are subject to the manual in accordance with the Department’s usual method of dissemination.

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

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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 is 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 information about a harassment, discrimination, or retaliation report, its participants, investigation or resolution, whether accurate or not, is prohibited and may subject an employee to disciplinary action. Employees, however, are not prohibited from cooperating with county or law enforcement officials as part of an ongoing investigation, nor are employees prohibited from exercising their whistleblower rights under the county ethics code or general law.

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 for dependent care, inclement weather, illness, disability, or caring for an ill family member, 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 one of these reasons on a case-by-case basis. Any temporary or occasional telecommuting arrangements shall not extend beyond the existence of the underlying need for such arrangement, and in no case shall such arrangement extend beyond 90 calendar days without approval from the County Executive or ultimate appointing authority. 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 of 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 6.1109), disciplinary action (see section 7.0744), 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 of an Occurrence	Occurrences	Disciplinary Action
An occurrence is equal to any of the following: <ul style="list-style-type: none"> ▪ 2 tardies ▪ 2 missed clock punch-in/out ▪ 1 full or partial day unapproved absence 	2	Verbal reprimand
	3	Written reprimand
	5	1-day suspension
	7	3-day suspension
	9	Termination
<ul style="list-style-type: none"> ▪ Day of no call/no show (i.e., without prior notice) 	1	1-day suspension
	2	3-day suspension
	3	Termination
<ul style="list-style-type: none"> ▪ AWOL (3 or more consecutive days of no call/no show) 	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.

7.06 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.

7.07 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 when 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.

9.02 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.

9.03 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.

9.04 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.

9.05 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.

9.06 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.

9.07 Exempt Employees: Exchange/Straight Time

Exchange Time

Exempt employees can earn exchange time (a form of paid leave) when they work more than forty (40) hours in a workweek, provided the following:

- there is a compelling 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.

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.

Straight Time Pay

In rare circumstances the County may pay an exempt employee a straight time cash payment (based on the employee’s hourly rate of pay) in lieu of exchange time. Normally, the County will credit the employee with exchange time. A department director may request, on a temporary basis, 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 temporarily require exempt employees to work beyond forty (40) hours per week in order to meet an urgent public health or safety need, to meet mandatory deadlines for the sexennial and triennial real estate assessments, or to meet the critical needs associated with implementing the Enterprise Resource Planning system and/or the Real Property software system;

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. The County Executive or designee provides written authorization in advance, or within seven (7) days in case of emergency, 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. The defined period of time provided for in item 4(c) above may not be extended more than once unless the extension is accompanied by a plan to correct the situation necessitating the straight time payments.
6. Authorized straight-time payments shall be listed on the county's personnel agenda at the time they are approved by the County Executive.

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~~ attest that they have 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 9.0807 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. [Bargaining employees who are ineligible for personal leave under the terms of their CBA may be permitted leave under this provision of the Employee Handbook at the discretion of the Director of 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 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's records retention policy.

12.05 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.

12.06 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.

12.07 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.

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0010

Sponsored by: County Executive Budish/Department of Public Works	An Ordinance enacting Section 705.04 of the Cuyahoga County Code to establish sewer connection charges for the Cook and Columbia Phase V Sanitary Sewer Project; amending County Resolution No. 052209 dated 6/2/2005, which established the charges payable for connection to the County’s sewer facilities in County Sewer District No. 14; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cook and Columbia Phase V Sanitary Sewer Project (the “Project”), a joint venture between several participating government agencies including, Cuyahoga County Department of Public Works, City of Olmsted Falls, Northeast Ohio Regional Sewer District and the Ohio Public Works Commission, has been under the planning and design phase for ten years; and

WHEREAS, on June 2, 2005, Cuyahoga County adopted Resolution No. 052209, establishing certain sewer connection charges for County Sewer District No. 14, which includes Cook Road, Columbia Road and Nobottom Road; and

WHEREAS, to alleviate the hardships imposed on the property owners caused by the prolonged planning and design phase of the Project, the County desires that all properties identified in Exhibit A should receive the benefit of the 2015 sewer connection charges set forth in Resolution No. 052209, dated June 2, 2005; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that sewer connections to the County’s sewer facilities can be provided to the affected property owners.

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

SECTION 1. Section 705.04 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 705.04 Sewer Connection Charges for Cook and Columbia Phase V Sanitary Sewer Project

- A. All property owners converting from a septic system to a sanitary sewer main line, who connect to the Cook and Columbia Phase V Sanitary Sewer Project, shall pay the 2015 sewer connection charge, as set forth in Resolution No. 052209, dated June 2, 2005.
- B. Section 705.04 of the Cuyahoga County Code is intended to alleviate hardship only on property owners identified in Exhibit A who pay connection charges prior to March 31, 2019.
- C. All property owners connecting to the Cook and Columbia Phase V Sanitary Sewer Project shall benefit from the payment program for County Sewer District No. 14 set forth in Section 705.01, provided that the application to enter into the payment program is submitted to the County prior to March 31, 2019.
- D. Section 705.04 is applicable to the property owners that connect to the Cook and Columbia Phase V Sanitary Sewer Project constructed by the County on Cook Road, Columbia Road and Nobottom Road in Olmsted Township, as indicated in the drawing attached as Exhibit B.
- E. Cuyahoga County Resolution No. 052209, dated 6/2/2005, which established charges payable for connection to the County's sewer facilities in County Sewer District No. 14, is hereby amended to reflect that property owners connecting to the Cook and Columbia Phase V Sanitary Sewer Project that pay connection charges prior to March 31, 2019 are responsible to pay the sewer connection charges established for the 2015 fiscal year.

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

SECTION 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: September 12, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC031
September 25, 2018

Exhibit A

COLUMBIA AND COOK PHASE V SANITARY SEWER PROJECT OLMSTED TOWNSHIP PROPERTY PARCEL LIST					
PPN	OWNER	ADDRESS NUMBER	STREET	SUFFIX	CITY
26218002	DONAU SCHWABEN'S GERMAN	7370	COLUMBIA	RD	OLM TWP
26216002	MANNING, EDWARD T.	26836	COOK	RD	OLM TWP
26216013	OTTO, JOHN C. & DORIS J.	26822	COOK	RD	OLM TWP
26216016	UHL, JOHN M. & MARIE H.	26770	COOK	RD	OLM TWP
26216018	WICKERT FRANK A & RUTH M	26744	COOK	RD	OLM TWP
26216019	MERINSKY FREDERICK J.	26720	COOK	RD	OLM TWP
26216022	VEINFORTNER, ELLEN M.	26690	COOK	RD	OLM TWP
26216025	GERUS, JOHNATHON R & RACHEL	26668	COOK	RD	OLM TWP
26216026	HESS JAMES & CATHLEEN	26646	COOK	RD	OLM TWP
26216027	MORRIS, SUSAN L.	26602	COOK	RD	OLM TWP
26217002	CAIN BERNICE J.	26150	COOK	RD	OLM TWP
26217003	MULARO, MARY M.	26164	COOK	RD	OLM TWP
26217004	BARR, JOEL K. SR.	26200	COOK	RD	OLM TWP
26217006	BODMANN, PAUL W.	26350	COOK	RD	OLM TWP
26217007	CROWL, LAURA L.	26390	COOK	RD	OLM TWP
26217008	SCHULZ GUSTAV E & JANET	26416	COOK	RD	OLM TWP
26217009	COLON, ANGEL A.	26450	COOK	RD	OLM TWP
26217010	KALBRUNNER, RUSSELL & JULIANN	26494	COOK	RD	OLM TWP
26217011	FOSTER, SANDRA T.	26514	COOK	RD	OLM TWP
26217012	LAPPS, SUSAN L	26580	COOK	RD	OLM TWP
26217013	Petchler, Curtis D	26466	COOK	RD	OLM TWP
26217015	NAGY STEPHEN J	26490	COOK	RD	OLM TWP
26217016	LANG, BENJAMIN M.	26286	COOK	RD	OLM TWP
26217017	GRAHAM, SHAWN P. & WALENTIK, R	26300	COOK	RD	OLM TWP
26217018	HUMMEL, STEPHANIE & MATTHEW	26400	COOK	RD	OLM TWP
26217021	YOUNG, LINDA FAYE	26312	COOK	RD	OLM TWP
26217022	THOMPSON, JOSEPH A.	26142	COOK	RD	OLM TWP
26218007	WELSH KATHLEEN V		COOK	RD	OLM TWP
26218008	Dobbins Laurel R		COOK	RD	OLM TWP
26218009	FOY, BONITA & JOHNSON, ANNE		COOK	RD	OLM TWP
26218010	LUCAS, PETER G.		COOK	RD	OLM TWP
26218011	DONAU SCHWABEN'S GERMAN		COOK	RD	OLM TWP
26217023	GLENDENNING, DENNIS & MELISSA	26120	COOK	RD	OLM TWP
26219002	RICHNER, WILLIAM C. & MARTHA A	25390	NOBOTTOM	RD	OLM TWP
26219003	QUILLIAN HUGH P & M L	25138	NOBOTTOM	RD	OLM TWP
26219004	CICCARELLO KRISTOPHER M	25000	NOBOTTOM	RD	OLM TWP
26219008	SIMPSON, LYNN M. TRUSTEE		NOBOTTOM	RD	OLM TWP
26219009	SIMPSON, LUNN M. (TRUSTEE)	25190	NOBOTTOM	RD	OLM TWP

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0009

Sponsored by: County Executive Budish and Councilmembers Brady, Miller, Houser, Simon and Conwell	An Ordinance enacting Chapter 206.13: Commission on Human Rights and Title 15: Anti-Discrimination to ensure equal opportunity and treatment for all citizens of Cuyahoga County.
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WHEREAS, it is the desire of the Council of Cuyahoga County, Ohio to eliminate discrimination based upon race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, and gender identity or expression;

WHEREAS, it is the desire of the County of Cuyahoga County, Ohio to protect and safeguard the rights and opportunities of all persons to be free from all forms of discrimination, including but not limited to discrimination based on race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, and gender identity or expression;

WHEREAS, it is imperative that the County ensure that all persons within the County have equal access and opportunities to employment, housing, and public accommodations.

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

SECTION 1. The purpose and intent in enacting this Ordinance is to promote the public welfare of all persons who live, visit, and work in the County of Cuyahoga. In furtherance of the purpose and intent of this Ordinance, the goals of the Cuyahoga County Anti-Discrimination Ordinance shall be to promote principles of diversity, inclusion, harmony, and equal treatment for all in the County of Cuyahoga through education, community events, and to ensure a mechanism for resolving Complaints filed under this Ordinance.

SECTION 2. Chapter 206.13 of the Cuyahoga County Code is hereby enacted to read as follows:

Section 206.13: Commission on Human Rights

(A) **Establishment of a Commission on Human Rights.** A County Commission on Human Rights is hereby established (“Commission”). The purpose of the Commission shall be to promote principles of diversity, inclusion, and

harmony in the County of Cuyahoga through education, community events, the provision of advice to the Cuyahoga County Council (“Council”) and Cuyahoga County Executive (“Executive”), and through receiving and resolving Complaints filed under this Title.

(B) Composition. The Commission shall consist of three (3) members appointed by the Executive subject to confirmation by the Council. As a quasi-judicial body, the members of the Commission shall be composed of attorneys licensed to practice in the State of Ohio. Members of the Commission shall serve without compensation but may be reimbursed for their reasonable expenses incurred in the performance of their duties.

(C) Term. Persons appointed to the Commission shall serve as members for a term of 24 months or until a successor is appointed. No person shall serve as a member of the Commission for more than two consecutive 24-month terms.

The Commission shall elect a chairperson. The chairperson shall serve for a term of 24 months. The Commission may designate the same member to serve as the chairperson of the Human Rights Commission for a second term of 24 months or until a successor is appointed.

(D) Meetings of Commission; Quorum. The Commission shall meet quarterly and at such other times as the chairperson directs. A simple majority of the members of the Commission shall constitute a quorum for the transaction of business.

(E) Vacancy; Removal.

(1) A member of the Commission may be removed by an affirmative vote of the other members if he or she has unexcused absence at two or more regular meetings of the Commission during any calendar year.

(2) In the event of such vacancy, death, resignation, or removal of any person either as member or chairperson, the successor shall be appointed by the Executive to serve the unexpired term for which such person had been so appointed. A person appointed to an unexpired term pursuant to this section may, in addition, serve two consecutive terms.

(F) Governance. The Commission shall formulate its own rules and procedures in accordance with the rules and procedures as set forth in Title 15. The Commission may create volunteer Task Forces, Advisory Councils, or Sub-Committees as it deems appropriate.

(G) Budget. There shall be a line item in the County’s Budget to cover the operating expenses of the Commission, including staff salaries.

(H) Functions and Responsibilities. The functions and responsibilities of the Commission shall include the following:

- (1) Receive and investigate complaints under Title 15.
- (2) Provide all required notices under Title 15;
- (3) Attempt to conciliate or mediate complaints alleging violations under Title 15;
- (4) Recruit, appoint, train, and supervise the professional and clerical staff for the administration and operation of this Chapter and Title 15;
- (5) Promote principles of diversity, inclusion, and harmony in the County of Cuyahoga through education and community events to:
 - (a) Foster mutual understanding and respect among all persons in the County of Cuyahoga and encourage equality of treatment for, and prevent discrimination against any group or its members;
 - (b) Educate all persons residing and working in the County of Cuyahoga and, in particular, employers, landlords, educators, and business owners, about the importance of non-discrimination toward each member of the community.
 - (c) Conduct investigations and studies related to the problems and effects of prejudice, intolerance, bigotry, and discrimination, and ways to prevent and eliminate them and any other studies that will aid in effectuating the general purposes and provisions of this Title. Issue publications and reports of investigations and research related to said studies;
 - (d) Establish advisory-commissions from the community and/or utilize existing county boards and commissions to assist the Executive in the execution of his/her duties and functions related to outreach and education efforts. The advisory-commissions may furnish advice, gather information, and make recommendations related to community relations/discrimination prevention;
 - (e) Work with federal, state and city agencies in developing educational programs, public forums, and strategies for achieving harmonious inter-group relations within the County of Cuyahoga, and to engage in other anti-discrimination activities for the promotion of equal rights and opportunities for all persons; and

- (f) Enlist the cooperation of various groups and organizations in mediation efforts, programs and campaigns devoted to preventing and eliminating prejudice, intolerance, bigotry and discrimination.
- (6) Submit an annual report of activities by March 1st of each Calendar Year to the Executive and the Council, which shall be published on the County's website. Such annual report shall include information for the calendar year regarding:
- (a) *Inquiries received from the public.* The information regarding inquiries received by and from the public shall include, but not be limited to:
 - (i) total number of inquiries;
 - (ii) number of inquiries made by limited-English proficient persons disaggregated by language;
 - (iii) subject matter of inquiries disaggregated by the alleged category of unlawful discriminatory practice as set forth in this Title and the protected class of person, and
 - (iv) number of inquiries resolved by pre-hearing intervention.
 - (b) Complaints filed under Title 15. The information regarding Complaints filed shall include, but not be limited to, the number of Complaints filed and shall be aggregated by:
 - (i) category of alleged discriminatory practice(s), as set forth under Title 15, alleged;
 - (ii) basis of the alleged discriminatory practice based on the protected class of the Complainant;
 - (iii) whether the Complaint was resolved by mediation, conciliation, or referral as set forth under Title 15; a finding of no discrimination, as set forth in Title 15; or hearing, as set forth under Title 15;
 - (iv) number of days the Complaint was outstanding at the time such resolution occurred; and
 - (v) whether a civil penalty was imposed and, if so, the dollar amount of such penalty.

(I) **Powers and Duties.** The Commission shall enforce the provisions of this Chapter and Title 15 of this Code and any rules or regulations promulgated thereunder. The powers and duties of the Commission shall include the following:

- (1) Shall and have jurisdiction to review, hear, decide, and enforce final decisions rendered under Title 15 as set forth in Section 1502.05;
- (2) Issue subpoenas to compel the attendance of witnesses and require the production of any evidence relating to any matter under investigation and consideration under Title 15, and to take proof with respect thereto;
- (3) Command the production of any names of persons necessary for the investigation of any person, institution, workplace, club, or other place or provider of public accommodation under Title 15;
- (4) Require any person or persons who are the subject of an investigation under Title 15 to preserve such records as are in the possession of such person or persons and to continue to make and keep the type of records that have been made and kept by such person or persons in the ordinary course of business within the previous two years, which records are relevant to the determination whether such person or persons have committed unlawful discriminatory practices as defined by Title 15 with respect to activities in the County of Cuyahoga;
- (5) Upon a finding of discriminatory practice in violation of Title 15, issuing cease and desist order(s), assessing a civil administrative penalty against any Respondent, and taking any such further action authorized under Title 15;
- (6) Recommend to the Executive and to the Council, legislation to aid in carrying out the purposes of Title 15 and for the promotion of equal rights and opportunities for all persons;
- (7) Adopt, promulgate, amend and rescind rules and procedures necessary to carry out the purposes and provisions of Title 15;
- (8) Taking all necessary action in the appropriate court to secure the production of all records, documents, or other evidence necessary in carrying out the provisions of Title 15;
- (9) Enter into contracts for goods or services as may be reasonably necessary to fulfill the Commission's duties in accordance with the County's contracts and purchasing procedures.

(10) Exercising all powers reasonable and necessary to fulfill the purpose of this Chapter and Title 15.

(J) Professional and Clerical Staffs of the Commission. The Commission may appoint such professional, clerical, and other positions as may be necessary to properly carry out its duties in accordance with the budget approved by Council.

(K) Executive Director; Duties.

(1) The County Executive shall appoint an Executive Director to oversee the day to day activities of the Commission and to execute the policies and other actions approved by the Commission.

(2) The Executive Director shall be responsible for the recruitment, selection, training, and supervision of the professional and clerical staff and shall oversee the administration and operation of the Commission.

(3) The Executive Director shall attempt to conciliate or mediate complaints through the recruitment of volunteer attorneys or other persons with training in civil rights law whenever practical.

SECTION 3. Title 15 of the Cuyahoga County Code is hereby enacted to read as follows:

Title 15: Anti-Discrimination

Chapter 1501: Unlawful Discrimination

Section 1501.01: Definitions

As used in this chapter of the Cuyahoga County Code:

(A) The prohibitions in this Title concerning “Age” mean individuals who are at least forty (40) years old.

(B) “Burial Lot” means any lot for the burial of deceased persons within any public burial ground or cemetery, including but not limited to, cemeteries owned and operated by companies or associations incorporated for cemetery purposes.

(C) “Commission” means the Human Rights Commission created by Section 206.13.

(D) “Complaint” means any petition or written statement under oath that alleges a violation of and/or discriminatory practice or act under this Title.

- (E) “Complainant” means any person who claims to have suffered an injury under this Title.
- (F) “Conciliation Agreement” means a written agreement resolving or otherwise disposing of issues raised by a Complaint through informal negotiations, and which is entered by the parties and the Commission or prior to an adjudicatory hearing.
- (G) “Disability” means a physical or mental impairment that substantially limits one (1) or more major life activities, including the functions of caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of a physical or mental impairment; or being regarded as having a physical or mental impairment.
- (H) “Physical or mental impairment” includes any of the following:
- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine;
 - (2) Any mental or psychological disorder, including but not limited to an intellectual disability, organic brain syndrome, emotional or mental illness, and learning disabilities;
 - (3) Diseases and conditions, including, but not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus infection, intellectual disability, emotional illness, drug addiction, and alcoholism.
- (I) “Substantially limits” means the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity to be considered substantially limiting.

A determination of whether a physical or mental impairment substantially limits a major life activity should be made without regard to the ameliorative effects of mitigating measures, except ordinary eyeglasses and contact lenses.

An impairment that is episodic in nature or in remission is a disability if it would substantially limit a major life activity when active.

- (J)** “Physical or mental impairment” does not include any of the following:
- (1) Pedophilia, exhibitionism, voyeurism, or any other sexual or behavioral disorders;
 - (2) Compulsive gambling, kleptomania, or pyromania;
 - (3) Psychoactive substance use disorders resulting from current illegal use of controlled substance and current use of alcoholic beverages.
- (K)** “Discriminate and discrimination” includes the segregation, separation, maltreatment, ill-treatment, or any unfavorable difference in treatment based on race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, gender identity or expression.
- (L)** “Employee” means an individual employed by any employer and includes “independent worker and/or contractor,” but does not include any individual employed in the domestic service of any person.
- (M)** “Employer” means any person who employs four (4) or more persons, within the County of Cuyahoga.
- (N)** “Employment Agency” means any persons regularly undertaking with or without compensation, to procure opportunities for employment or to procure, recruit, refer, or place employees.
- (O)** The prohibitions in this Title concerning “Familial Status” means individuals who fit either of the following circumstances:
- (1) One (1) or more individuals who are under eighteen (18) years of age and who are domiciled with a parent or guardian having legal custody of the individual or domiciled, with the written permission of the parent or guardian having legal custody, with a designee of the parent or guardian;
 - (2) Any person who is pregnant or in the process of securing legal custody of any individual who is under eighteen (18) years of age;
- (P)** “Family” includes a single individual, civil unions, and same-sex or heterosexual-marriage based relationships.
- (Q)** “Gender identity or expression” means an individual’s actual or perceived gender-related identity, appearance, expression, mannerisms, or other gender-related characteristics, regardless of the individual’s designated sex at birth.
- (R)** “Housing accommodations” includes any building or structure or portion thereof, which is used or occupied or is intended, arranged, or designed to be

used or occupied as a home residence, or sleeping place of one or more individuals, groups or families, whether living independently of each other; and any vacant land offered for sale or lease. It also includes any housing accommodations held or offered for sale or rent by a real estate broker, salesperson, or agent, or by any other person pursuant to authorization of the owner, by the owner, or by such person's legal representative.

- (S) "Labor organization" includes any organization that exists for the purpose, in whole or in part, of collective bargaining or other mutual aid or protection in relation to employment.
- (T) "Mediation" means an informal conference held by a neutral third party to help the parties resolve their disputes prior to a hearing on Complaint filed under this Title.
- (U) "Military Status" means any person who is engaged in the "service in the uniformed services, a member of "uniformed services" or veteran.
- (V) "Person" includes one (1) or more individuals, partnerships, associations, organizations, corporations, legal representatives, trustees, and trustees in bankruptcy, receivers, and other organized groups of persons. It also includes, but is not limited to, any owner, lessor, assignor, builder, manager, broker, salesperson, appraiser, agent, employee, and lending institutions.
- (W) "Place of public accommodation" means any hotel, motel, inn, restaurant, eating establishment, public swimming pool, public sports facility, public sports arena, theme park, amusement parks, museum, barbershop, public conveyance by air, land or water, movie theater, music arena, concert hall, performing arts venue, theater, store, or other place for the sale of merchandise to the public, or any other place of public accommodation or amusement where the accommodation advantages, facilities, or privileges thereof are available to the public.
- (X) "Respondent" means any person, business entity, organization or agency who is notified to defend or substantiate their alleged discriminatory actions or activities under this Title.
- (Y) "Restrictive covenant" means any specification in a contract, deed, land-contract, or lease limiting the transfer, rental, lease or other use of any housing accommodations because of race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, or gender identity or expression or any limitation based upon affiliation with or approval by any person, directly or indirectly, employing race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, or gender identity or expression as a condition of affiliation or approval.

- (Z) “Service in the Uniformed Services” means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, reserve duty in uniform, and performance of duty or training by a member of the Ohio organized militia pursuant to Chapter 5923 of the Ohio Revised Code. “Service in the uniformed services” includes also the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
- (AA) The terms “because of sex” and “on the basis of sex” include, but are not limited to, because of or on the basis of pregnancy, any illness arising out of and occurring during the course of a pregnancy, childbirth, or related medical conditions.
- (AB) “Sexual orientation” means homosexuality, bisexuality, or heterosexuality.
- (AC) “Uniformed services” means the Armed Forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency.
- (AD) “Unlawful discriminatory practice” means any act prohibited under this Title.
- (AE) “Veteran” means any person who has completed service in the armed forces, including the national guard of any state, or a reserve component of the armed forces.

Section 1501.02: Prohibited Discriminatory Practices

(A) Fair Housing.

- (1) It shall be an unlawful discriminatory practice for any person to:
 - (a) Refuse to sell, transfer, assign, rent, lease, sublease, finance or otherwise deny, withhold, or discriminate against any person in housing accommodations because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations;

- (b) Represent to any person for a discriminatory purpose that housing accommodations are not available, or unavailable for inspection when in fact they are so available;
- (c) Refuse to lend money or extend credit, whether or not secured by mortgage or otherwise, for the rental, acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations or otherwise withhold financing of housing accommodations from any person because of based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations, provided such person, whether an individual, corporation, or association of any type, lends money as one of the principal aspects of their business or incidental to their principal business; but not as long as the lending is part of the purchase price of an owner-occupied residence who is selling their own residence or when such residence is sold by owner to a relative or friend;
- (d) Discriminate against any person in the terms or conditions of selling, transferring, assigning, renting, leasing or, subleasing any housing accommodations or in furnishing facilities, services, or privileges in connection with the ownership, occupancy or use of any housing accommodations, including the sale of fire, extended coverage, or homeowners insurance, because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;
- (e) Discriminate against any person in the terms or conditions of any loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of any housing accommodations because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any present or prospective owner, occupant, or user of such housing accommodations;
- (f) Make, print, publish, or circulate any statement or advertisement relating to the sale, transfer, assignment, rental, lease, sublease, or acquisition of any housing accommodations or the loan of money or credit extension, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations which indicates any

preference, limitation, specification, or discrimination based upon race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression, of any present or prospective owner, occupant, or user of such housing accommodations;

- (g) Make any inquiry, elicit any information, or make or keep any record, or use any form of application containing questions or entries concerning race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression, in connection with the sale, rent, or lease of any housing accommodations or the loan of any money or extension of credit, whether or not secured by a mortgage or otherwise, for the acquisition, construction, rehabilitation, repair or maintenance of housing accommodations;
- (h) Include in any contract, deed, land-contract, or lease of housing accommodations any restrictive covenant, or honor or exercise, or attempt to honor or exercise, any restrictive covenant, that would prohibit, restrict, or limit the sale, transfer, assignment, rental lease, sublease, or finance of housing accommodations to or for any person because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner, occupant, or user of such housing accommodations so long as in accordance with the law;
- (i) Induce or solicit, or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that a change has occurred or may occur in the block, neighborhood, or area in which the housing accommodations are located, which change is related to the presence or anticipated presence of any persons based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression;
- (j) Induce or solicit or attempt to induce or solicit, any housing accommodations listing, sale, rent, or transaction by representing that the presence or anticipated presence of persons of any race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in the area will or may negatively impact the property, including, but not limited to:
 - (i) The lowering of property values;

- (ii) A refusal by current or prospective neighbors to live in the area;
 - (iii) An increase in criminal or antisocial behavior in the area; or
 - (iv) A decline in the quality of schools serving the area.
- (k) Discourage or attempt to discourage the purchase by prospective purchasers of any housing accommodations by representing that any block, neighborhood, or area has or might undergo a change based upon race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of the residents;
- (l) Deny any person access to or membership or participation in any multiple listing service, real estate, brokers' organization, or other service, organization, or facility relating to the business of selling or renting housing accommodations, or to discriminate against them in the terms of conditions of such access, membership, or participation, on account of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression;
- (m) Coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or because of that person's having exercised or enjoyed, or on account of having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by this section;
- (n) Whether or not acting under color of law, by force or threat of force willfully injure, intimidate or interfere with, or attempt to injure, intimidate, or interfere with:
- (i) Any person based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression and because that person is or has been selling, purchasing, renting, financing, occupying or contracting or negotiating for the sale, purchase, rental, financing, or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting housing accommodations;
 - (ii) Any person because that person is or has been, or to intimidate such person or any other person or any class of persons from:

- (a) Participating, without discrimination based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in this Section;
 - (b) Affording another person or class of persons the opportunity or protection so to participate; or
 - (c) Discouraging any person from lawfully aiding or encouraging other persons to participate, without discrimination on account of based on race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression in any of the activities, services, organizations, or facilities described in division of this Section, or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate.
- (o) Refuse to sell, transfer, assign, rent or lease, sublease, finance or otherwise deny or withhold a burial lot from any person because of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression of any prospective owner or user of such lot; or
 - (p) For any person to discriminate in any manner against any other person because that person has opposed any unlawful discriminatory practice defined in this Title, or because that person has made a charge, testified, assisted, or participated in any manner, in any investigation, proceeding, or hearing under the provisions of this Title.
- (2) Exemptions:
- (a) Nothing in this Section shall bar any religious or denominational institution or organization, or any nonprofit charitable or educational organization that is operated, supervised, or controlled by or in connection with a religious organization, from limiting the sale, rental, or occupancy of housing accommodations that it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference in the sale, rental, or occupancy of such housing accommodations to persons of the same religion, unless membership in the religion is restricted on

account of race, color, religion, military status, national origin, disability, ancestry, sex, familial status, sexual orientation, or gender identity or expression.

- (b) Nothing in this Section shall bar any bona fide private or fraternal organization that, incidental to its primary purpose, owns or operates lodgings for other than a commercial purpose, from limiting the rental or occupancy for the lodgings to its members or from giving preference to its members.
- (c) Nothing in this Section limits the applicability of any reasonable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations. Nothing in that division prohibits the owners or managers of housing accommodations from implementing reasonable occupancy standards based on the number and size of sleeping areas or bedrooms and the overall size of a dwelling unit, provided that the standards are not implemented to circumvent the purposes of this chapter and are formulated, implemented, and interpreted in a manner consistent with this chapter and any applicable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations.
- (d) Nothing in this Section requires that housing accommodations be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.
- (e) Nothing in this Section pertaining to discrimination based on familial status shall be construed to apply to any of the following:
 - (i) Housing accommodations provided under any state or federal program that have been determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended, to be specifically designed and operated to assist elderly persons;
 - (ii) Housing accommodations intended for and solely occupied by persons who are sixty-two years of age or older;
 - (iii) Housing accommodations intended and operated for occupancy by at least one person who is fifty-five years of age or older per unit, as determined under the “Fair Housing Amendments Act of 1988,” 102 Stat. 1623, 42 U.S.C. 3607, as amended.

- (f) Nothing in Section shall be construed to require any person selling or renting property to modify the property in any way or to exercise a higher degree of care for a person with a disability, to relieve any person with a disability of any obligation generally imposed on all persons regardless of disability in a written lease, rental agreement, or contract of purchase or sale, or to forbid distinctions based on the inability to fulfill the terms and conditions, including financial obligations, of the lease, agreement, or contract.
- (g) The provisions of this Section relating to the rental of a dwelling shall not apply to the following:
 - (i) If the dwelling unit is inadequate, under applicable laws and ordinances relating to occupancy, to house all persons who intend to live there;
 - (ii) The refusal to rent to a person because the person is under the age of majority;
 - (iii) Solely with respect to age and familial status, to the restriction of the sale, rental or lease of housing accommodations exclusively to individuals 62 years of age or older and the spouse of any such individual, or for housing intended and operated for occupancy by at least one individual 55 years of age or older per unit;
 - (iv) To limit a landlord's right to establish and enforce legitimate business practices necessary to protect and manage the rental property, such as the use of references. Further, nothing in this section requires that a housing accommodation or multiple dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of their individuals or whose tenancy would result in substantial physical damage to the property of others. However, this subdivision shall not be used as a pretext for discrimination in violation of this Section.

(B) Unlawful Employment Practices.

- (1) It shall be an unlawful discriminatory practice, except where based upon applicable national security regulations established by the United States:
 - (a) For any employer, because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or

gender identity or expression, to discharge without cause, to refuse to hire a person or otherwise to discriminate against any person with respect to hire, promotion, tenure, discharge, or any terms, conditions or privileges of employment, or any matter related to employment;

- (b) For any employer, employment agency, or labor organization to establish, announce or follow a policy discriminating against, denying, or limiting, the employment or membership opportunities of any person or group of persons because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;
- (c) For any employer, labor organization, or joint labor-management committee controlling apprentice training programs to discriminate against any person because of that person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression in admission to employment in any program established to provide apprentice training;
- (d) For any employer, employment agency, or labor organization to publish or circulate, or to cause to be published or circulated, any notice or advertisement relating to employment or membership which indicates any preference, limitation, specification or discrimination based upon race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;
- (e) For any person seeking employment to publish or to cause to be published any advertisement which specifies or in any manner indicates that person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression of any prospective employer;
- (f) For any employment agency to refuse or fail to accept, register, classify properly, or refer for employment or otherwise to discriminate against any person because of a person's race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;
- (g) For any employer, employment agency, or labor organization to utilize in the recruitment or hiring of persons, any employment agency, placement service, labor organization, training school or center, or any other employee-referring source, known to discriminate against persons because of race color, religion,

military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;

- (h) For any labor organization to discriminate against any person or limit that person's employment opportunities, or otherwise adversely affect that person's status as an employee, or that person's wages, hours, or employment conditions, because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, gender identity or expression;
- (i) For an employment agency, to comply with, accommodate, or otherwise assist with locating an employee related to a request from an employer for referral of applicants for employment if the request indicates that the employer fails, or may fail, to comply with this Title;
- (j) For any labor organization to limit or classify its membership based on race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression;
- (k) Except where based on a bona fide occupational qualification, for any employer, employment agency or labor organization to:
 - (i) Elicit or attempt to elicit any information concerning the race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression of an applicant for employment or membership;
 - (ii) Use any form of application for employment or personnel or membership blank seeking to elicit information regarding race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression but an employer holding a contract containing a non-discrimination clause with the government of the United States or any department or agency thereof, may require an employee or applicant for employment to furnish documentary proof of United States citizenship and may retain such proof in the employer's personnel records and may use photographic or fingerprint identification for security purposes;
 - (iii) Voluntary requests for demographic information by an employer to aid in Diversity and Inclusion efforts are not unlawful.

- (l) For any employer, employment agency or labor organization to discriminate against any person because that person has opposed any practice forbidden by this Title, or because that person has made a complaint or assisted in any manner in any investigation or proceeding or hearing under this Title.
 - (m) For any person to aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice by this Title, or to obstruct or prevent any person from enforcing or complying with the provisions of this Title, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice by this Title, or to attempt to obstruct or prevent any person from enforcing or complying with the provisions of this chapter, or to attempt to commit any act declared by this Title, to be an unlawful discriminatory practice.
- (2) Exemptions. This section does not apply to a religious corporation, association, educational institution, or society with respect to the employment of an individual of a particular religion to perform work connected with the carrying on by that religious corporation, association, educational institution, or society of religious activities.

(C) Unlawful Discrimination in a Place of Public Accommodations.

- (1) It shall be an unlawful discriminatory practice:
 - (a) For any proprietor or any employee, agent, keeper, or manager of a place of public accommodation to deny, discriminate against, or treat differently any person except for reasons applicable alike to all persons regardless of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression the full enjoyment of the accommodations, advantages, facilities, or privileges of a place of public accommodation;
 - (b) For any person to knowingly aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice under this Section.

(D) False Complaints

No person shall knowingly file a complaint including false or fraudulent information, submitted in bad faith with the intent to defame or to cause other reputational or material harm to an individual or organization. A determination or finding by the Commission that a complaint is unsubstantiated is, alone,

insufficient to prove the existence of a false complaint. Upon a finding by the Commission that a Complainant has filed a false complaint, the Commission may impose a civil penalty on the Complainant as provided in Section 1501.05.

(E) Diversity and Inclusion Efforts

- (1) Unless otherwise prohibited by law, nothing contained in this Title shall be construed to prohibit diversity and inclusion efforts and promotional activities and practices designed primarily to encourage participation by members of any historically marginalized protected group, in furtherance of the purposes of this Title.
- (2) It shall not be an unlawful discriminatory practice for any person to carry out an affirmative action plan. An affirmative action plan is any plan devised to effectuate remedial or corrective action taken in response to past discriminatory practices against a historically marginalized group, or as otherwise required by state or federal law.

Section 1501.03: Complaint and Enforcement Procedure

(A) Complaints.

- (1) Whenever it is alleged in writing and under oath, by a person, referred to as the "Complainant", that any person, employer, employment agency, and/or labor organization referred to as the "Respondent", has engaged or is engaging in any unlawful discriminatory practice or act as defined in Section 1501.02 of this Title, the Commission or its authorized designee must determine immediately, no later than five (5) business days of receipt of the Complaint, whether a Complaint of discrimination alleges a violation based on race, color, religion, military status, national origin, disability, age, ancestry, familial status, sex, sexual orientation, or gender identity or expression.
- (2) If the Complaint alleges a violation based on race, color, religion, military status, national origin, disability, age, ancestry, or sex, or familial status, the Complainant shall immediately be instructed to file a charge of discrimination, if he or she chooses, with the Ohio Civil Rights Commission (OCRC) and either the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity (FHEO) or the Equal Employment Opportunity Commission (EEOC):
 - (a) The Commission shall provide the Complainant with information about this requirement and the contact information for the OCRC, FHEO, and EEOC.

- (b) The Complainant shall be notified no later than five (5) business days via Certified Mail of the Commission's decision declining jurisdiction to investigate and hear the Complaint.
- (3) Complaints of discrimination alleging a violation of this Title based on sexual orientation or gender identity or expression, along with an allegation of race, color, religion, military status, national origin, disability, age, ancestry, familial status, or sex discrimination (a "hybrid complaint") may be subject to deferral to the OCRC/FHEO/EEOC as set forth in this section.
 - (a) The Commission shall notify a Complainant of the potential additional rights and remedies available by filing a hybrid charge with OCRC/FHEO/EEOC, and that by failing to file with state and federal authorities the Complainant may forego their right to do so in the future. Such notification shall be in writing and by Certified Mail within five (5) business days via Certified mail of the Commission's decision to refer the Complaint to OCRC/FHEO/EEOC.
 - (b) In the event a Complainant declines, in writing, to file a charge with OCRC/FHEO/EEOC, the Commission may adjudicate the complaint in accordance with this Chapter. In the event a Complainant elects to file a charge with OCRC/FHEO/EEOC, the Commission shall not hear the hybrid complaint while the matter remains pending at the state or federal level unless and until such complaint, in its entirety, reaches a final disposition; provided, however, nothing in this paragraph prohibits a Complainant from filing a separate complaint as provided in paragraph (A)(4) of this Section.
- (4) Complaints of discrimination alleging a violation of this Title based exclusively on sexual orientation and/or gender identity or expression shall be adjudicated by the Commission in accordance with this Chapter without deferral of the complaint to OCRC/FHEO/EEOC unless and until state or federal law is revised to grant OCRC/FHEO/EEOC jurisdiction to adjudicate allegations of discrimination on the basis of sexual orientation and/or gender identity or expression, at which time such complaints may be subject to deferral. If the OCRC/FHEO/EEOC dismisses a charge of discrimination timely filed under this Title based on sexual orientation, gender identity or expression, or any other protected category specified in this Title for lack of jurisdiction, the Complainant may, within thirty (30) days of such dismissal, request the charge to proceed under this Title. Upon the request, the Commission shall handle the case in accordance with this Title.

(B) Deadline for Filing. A Complaint alleging discrimination under Section 1501.02(A) of this Title shall be filed with the Commission within three hundred and thirty (330) days after the alleged unlawful discriminatory practices or acts are committed. A Complaint alleging discrimination under any other Section of this Title shall be filed with the Commission within one hundred and fifty (150) days after the alleged unlawful discriminatory practices or acts are committed. The Complaint shall be filed upon oath and affirmation and shall contain such information, including the date, place and circumstances of the alleged discriminatory practice or act.

The Commission through its designee shall serve notice upon the Complainant acknowledging such filing and advising the Complainant of the time limits provided herein.

(C) Respondent.

- (1) Within fourteen (14) days of the filing of the Complaint, the Commission or its designee shall serve a copy of the Complaint and a written notice upon the Respondent identifying the alleged discriminatory practices and setting forth the rights and obligations of the parties. Such service shall be by certified mail return receipt requested.
- (2) A person who is not named as a Respondent in a Complaint, but who is identified as a Respondent in the course of an investigation, may be joined as an additional or substitute respondent upon written notice to such person from the Commission. Notice shall be served upon such additional or substitute respondent(s) within ten (10) days of such joinder or substitution and shall explain the basis for the Commission's belief that the person to whom the notice is addressed is properly joined as a respondent.
- (3) The Respondent may file an answer or response to the Complaint, no later than thirty (30) days after service of the Complaint.
- (4) Respondent's response or answer shall be served by the Commission upon the Complainant within 7 days of receipt by the Commission.

(D) Conciliation/Mediation. The Executive Director shall notify the Complainant and Respondent of the option of voluntary mediation to resolve the Complaint. The Executive Director or designee shall endeavor to eliminate such practices by methods of conference, conciliation, and mediation, to the extent feasible.

- (1) The Executive Director may designate an outside mediator for attempting conciliation or mediation.
 - (2) Nothing said or done in the course of conciliation/mediation shall be disclosed to or be used as evidence in any subsequent proceeding or civil action.
 - (3) Conciliation/Mediation shall be completed within 60 days of the filing of the Complaint and shall toll or suspend all other dates and deadlines under this Title. If conciliation/mediation fails, a final decision upon the Human Rights Complaint by the Commission shall be issued on the complaint within 90 days.
 - (4) A conciliation agreement arising out of such conciliation or mediation shall be reduced to a written agreement executed by the Respondent and Complainant. This agreement shall be subject to the approval of the Commission.
 - (5) The Commission may impose civil penalties for a violation or breach of a conciliation agreement.
- (E) **Dismissal of Complaint.** The Commission upon concluding that the Complaint is meritless, or for Complainant's failure to prosecute, may dismiss a complaint at any time. Such dismissal shall constitute a final appealable order. The Commission shall promptly serve notice upon the Complainant, Respondent, and any necessary party of any dismissal pursuant to this section.

Section 1501.04: Commission Hearings

- (A) **Notice and Conduct of Hearing.** The Commission shall cause to be served upon the Respondent and Complainant by certified mail a notice notifying the Respondent and Complainant of a hearing before the Commission at a time and place therein fixed to be held 30 days after the service of such notice and stating the allegations specified in the Complaint made against the Respondent. The Commission may consider requests for continuances for good cause.
- (B) **De Novo Hearing.** Commission hearings shall be scheduled within 90 days from the date of receipt of the Complaint, unless it is impracticable to do so. If the Commission is not able to commence the hearing within 90 days after the filing of the Complaint, the Commission shall notify the Complainant and Respondent in writing of the reasons for not doing so.
- (C) **De Novo Standard of Review and Preponderance of the Evidence Burden of Proof.** The Commission shall employ a *de novo* standard of review in its review and consideration of all evidence and testimony submitted at the

hearing. The Complainant bears the burden to demonstrate by preponderance of the evidence a violation under this Title.

- (1) The parties shall appear at the hearing and present testimony and evidence or otherwise to examine and cross-examine testimony and evidence.
- (2) In the course of the hearing, the Commission may examine witnesses, administer oaths, take testimony of any person under oath, and receive evidence.
- (3) **Subpoena power.** The Commission shall have the power to issue subpoenas enforceable by injunction by the party requesting same or by the County itself, in a court of competent jurisdiction, to compel the attendance of witnesses and require the production by them of books, papers, documents and other materials relevant to any case under consideration. Subpoenas may be served by certified mail, by private process server designated by the hearing authority or by anyone who could lawfully serve said subpoena in a judicial proceeding of a civil nature.
- (4) In any proceeding, the Commission shall not be bound by the rules of evidence prevailing in the courts of law or equity, but shall, in ascertaining the practices followed by the Respondent, take into account all reliable, relevant, probative, and substantial evidence, statistical data, or otherwise, produced at the hearing, which may tend to prove the existence of a predetermined pattern of discriminatory practice or act; provided, that nothing contained in this section shall be construed to authorize or require any person to observe the proportion which persons of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, or gender identity or expression bear to the total population or in accordance with any criterion other than the individual qualifications of the applicant.

(D) Final Decision and Order.

- (1) If upon all the reliable, probative, and substantial evidence, the Commission determines that by the preponderance of the evidence that the Respondent has engaged in, or is engaging in, any unlawful discriminatory practice or act as set forth in this Title against the Complainant or others, the Commission shall issue a written decision and state findings of fact and conclusions of law, and shall issue and cause to be served on such Complainant and Respondent via certified mail an order requiring the Respondent to cease and desist from such unlawful discriminatory practice or act, and to take such further

affirmative or other action as will effectuate the purposes of this Title, including any penalties set forth herein.

- (2) If the Commission finds that no reliable, probative and substantial evidence exists for crediting the allegations, or, if upon all the evidence, the Commission finds that a Respondent has not engaged in any unlawful discriminatory practice or act against the Complainant or others, the Commission shall state findings of fact and conclusions of law, and shall issue and cause to be served on the Complainant and Respondent via certified mail an order dismissing said complaint as to such Respondent.
- (3) The Commission shall issue a decision within 30 days after the hearing, unless it is impractical to do so. The Commission shall notify the Complainant and Respondent in writing of the reasons for not doing so.
- (4) The decision of the Commission shall be issued and served upon the parties via certified mail.

Section 1501.05: Violation and Remedy

- (A) **Notice of Violation and Order to Cease and Desist:** If upon all the evidence presented, the Commission determines that the Respondent has engaged in, or is engaging in, any unlawful discriminatory practice or act under this Title, whether against the Complainant or others, the Commission shall issue a notice of violation, and shall issue an order to Respondent to cease and desist the unlawful discriminatory practice. This notice will constitute a Final Administrative Decision.
- (B) **Civil Administrative Penalty:** Upon the issuance of an order that a Respondent has engaged in, or is engaging in, an unlawful discriminatory practice or act as set forth in this Title, or that a Complainant has filed a false complaint, the Commission may impose the following civil penalty:
 - (1) Up to \$1,000 for a first offense in the five years preceding the filing of the charge;
 - (2) Up to \$2,500 for a second offense in the five years preceding the charge.
 - (3) Up to \$5,000 for a third or subsequent offense in the five years preceding the charge.
 - (4) The civil administrative penalty shall be due at least 30 days after the issuance of the Commission's final decision. The filing of an appeal shall suspend the imposition of any fine. In the event of an appeal, the

civil administrative penalty shall be due 30 days after all unsuccessful appeals or after exhaustion of all appeals.

- (5) All penalties collected shall be deposited in a separate fund to defray costs and enforcement of this Title, and to support the County's efforts in eradicating discrimination.
- (C) **Reasonable Attorneys' Fees.** If the Commission finds the Respondent has violated this Title, the Commission may, in addition to injunctive relief and/or civil penalty, award reasonable attorneys' fees and costs to the Complainant.
- (D) **Failure to Comply with Lawful Order/Enforcement.** The Commission is authorized to institute in the name of the County of Cuyahoga any appropriate civil enforcement proceedings.

In the event the respondent refuses or fails to comply with the Commission's decision or violates any of the provisions of this Title, the Commission may certify the case and the entire record to the to an appropriate court and seek enforcement or compliance with the Final Administrative Decision.

If an appeal has been taken by the Respondent, the Commission may move to consolidate the appeal and enforcement proceedings.

Section 1501.06: Appeal to the Court of Common Pleas

- (A) Any party to the proceeding, claiming to be aggrieved by a final decision of the Commission, may obtain judicial review. Such decision may be appealed within 30 days to the Cuyahoga Court of Common Pleas consistent with the provisions of Chapters 2505 and 2506 of the Ohio Revised Code.
 - (1) **Transmission of Record upon Appeal to Common Pleas Court.** The Executive Director shall, upon the written request of a party, furnish copies of the record and such other documents in the Commission's possession that may be required in judicial proceedings related to a ruling by the Commission. The cost of the written transcription and the cost of transmission to the Court of Common Pleas shall be borne by the Appellant, unless otherwise determined to be indigent by the Commission. Upon determination of indigence, the cost of transcription is to be borne by the Commission, but such cost shall be subject to all necessary budget appropriation.

Section 1501.07: Severability

This Title and each article and section thereunder, are hereby declared to be independent divisions and sub-divisions and, notwithstanding any other evidence of legislative intent, it is hereby declared to be the controlling legislative intent that if

any provisions of said divisions, or the application thereof to any person or circumstance is held to be invalid, the invalidity shall not affect other divisions or sub-divisions, and it is hereby declared that such divisions and sub-divisions would have been passed independently of such division or sub-division so known to be invalid.

SECTION 4. 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: June 12, 2018

Committee(s) Assigned: Committee of the Whole

Legislation Substituted in Committee: July 24, 2018

Committee Report/Second Reading: July 24, 2018

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