



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 30, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES FROM THE APRIL 2, 2019 MEETING **(See page 3)**
5. MATTERS REFERRED TO COMMITTEE
 - a) R2019-0093: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various unexpired terms, and declaring the necessity that this Resolution become immediately effective: **(See page 6)**
 - i. Matthew P. Carroll ending 3/31/2020.
 - ii. Michele J. Pomerantz ending 1/31/2021.
 - b) R2019-0102: 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 17)**
 - c) R2019-0106: A Resolution confirming the County Executive's appointment of Nancy Mendez to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2019 - 3/31/2022, and

declaring the necessity that this Resolution become immediately effective. **(See page 60)**

- d) R2019-0107: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms, and declaring the necessity that this Resolution become immediately effective: **(See page 69)**

- i. Appointments:

- a) for an unexpired term:

- 1) Beth Sipple ending 12/31/2019
 - 2) David Carlson ending 12/31/2020

- b) for the term 1/1/2019 - 12/31/2021:

- 1) Cheryl Crahen
 - 2) Camren Harris
 - 3) Ashley Morrissey

- ii. Reappointments for the term 1/1/2019 - 12/31/2021:

- a) Dr. Douglas Beach
 - b) Alan Bedingfield
 - c) Kathy Foley
 - d) Susan Wong

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 2, 2019
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:15 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 19, 2019 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the March 19, 2019 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2019-0076: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; addressed the Committee regarding Resolution No. R2019-0076. Discussion ensued.

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

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2019-0076 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2019-0081: A Resolution authorizing an amendment to Agreement No. AG1800067-01 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018 to extend the time period to 12/31/2019, to change the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$900,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Holly Woods, Director of Human Resources Benefits & Compensation, addressed the Committee regarding Resolution No. R2019-0081. Discussion ensued.

Committee members asked questions of Ms. Woods pertaining to the item, which she answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2019-0081 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2019-0082: A Resolution authorizing an amendment to Contract No. CE1800017-01, 03 with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to change the scope of services and the terms, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,250,000.00; 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.

Ms. Woods addressed the Committee regarding Resolution No. R2019-0082. Discussion ensued.

Committee members asked questions of Ms. Woods pertaining to the item, which she answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2019-0082 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:42 a.m.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0093

| | |
|--|--|
| Sponsored by: County Executive Budish | A Resolution confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various unexpired terms, and declaring the necessity that this Resolution become immediately effective. |
|--|--|

WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-year terms; 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 for appointment to serve on the CCCIC’s Board of Trustees for various unexpired terms:

1. Matthew P. Carroll (County Class) for an unexpired term ending 3/31/2020 (replacing Christopher Murray); and

2. Michele J. Pomerantz (County Class) for an unexpired term ending 1/31/2021 (replacing Luis Cartegena); 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 appointment of the following individuals to serve on the CCCIC’s Board of Trustees for various unexpired terms:

1. Matthew P. Carroll (County Class) for an unexpired term ending 3/31/2020 (replacing Christopher Murray); and
2. Michele J. Pomerantz (County Class) for an unexpired term ending 1/31/2021 (replacing Luis Cartegena).

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: April 9, 2019

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

Journal _____
_____, 20__



April 1, 2019

Dan Brady, President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E. 9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Brady:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individuals for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Matt Carroll (County Class), open unexpired term ending: 03/31/2020 (replacing Christopher Murray)**
- **Michele Pomerantz (County Class), open unexpired term ending: 01/31/2021 (replacing Luis Cartegena)**

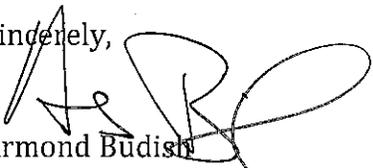
The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve for three year terms.

I have attached a copy of each nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are no other candidates on file that applied for this position.

Thank you for your consideration of these appointments. 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,


Armond Budish
Cuyahoga County Executive

Matthew P. Carroll



WORK EXPERIENCE

Office of the Cuyahoga County Executive

| | |
|--|---------------------|
| Chief of Staff | 2011-2014 |
| Interim Director of Health and Human Services | 2015-2016 |
| Chief Economic Growth and Opportunity Officer | 2016-present |

The Cuyahoga County Executive administers a \$1.2 billion budget and manages over 4,500 employees, with a broad area of responsibilities, including human services, economic development, county justice operations and regional government initiatives; the Chief Economic Growth and Opportunity Officer has direct supervisory responsibility for the departments of Economic Development, Human Services, Public Works and Sustainability; county appointee to the Gateway Economic Development Corporation, the Group Plan Commission, and Board President of the Cuyahoga County Convention Facilities Development Corporation.

Cleveland State University **2017 - present**
Instructor, Levin College of Urban Affairs

Teaching "Distressed People, Distressed Places," a course about poverty in Cleveland and in the United States, to graduate and undergraduate students.

Department of Public Health, City of Cleveland **2002 - 2010**
Director

Directed 180 employee department, including divisions of Health, Environment, Air Quality, with a budget of \$21 million. Department was responsible for some regional health programs and all City of Cleveland public health initiatives, including air pollution control, food safety and other health related inspection services and childhood lead testing and abatement; department operated three neighborhood health centers; grant programs included health promotion, infant mortality reduction, HIV/AIDS prevention, cardiovascular health and substance abuse treatment; appointed Adjunct Assistant Professor at CWRU School of Medicine.

Department of Health & Nutrition, Cuyahoga County **1998 - 2002**
Manager, Administrative Operations

Managed Administrative Operations division of 150 employees, which included budget administration (\$50 million departmental budget), fiscal operations, performance measurement, human resources, fraud investigations and customer service operations; served as Acting Director in absence of Director

ParkWorks, Inc. **1994 - 1998**
Deputy Director

Project manager of 40,000 street tree planting in contract with the City of Cleveland; wrote grant and managed program for Lila Wallace urban parks project; designed and implemented City of Cleveland vacant lot maintenance program; responsible for green space maintenance operations, supervising 10 employees.

Department of Law, City of Cleveland
Assistant Director of Law

1993 - 1994

Attorney in Labor and Employment section; represented the City in employment litigation, including trials, arbitrations, civil service hearings, and charges of discrimination; advised departments on human resources and labor related questions; Chairperson of OSHA task force.

Fingerhut for Congress
Director of Field and Administration

1992 - 1993

Responsible for all field, volunteer and administrative functions of this successful campaign for Congress; coordinated literature distribution, event coverage and volunteer assignment; maintained fund database.

Baker & Hostetler
Associate

1989 - 1992

Attorney practicing in the labor and litigation areas; represented clients in depositions, arbitrations; performed legal research and wrote briefs, arbitrations and memoranda on a variety of legal topics; appointed as firm Loaned Executive to United Way, 1989.

EDUCATION

Brown University

B.A., Political Science, 1986

Student Government President and Vice-President; Chairperson, Faculty-Student Committee on South African Divestment; Color Guard for 1986 Commencement (one of two students selected); Joslin Award winner for service to the Brown community; Resident Counselor and Head Counselor.

Georgetown University Law Center

J.D., 1989

Member of National Moot Court team and Constitutional Law team; Law Fellow – legal writing section instructor for first-year students; Criminal Justice Clinic participant – student attorney representing indigent criminal defendants in D.C. Superior Court, 1988-89.

COMMUNITY ACTIVITIES

Hunger Network of Greater Cleveland
Board President (1995-2001)

1989 - 2002

Brown University Alumni Schools Committee
Regional Director (2001-2004)

1989 - present

Merrick House
Board President (2000-2002)

1998 - 2002

Neighborhood Centers Association
Executive Committee Member (2000-2002)

1999 - 2002

Project: LEARN
Tutor (1990-1992); Board Member (1991-1997)

1990 - 1997

Ohio City Near West Development Corporation
Board Member and Treasurer

1992 - 1995

Northeast Ohio Coalition for the Homeless
Board Member and Treasurer

1989 - 1992

Michele J. Pomerantz

Michele is the Director of Regional Collaboration for Cuyahoga County. Michele began her career as a classroom teacher in Cleveland before joining the American Federation of Teachers as Deputy Director of the Office of the President. In her current position, Michele supports regional collaboration amongst the 59 municipalities and stakeholder groups in Cuyahoga County. She works closely with the County Departments of Economic Development to increase equitable development that grows the region. She is also responsible for advocacy at the state and federal level representing Cuyahoga County's interests in securing equitable funding and policies that promote our ability to advance our regional priorities. Through that work, Michele seeks to utilize collaboration to increase prosperity for all residents of Cuyahoga County.

Michele Pomerantz



Profile

- **High-achieving executive with a variety of leadership experience, relationship and influential expertise.**
- **Skilled communicator who transforms visionary plans into workable solutions using execution and communication abilities that create a connectedness within large organizations.**
- **Extensive policy development proficiency on a variety of topics including Medicaid, finance, education, facilities and transportation.**

Work Experience

Cleveland Metropolitan School District-Cleveland, Ohio

Policy and Labor Liaison, January 2013-present

- **Analyzed, developed, and influenced state wide policies on education, finance, facilities and transportation**
- **Presented at the Forum on Sino-U.S. Education Leadership at Southwestern University in Chongqing**
- **Served as a delegate representing Ohio at the Education Fellowship Policy Program in China**
- **Presented at Harvard University at the Strategic Data Project Convening on the topic of federal education reform policy**
- **Designed and managed a communication piece with all stakeholders specific to CMSD positions**
- **Strengthened relationships with a variety of stakeholders within and around the city to support the District**
- **Acted as liaison for the CEO at district, local, and national meetings**
- **Presented reports and presentations to residents, parents, and leaders on federal and local issues**
- **Acted as government liaison to all state and national legislators including Cleveland City Council**
- **Prepared briefings and background materials for CEO to ensure strategic follow-up**
- **Organized and directed staff across departments to provide support for the CEO**
- **Co-leader of the Issue 4 campaign and Issue 108 campaign for CMSD resulting in the passage of a \$200 million bond levy to build up to 22 new schools and continue operations for 100 plus schools for the next 4 years**

American Federation of Teachers-Washington, D.C.

Deputy Manager Office of the President, April 2012-January 2013

- **Created and organized briefing and background materials for travel and speaking engagements**
- **Liaised with coalition organizations, affiliates, political organizations, and other stakeholders and people on behalf of the President of the American Federation of Teachers (AFT)**
- **Facilitated relations between AFT President, AFT state federations and locals, the AFL-CIO and other labor organizations**
- **Coordinated trips, staff, and events for the president and maintained political, strategic, and affiliate follow-up**

- **Organized and directed staff across departments to support the President's initiatives cutting through bureaucracy**

**Cleveland Teachers Union-Cleveland, OH
Director of Political Action and Trustee, 2005-2012**

- **Developed and implemented presidential, gubernatorial, and collective bargaining campaigns**
- **Reorganized a strategy to educate, message, and motivate members around negotiations and political issues**
- **Built strategic alliances with political, community, and coalition stakeholders**
- **Mobilized 50% of membership to volunteer on campaigns and managed 2,500 volunteers**
- **Increased Committee of Political Action funds by 119% and increased the amount of members contributing by 32%**
- **Utilized enhanced communication tools including social media to educate both members and the community at large**

**Cleveland Municipal School District - Cleveland, Ohio
Teacher, 1990 – 2012**

- **Planned, implemented, monitored, and assessed a progressive program to increase student attendance that resulted in 18% class wide improvement**
- **Earned positive verbal/written feedback from parents and administrators and students regarding classroom Instruction and community engagement**
- **Presented monthly industry conferences to audiences of 100+ educators and district leaders on reading acquisition**
- **Provided workshops for parents, community leaders, and other educators around managing behavior**
- **Modified the general education curriculum for special-needs students based upon research-based instructional techniques and technologies**
- **Consistently provided leadership and constructive feedback to colleagues and parents to resolve conflicting educational priorities and issues**

Education

Cleveland State University, 1997
Cleveland, Ohio
Master's Degree in Curriculum and Instruction

Cleveland State University, 1990
Cleveland, Ohio
Bachelors of Science in Elementary Education

Cleveland State University, 2016
Education Policy and Leadership Program

Awards and Other Affiliations

Ohio Federation of Teachers, Outstanding Service Award, 2012
Cuyahoga County, Transition Team Director of Operations. 2015
Boys and Girls Clubs of America, Board Member since 2014

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0102

| | |
|---|--|
| 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. |
|---|--|

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

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

WHEREAS, on April 3, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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 Classification:

Exhibit A: Class Title: *Early Childhood Mental Health System Coordinator*
Number: 1056351
Pay Grade: 8A/Exempt

Proposed Revised Classification:

Exhibit B: Class Title: *Homeless Management Information System Analyst (Homeless Management Information System Administrator)*
Class Number: 1014151
Pay Grade: 11A/Exempt
* Classification revised at request of department. Title changed from HMIS Analyst to HMIS Administrator. The pay grade decreased from PG 12 to PG 11 due to the removal of direct supervisory responsibilities.

Proposed Deleted Classifications:

Exhibit C: Class Title: *Courier*
Class Number: 1011151
Pay Grade: 2A/Non-Exempt
* The duties that are performed by this position are no longer needed. One employee was laid off due to lack of work and there are no other incumbents in the classification.

Exhibit D: Class Title: *Employee Relations Associate*
Class Number: 1053651
Pay Grade: 8A/Non-Exempt
* The classification has been vacant for several months and the duties have been assigned to other employees in the Labor & Employee Relations Division.

Exhibit E: Class Title: *Senior Employee Benefits Coordinator*
Class Number: 1053662
Pay Grade: 9A/Non-Exempt
* The benefits series of classifications was recently redesigned to include the duties performed by the Senior level into the new Benefits Analyst classification thereby making it unnecessary.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|---------|
| Class Title: | Early Childhood Mental Health System Coordinator | Class Number: | 1056351 |
| FLSA: | Exempt | Pay Grade: | 8A |
| Dept: | Children and Family Services | EXHIBIT A | |

Classification Function

The purpose of this classification is to manage the Early Childhood Mental Health Referral System by screening calls at a clinical level and providing direction, support, and referral information to callers.

Distinguishing Characteristics

This is a journey-level classification that is responsible for screening calls at a clinical level for the Early Childhood Mental Health (ECMH) population (children 0-6 years) to help navigate them within the ECMH continuum of care or provide appropriate referral information and support linking to an outside system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Manages the ECMH Referral System; screens calls to assess and determine appropriate level of care within the ECMH continuum of services and providers; triages calls and provides appropriate referrals to services outside of the ECMH continuum of care; provides support and guidance to families referred to an outside system to ensure efficient and smooth transition; provides follow-up and feedback to referents regarding treatment destination.
- 10% +/- 5%
- Researches, analyzes, and evaluates information collected through the ECMH referral system; makes recommendations to the ECMH system stakeholders, partners, and providers regarding impact and feasibility of proposed changes to the ECMH system and referral process; maintains knowledge of available community resources and services, best practices, and emerging ECMH research to ensure referrals are triaged appropriately.
- 10% +/- 5%
- Serves as a liaison to internal and external agencies to ensure that all parties are equipped with information for resources and care; maintains partnerships within the ECMH spectrum and serves as representative at required community meetings; participates in community outreach events to increase awareness of ECMH referral system.
- 5% +/- 2%
- Coordinates and maintains information regarding available openings and waiting lists within the ECMH provider network; prepares reports for stakeholders, partners, and providers regarding current system wait lists and impact on ECMH service delivery.

Early Childhood Mental Health System Coordinator

5% +/- 2%

- Prepares and delivers trainings for staff, caregivers, and other providers on various subjects regarding early childhood mental health and Cuyahoga County's ECMH delivery system; develops appropriate ECMH referral program resources and outreach materials.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, and other relevant information; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in early childhood mental health intervention, child clinical counseling, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire 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, 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.

Early Childhood Mental Health System Coordinator

- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, weekly reports, annual reviews, referrals, expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic medical, and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|---------|
| Class Title: | Homeless Management Information System Administrator | Class Number: | 1014151 |
| FLSA: | Exempt | Pay Grade: | 11A |
| Dept: | Health and Human Services | EXHIBIT B | |

Classification Function

The purpose of this classification is to plan, direct, and manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC), and provide technical support for related software.

Distinguishing Characteristics

This is a technical supervisory classification with responsibility for planning, directing, and managing the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care and providing technical support for HMIS software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

30% +/- 10%

- Plans, directs, and manages activities and operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC HMIS software including system administration, project management, telecommunications support, software maintenance, procurement, and user support functions; ensures availability and reliable performance of the software application; facilitates system changes, updates, and upgrades and assures adherence to federal regulations; performs system configurations; manages system access and licenses; ensures compliance of data standards, system performance, and monitors utilization; troubleshoots software and hardware problems; communicates design and programming changes to vendor's development team; leads testing efforts and ensures issues are identified, tracked, reported, and resolved in a timely manner; leads efforts for system improvement and reporting; gathers requirements for new programs through document analysis and interviews; collaborates across multiple business areas to determine effective solutions in support of business requirements and strategic direction; identifies opportunities to streamline business processes and increase efficiencies; serves as IT/HMIS technical point of contact for vendors, business partners, HMIS agencies, researchers, consultants, and other government agencies.

HMIS Administrator

25% +/- 10%

- Conducts research, data analysis, and strategic planning; performs needs assessments; manages project design, data collection, workflow, service delivery, and reporting; develops and documents project forms, workflows, and their associated procedures; transforms technical releases and other high-level information into detailed specifications; recommends acquisition of new tools and software applications; develops and assists with writing complex reports to meet the expanding needs of the CoC.

25% +/- 10%

- Manages local, state, and federal HMIS reporting; creates standardized reporting process for HMIS participating agencies; works with users to define data definitions, concepts, and processes; monitors timeliness and quality of data collection; ensures data quality and compliance; determines timelines and defines project performance; enforces deadlines and schedules; implements corrective action procedures for participating agencies.

10% +/- 5%

- Provides site-based training and development to users; develops training content and materials; responds to user questions, concerns, and problems.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; may assign work to other personnel related to HMIS functions; responds to emails and phone calls; attends various trainings, workshops, and meetings; keeps up to date on professional knowledge, new business trends, and changes in policies; prepares and delivers public presentations; establishes and updates local HMIS Policies and Procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with five (5) years of computer information systems, relational database and project management, or related experience with two (2) years of experience working with a HMIS; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain training and/or certifications as required by the HMIS Software Vendor.

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

- No supervisory responsibilities.

HMIS Administrator

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management 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 report requests, database sets, configuration specifications, software specifications, source materials, request for proposals, computer periodicals, federal agency flow charts and diagrams, training documents, vendor release forms, system generated reports, help desk tickets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare system reports and presentations; project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, basic medical, and computer system terminology and computer programming languages.
- Ability to prepare and deliver presentations, communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------|----------------------|---------|
| Class Title: | Courier | Class Number: | 1011151 |
| FLSA: | Non - Exempt | Pay Grade: | 2 |
| Dept: | All Departments | EXHIBIT C | |

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

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

Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.

- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.

- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.

- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.

- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Courier

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------------|----------------------|---------|
| Class Title: | Employee Relations Associate | Class Number: | 1053651 |
| FLSA: | Non-Exempt | Pay Grade: | 8 |
| Department: | Human Resources | EXHIBIT D | |

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

Essential Job Functions

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

- 40% +/- 10%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board (“SERB”) personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County’s position during mediation, arbitration, negotiations, or SERB proceedings.
- 30% +/- 10%
- Addresses basic employee and labor relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.
- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

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.

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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------------|----------------------|---------|
| Class Title: | Senior Employee Benefits Coordinator | Class Number: | 1053662 |
| FLSA: | Exempt | Pay Grade: | 9 |
| Dept: | Human Resources, only | EXHIBIT E | |

Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

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% +/- 15%
- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.
- 15% +/- 5%
- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;
- 10% +/- 5%
- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.
- 10% +/- 5%
- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.
- 10% +/- 10%
- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.
- 10% +/- 5%
- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, 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.



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: April 8, 2019

TO: Cuyahoga County Council President Dan Brady
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: F. Allen Boseman, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on April 3, 2019, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

| PROPOSED NEW CLASSIFICATIONS | | | |
|--|------------------------------|-----------------------------|------------------------------|
| Classification Title | Classification Number | Pay Grade & FLSA | Department |
| Early Childhood Mental Health System Coordinator | 1056351 | 8A/Exempt | Children and Family Services |

PROPOSED REVISED CLASSIFICATIONS

| Classification Title, (<i>Revised Title</i>) & Classification Number | CURRENT PAY GRADE & FLSA | NEW PAY GRADE & FLSA | Department |
|---|-------------------------------------|---------------------------------|-------------------|
| Homeless Management Information System Analyst 1014151 (Homeless Management Information System Administrator) | 12A/Exempt | 11A/Exempt | HHS |

PROPOSED DELETED CLASSIFICATIONS

| Classification Title | Classification Number | Pay Grade | Department |
|--------------------------------------|------------------------------|------------------|-------------------|
| Courier | 1011151 | 2A/Non-Exempt | All Departments |
| Employee Relations Associate | 1053651 | 8A/Non-Exempt | Human Resources |
| Senior Employee Benefits Coordinator | 1053662 | 9A/Exempt | Human Resources |

cc: Deborah Southerington, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Douglas Dykes, Chief Talent Officer
 Holly Woods, Dir. of HR Benefits and Compensation
 Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Jeanne Schmotzer, Clerk of Council
 Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|--|------------------------------|--------------------|------------------|
| 1056351 | Early Childhood Mental Health System Coordinator | Children and Family Services | Exempt | 8A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | This is a new classification requested by the Department of Children and Family 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: | Department of Children and Family Services |
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| Fiscal Impact: | PG 8A \$44,532.80 - \$62,337.60 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): | Verona Blondé, 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> |
|---|--------------------------------|--------------------------------|--------------------------|
| Rhonda Caldwell, Compensation Manager | 3/13/2019 | Email | Copied on Communications |
| Kelli Neale, HR | 3/13/2019 | Email | Copied on Communications |

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|---|------------------------|----------------|---|
| Marcos Cortes, SPA 3 with Office of Early Childhood/Invest in Children | 3/13/2019 3/20/2019 | Email Email | Review of Final Draft Follow up Questions |
| Rebekah Dorman, Executive Officer with Office of Early Childhood | 3/13/2019 3/20/2019 | Email Email | Review of Final Draft Follow up Questions Regarding Edits |
| Jim Battigaglia, Archer Consultant | 3/1/2019 3/25/2019 | Email Email | Request for Pay Grade Evaluation Reminder for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|---------|
| Class Title: | Early Childhood Mental Health System Coordinator | Class Number: | 1056351 |
| FLSA: | Exempt | Pay Grade: | 8A |
| Dept: | Children and Family Services | | |

Classification Function

The purpose of this classification is to manage the Early Childhood Mental Health Referral System by screening calls at a clinical level and providing direction, support, and referral information to callers.

Distinguishing Characteristics

This is a journey-level classification that is responsible for screening calls at a clinical level for the Early Childhood Mental Health (ECMH) population (children 0-6 years) to help navigate them within the ECMH continuum of care or provide appropriate referral information and support linking to an outside system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

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

- 50% +/- 10%
- Manages the ECMH Referral System; screens calls to assess and determine appropriate level of care within the ECMH continuum of services and providers; triages calls and provides appropriate referrals to services outside of the ECMH continuum of care; provides support and guidance to families referred to an outside system to ensure efficient and smooth transition; provides follow-up and feedback to referents regarding treatment destination.
- 10% +/- 5%
- Researches, analyzes, and evaluates information collected through the ECMH referral system; makes recommendations to the ECMH system stakeholders, partners, and providers regarding impact and feasibility of proposed changes to the ECMH system and referral process; maintains knowledge of available community resources and services, best practices, and emerging ECMH research to ensure referrals are triaged appropriately.
- 10% +/- 5%
- Serves as a liaison to internal and external agencies to ensure that all parties are equipped with information for resources and care; maintains partnerships within the ECMH spectrum and serves as representative at required community meetings; participates in community outreach events to increase awareness of ECMH referral system.
- 5% +/- 2%
- Coordinates and maintains information regarding available openings and waiting lists within the ECMH provider network; prepares reports for stakeholders, partners, and providers regarding current system wait lists and impact on ECMH service delivery.

Early Childhood Mental Health System Coordinator

5% +/- 2%

- Prepares and delivers trainings for staff, caregivers, and other providers on various subjects regarding early childhood mental health and Cuyahoga County's ECMH delivery system; develops appropriate ECMH referral program resources and outreach materials.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, and other relevant information; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in early childhood mental health intervention, child clinical counseling, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within twelve (12) months of hire 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, 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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.

Early Childhood Mental Health System Coordinator

- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, weekly reports, annual reviews, referrals, expense reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling, basic medical, and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, 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 |
| 1014151 | Homeless Management Information System Analyst | HHS | Exempt | 12A |
| PROPOSED REVISED CLASSIFICATION | | | | |
| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
| 1014151 | Homeless Management Information System Administrator | HHS | Exempt | 11A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | Classification revised at request of department. Title changed from HMIS Analyst to HMIS Administrator. The pay grade decreased from PG 12 to PG 11 due to the removal of direct supervisory responsibilities. |
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| No. of Employees Affected: | One |
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| Dept.(s) Affected: | Health and Human Services |
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| Fiscal Impact: | PG 12A: \$56,368.00 – \$78,915.20 PG 11A: \$53,372.80 – \$74,796.80 Incumbent’s salary falls within new pay grade recommendation. |
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| Staffing Implications: | Step Placement TBD by Human Resources |
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| PRC Contact(s): | Verona Blonde, 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> |
|--|--------------------------------|--------------------------------|-------------------------------------|
| Ruth Gillett, Program Director – Homeless Services | 1/9/2019 | Email | Review of Draft |
| | 2/15/2019 | Email | Follow up Questions Regarding Edits |
| | 2/19/2019 | Email | Follow Up Questions |
| | 2/20/2019 | Email | Follow Up Questions |
| | 2/25/2019 | Email | Follow Up Questions |
| Allison Gill, HMIS Analyst | 2/15/2019 | Email | Follow up Questions Regarding Edits |
| | 2/19/2019 | Email | Follow Up Questions |
| | 2/20/2019 | Email | Follow Up Questions |
| | 2/25/2019 | Email | Follow Up Questions |
| Jim Battigaglia, Archer Consultant | 3/1/2019 | Email | Request for Pay Grade Evaluation |
| | 3/25/2019 | Email | Reminder for Pay Grade Evaluation |

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|---------|
| Class Title: | Homeless Management Information System Administrator | Class Number: | 1014151 |
| FLSA: | Exempt | Pay Grade: | 11A |
| Dept: | Health and Human Services | | |

Classification Function

The purpose of this classification is to plan, direct, and manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC), and provide technical support for related software.

Distinguishing Characteristics

This is a technical supervisory classification with responsibility for planning, directing, and managing the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care and providing technical support for HMIS software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

30% +/- 10%

- Plans, directs, and manages activities and operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC HMIS software including system administration, project management, telecommunications support, software maintenance, procurement, and user support functions; ensures availability and reliable performance of the software application; facilitates system changes, updates, and upgrades and assures adherence to federal regulations; performs system configurations; manages system access and licenses; ensures compliance of data standards, system performance, and monitors utilization; troubleshoots software and hardware problems; communicates design and programming changes to vendor's development team; leads testing efforts and ensures issues are identified, tracked, reported, and resolved in a timely manner; leads efforts for system improvement and reporting; gathers requirements for new programs through document analysis and interviews; collaborates across multiple business areas to determine effective solutions in support of business requirements and strategic direction; identifies opportunities to streamline business processes and increase efficiencies; serves as IT/HMIS technical point of contact for vendors, business partners, HMIS agencies, researchers, consultants, and other government agencies.

HMIS Administrator

25% +/- 10%

- Conducts research, data analysis, and strategic planning; performs needs assessments; manages project design, data collection, workflow, service delivery, and reporting; develops and documents project forms, workflows, and their associated procedures; transforms technical releases and other high-level information into detailed specifications; recommends acquisition of new tools and software applications; develops and assists with writing complex reports to meet the expanding needs of the CoC.

25% +/- 10%

- Manages local, state, and federal HMIS reporting; creates standardized reporting process for HMIS participating agencies; works with users to define data definitions, concepts, and processes; monitors timeliness and quality of data collection; ensures data quality and compliance; determines timelines and defines project performance; enforces deadlines and schedules; implements corrective action procedures for participating agencies.

10% +/- 5%

- Provides site-based training and development to users; develops training content and materials; responds to user questions, concerns, and problems.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; may assign work to other personnel related to HMIS functions; responds to emails and phone calls; attends various trainings, workshops, and meetings; keeps up to date on professional knowledge, new business trends, and changes in policies; prepares and delivers public presentations; establishes and updates local HMIS Policies and Procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information technology, or related field with five (5) years of computer information systems, relational database and project management, or related experience with two (2) years of experience working with a HMIS; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain training and/or certifications as required by the HMIS Software Vendor.

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

- No supervisory responsibilities.

HMIS Administrator

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring management 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 report requests, database sets, configuration specifications, software specifications, source materials, request for proposals, computer periodicals, federal agency flow charts and diagrams, training documents, vendor release forms, system generated reports, help desk tickets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, U.S. Department of Housing and Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare system reports and presentations; project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal, basic medical, and computer system terminology and computer programming languages.
- Ability to prepare and deliver presentations, communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-----------------------------|-------------------|--------------------|------------------|
| 1011151 | Courier | All Departments | Non-Exempt | 2A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | The duties that are performed by this position are no longer needed. One employee was laid off due to lack of work and the position is currently vacant. |
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| No. of Employees Affected: | None |
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| Dept.(s) Affected: | All Departments |
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| Fiscal Impact: | None |
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| Staffing Implications: | None |
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| PRC Contact(s): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 |
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| Management Contact(s): | Rhonda Caldwell, Compensation Manager |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|-----------------|----------------------|---------|
| Class Title: | Courier | Class Number: | 1011151 |
| FLSA: | Non - Exempt | Pay Grade: | 2 |
| Dept: | All Departments | | |

Classification Function

The purpose of this classification is to provide courier services and office support services, to include delivery of mail, packages, hardware, sensitive and confidential documents and supplies. Work involves responsibility for safe and accurate delivery of mail, reports and packages to their intended recipients. Classification typically reports to a Supervisor.

Distinguishing Characteristics

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

Essential Job Functions

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

- 55% +/- 10%
- Delivers or picks up items such as mail, packages, boxes, cartons of supplies, or other materials to/from various offices or other locations; lifts/loads items into or out of delivery containers or vehicles; unloads/delivers items at destinations; tags equipment; enters received equipment and/or supplies into database system; may assist taking inventory.

- 25% +/- 10%
- Drives automobile, utility van, or other vehicle to transport materials; plans routes/schedules to ensure timely pickup/delivery of materials; follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals; performs driving functions safely and efficiently in various weather conditions; monitors traffic conditions surrounding vehicle to identify pedestrians, obstructions, or unsafe traffic conditions.

- 10% +/- 5%
- Provides a messenger service for various offices; may deliver bank deposits or other financial transactions to/from banks; may assist in sorting and delivering inter-office and U.S. mail; may move furniture and cabinets.

- 5% +/- 2%
- Cleans vehicle; notifies garage of needed maintenance.

- 5% +/- 2%
- Responds to requests for special service/handling as needed, such as waiting for a delayed item, prioritizing a delivery, hand-delivering an item to a specific person/department, or making a special trip.

Courier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year experience in performing courier, clerical and inventory control duties or safety and security experience; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio Driver's License required. Proof of insurance required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use communications equipment such as two-way radio.
- Ability to perform essential functions.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- Ability to understand both straightforward verbal and written instructions.
- Ability to prepare and understand confidential Pick up and Release documents, Log Books, paper and electronic inventory records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.
- Ability to communicate and to develop and maintain effective working relationships with a variety of agencies in the course of courier pickups and deliveries, as well as other departmental employees and administrators.

Courier

Environmental Adaptability

- Work is performed in both outdoor and indoor environments, with much time spent in vehicles and in varying weather conditions.

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

PROPOSED DELETED CLASSIFICATIONS

| Class Number | Classification Title | Department | FLSA Status | Pay Grade |
|---------------------|-------------------------------------|------------------------|--------------------|------------------|
| 1053651 | Employee Relations Associate | Human Resources | Non-Exempt | 8 |

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| Requested By: | Personnel Review Commission |
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| Rationale: | The classification has been vacant for several months and the duties have been assigned to other employees in the Labor & Employee Relations Division. |
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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): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 |
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| Management Contact(s): | Rhonda Caldwell, Compensation Manager |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------------|----------------------|---------|
| Class Title: | Employee Relations Associate | Class Number: | 1053651 |
| FLSA: | Non-Exempt | Pay Grade: | 8 |
| Department: | Human Resources | | |

Classification Function

The purpose of this classification is to assist with collective bargaining negotiations and addressing basic employee relations issues.

Distinguishing Characteristics

This is an entry level classification with responsibility for assisting with collective bargaining negotiations and addressing basic employee relations issues. This class works under direction from senior management of the Department, and is responsible for reviewing complaints and grievances in a timely manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. This class is distinguished from the journey level classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

Essential Job Functions

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

- 40% +/- 10%
- Assists with collective bargaining negotiations; drafts basic contract proposals or counter-proposals; interacts with labor, management, and State Employment Relations Board (“SERB”) personnel; develops cost analysis spreadsheets for presentation to County Executive and/or County Council; assists with preparing the County’s position during mediation, arbitration, negotiations, or SERB proceedings.

- 30% +/- 10%
- Addresses basic employee and labor relations issues, such as harassment, work complaints or other employee concerns and refers more complex issues on to the assigned Employee Relations Specialist or Director of Labor Relations; coordinates and monitors activities to ensure timely processing and review of complaints and grievances; participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.

- 10% +/- 5%
- Assists with investigations and responses into unfair employment practices or alleged violations of employment and labor laws; assists with the development of guidelines for nondiscriminatory practices.

- 20% +/- 10%
- Performs related administrative duties; drafts correspondence; prepares reports and documents; compiles documents pertaining to employee and labor relations activities; files documents; utilizes case management and document retention systems; provides technical assistance for contract administration and contract language; answers questions about grievance procedures, EEO compliance, and ADA reasonable accommodation determinations.

Employee Relations Associate

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, psychology, communications, labor relations or related field with one (1) year of labor relations, employment law, or collective bargaining experience; or any equivalent combination of training and experience.

Valid Ohio driver license and proof of automobile insurance.

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.

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 labor relations forms, absent without leave summaries, employee grievances, collective bargaining agreements, employee compliant reports, witness statements, incident reports, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, labor contract proposals, cost analysis spreadsheets, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with Human Resources employees, supervisors, directors, attorneys, State Employment Relations Board, union labor officials, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Employee Relations Associate

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 |
|---------------------|---|------------------------|--------------------|------------------|
| 1053662 | Senior Employee Benefits Coordinator | Human Resources | Exempt | 9A |

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| Requested By: | Personnel Review Commission |
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| Rationale: | The benefits series of classifications was recently redesigned to include the duties performed by the Senior level into the new Benefits Analyst classification thereby making it unnecessary. |
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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): | Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation |
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| Human Resources Contact(s): | Kelli Neale, Program Officer 4 |
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| Management Contact(s): | Rhonda Caldwell, Compensation Manager |
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------------|----------------------|---------|
| Class Title: | Senior Employee Benefits Coordinator | Class Number: | 1053662 |
| FLSA: | Exempt | Pay Grade: | 9 |
| Dept: | Human Resources, only | | |

Classification Function

The purpose of this classification is to facilitate the configuration of benefits for County employees and regionalized entities. This classification assists with open enrollment and ensures that employee benefits concerns are addressed.

Distinguishing Characteristics

This is a journey-level classification that works under general supervision and is responsible for ensuring accuracy of employee benefits within the HRIS. The employee works under a framework of well established policies and procedures. The incumbent identifies benefits discrepancies for medical insurance providers. This class requires a higher level of experience than the entry level Employee Benefits Coordinator class and is responsible for preparing various departmental reports.

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% +/- 15%
- Updates employee benefits information to carriers; addresses discrepancy reports for medical providers; prepares queries; addresses TSO report issues; updates Ceridian/COBRA participants; calculates retroactivity.
- 15% +/- 5%
- Receives and responds to numerous emails regarding employee benefits issues; responds to numerous voice mails regarding employee benefits issues;
- 10% +/- 5%
- Prepares various reports including the Flexible Spending Account Report and the COBRA Report.
- 10% +/- 5%
- Configures in HRIS and other systems all new regional entities joining County benefit plans; configures in HRIS and other systems all new medical, supplemental and life insurance plans.
- 10% +/- 10%
- Configures and conducts Open Enrollment for County employees and all regionalized entities; configures and conducts Open Enrollment for transitioning unions.
- 10% +/- 5%
- Writes and reviews HRIS scripts; writes and reviews HRIS design specifications; conducts HRIS integration testing; updates HRIS for County employees; performs various administrative support tasks.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, business administration or related field with three (3) years of benefits experience; or any equivalent combination of training and experience which provides equivalent knowledge, skills, and abilities.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including medical carrier discrepancy reports, benefit deduction reports, employee benefit update documents and benefits records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, functional design specifications, HRIS configuration manual, medical provider manuals and County policies and procedures.
- Ability to prepare COBRA Report, Flexible Spending Account Report, queries 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret benefits and general medical terminology and language.
- Ability to communicate with co-workers, supervisor, staff, medical insurance providers, 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.

| <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> | | | | | |
| Early Childhood Mental Health System Coordinator | 1056351 | N/A | 8A/Exempt | Children and Family Services | This is a new classification requested by the Department of Children and Family Services based on department need. The classification reflects the essential functions and minimum qualifications of the position. |
| <u>REVISED</u> | | | | | |
| Homeless Management Information System Analyst (<i>Homeless Management Information System Administrator</i>) | 1014151 | 12A/Exempt | 11A/Exempt | HHS | Classification revised at request of department. Title changed from HMIS Analyst to HMIS Administrator. The pay grade decreased from PG 12 to PG 11 due to the removal of direct supervisory responsibilities. |
| <u>DELETED</u> | | | | | |
| Courier | 1011151 | 2A/Non-Exempt | N/A | All Departments | The duties that are performed by this position are no longer needed. One employee was laid off due to lack of work and there are no other incumbents in the classification. |
| Employee Relations Associate | 1053651 | 8A/Non-Exempt | N/A | Human Resources | The classification has been vacant for several months and the duties have been assigned to other employees in the Labor & Employee Relations Division. |
| Senior Employee Benefits Coordinator | 1053662 | 9A/Non-Exempt | N/A | Human Resources | The benefits series of classifications was recently redesigned to include the duties performed by the Senior level into the new Benefits Analyst classification thereby making it unnecessary. |

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0106

| | |
|--|---|
| Sponsored by: County Executive Budish | A Resolution confirming the County Executive’s appointment of Nancy Mendez to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2019 - 3/31/2022, and declaring the necessity that this Resolution become immediately effective. |
|--|---|

WHEREAS, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

WHEREAS, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

WHEREAS, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to 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 Nancy Mendez for appointment to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2019 – 3/31/2022 (replacing Mark Avsec); 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 Nancy Mendez to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2019 – 3/31/2022.

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: April 23, 2019

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

Journal _____
_____, 20__



April 15, 2019

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Brady,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Nancy Mendez: 3- year term, 4/1/2019 - 3/31/2022 (replacing Mark Avsec)**

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

A copy of Ms. Mendez's resume/bio is attached.

There are no known conflicts of interest for which an advisory opinion has been requested.

This board is uncompensated.

Thank you for your consideration of these appointments. 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".

Armond Budish
County Executive

Nancy Mendez

PROFESSIONAL SUMMARY

Seasoned non-profit leader with experience in program development, delivery and community mobilization. Proven ability to recruit, hire and develop high performing teams. Track record of success in building relationships with key stakeholders, utilizing data for planning and evaluation, and creating collaborations with community partners.

- Selected as a United Way Global Fellow – a yearlong talent development program
- Selected as 2013 Distinguished Hispanic Ohioan by the Ohio Latino Affairs Commission
- Selected for 2012 American Society on Aging - Leadership Fellowship.
- Successfully directed four allocations/grant making processes at United Way
- Leadership in community planning and advocacy
- Effective in developing and presenting trainings; including national conferences at American Society on Aging Conference and the National Conference on Social Work and HIV/AIDS

EXPERIENCE

United Way of Greater Cleveland – 2009 to Present

Vice President of Community Impact (2018 – Present)

Through the supervision of the Community Impact Department coordinate the development and management of United Way's funded programs that advances and integrates local communities in the areas of education, financial stability, basic needs and health.

- Direct United Way's allocations process, community planning, and research.
- Work with staff to develop and manage budgets.
- Lead the department in the design, development, and implementation of community initiatives/special projects.
- Develop the community impact strategies and priorities that will advance the work of United Way in the areas of Education, Financial Stability, and Health.
- Provide leadership and guidance to staff in fulfilling departmental and divisional goals and objectives.
- Oversee staff support for division's volunteer committees and task forces including its diversity make-up.

Director of Health - (2009-2014)

Lead community impact health initiatives and advance selected strategies that further United Way's community impact agenda.

- Manage a comprehensive funding process for approximately 40 programs aimed at improving health for individuals in Greater Cleveland
- Engage the community around priorities by implementing the community impact strategies
- Identify opportunities that support system change, funding opportunities, and partnerships
- Monitor the fiscal and programmatic status of funded organizations
- Design, develop, and implement community initiatives/special projects
- Provide technical assistance to funded partners
- Establish, measure, and evaluate community and program outcomes

Nancy Mendez

- Work with the National FEMA Board to fund food pantries and homeless shelters
- Administer the County Food Contract

Case Western Reserve University – 2001 to 2009 Center for Minority Public Health

Program Director

Responsible for the supervision and coordination of the Center for Minority Public Health.

- Managed all research projects for the Center for Minority Public Health.
- Published quarterly *Center for Minority Public Health* newsletter.
- Interviewed study participants using SCID, MADRAS, YOUNG MANIA, ASI, BHS, and other measurement instruments and surveys.
- Supervised recruitment and retention of research participants.
- Hired, trained, and supervised research staff in Cleveland, Ohio, San Juan, Puerto Rico and San Diego, California.
- Marketed, recruited and facilitated community focus groups.
- Presented at local and national conferences.
- Assisted project investigator on the research and publication of articles and books.
- Supervised analysis of quantitative and qualitative research data.
- Piloted research based intervention programs created for minority populations

AIDS Taskforce of Greater Cleveland - 1996 to 2001

Director of Education Department

Supervised 9 education programs and managed 14 employees. Organized the implementation, evaluation and methodology of prevention programs.

- Developed training and medical update workshops.
- Member of partnership team that founded a West Side faith-based Latino AIDS service organization.
- Responsible for hiring and training education staff.
- As member of the management team developed three-year strategic plan.
- Presented at local and national conferences
- Developed pamphlets, booklets, and workshops for HIV/AIDS Programs.
- Developed and implemented program evaluation and methodology.

Human Rights Campaign- Washington D.C.

Membership Coordinator-1995 to 1996

Recruited and trained staff in 12 different cities across the country including New York, Los Angeles, and San Francisco.

- Public Speaking and briefing
- Organized local political advocacy groups
- Trained new employees
- Recruited volunteers

EDUCATION

Case Western Reserve University – Cleveland, Ohio
School of Medicine –Department of Public Health
Completed several graduate courses on epidemiology and the law, mental illness treatment, research and health disparities.

Williams College – Williamstown, MA.
School of International Economic Studies
Certificate - International Economic Studies Program 1994-1995

Williams College - Williamstown, MA.
Bachelor of Arts degree in History
Concentration in Latin American Socioeconomic History.

Independent Researcher- analyzed the socioeconomic effects of the banana industry on Jamaican Immigrants to Costa Rica. Spent five months in Costa Rica gathering research materials and interviews.

A Better Chance (ABC) Scholarship – Recipient of the ABC award, a four year scholarship to St. Mark's Boarding school outside of Boston, Massachusetts.

COMMUNITY

Hispanic Alliance Inc
Executive Board – 2007- to 2009 and 2016 to Present

- Establish and review mission of organization
- Monitor annual budget and ensured sound management policies

Nueva Luz Urban Resource Center
Nueva Luz Urban Resource Center
– 2004 to 2007

- Member of the Executive Committee
- Member of Strategic Planning Committee
- Member of the Fund Development Committee
- Establish and review mission of organization

Dolphin Heart Foundation
Chairperson of Research Committee – 2007 to 2009

- Liaison between CSU/CWRU research team and Dolphin Heart Board
- Increase awareness of alternative therapies for children with autism
- Establish and review mission of organization

Cleveland Lesbian & Gay Community Service Center
Member of Board of Trustees – 2001 to 2003

- Established and reviewed mission of organization
- Member of special events committee

Nancy Mendez

Cleveland Rape Crisis Center

Member of Board of Trustees-1996 to 1998

- Established and reviewed mission of organization
- Chairperson of the Publicity Committee

Statewide HIV Prevention Community Planning Group

Committee Member- State of Ohio-1996

- Participated in monthly statewide meetings
- Evaluated and set HIV/AIDS priorities for the state of Ohio.

PUBLICATIONS

- **Mendez, N.** (2009) Lesbian Families. In: *Sexualities and Identities of Minority Women* (ed.) Loue, S. Springer New York, NY
- **Mendez, N, Vargas, I.** (2007) Challenges and Strategies for Personal Safety in Field work. In: *Case studies in Ethics and HIV Research* (ed.) Loue, S, Pike, E. Springer New York, NY p.151-157
- Loue, S, **Mendez N.** (2006) "I don't know who I am." Severely mentally ill WSW manage their identity, their relationships, and HIV risk. *Journal of Lesbian Studies.* 10(2) p. 249-266
- Loue, S, **Mendez, N.** (2005) Health and Health Access among Urban Immigrants. In: *Handbook of Urban Health: Population, Methods, and Practice* (ed.) Galea, S. and Vlahov, D. Springer, New York, NY p. 103-126

Nancy Mendez
Vice President
United Way of Greater Cleveland

Nancy Mendez is currently the Vice President of Community Impact at the United Way of Greater Cleveland. Nancy is responsible for developing and managing the department's approach for the design, development, testing, implementation, and evaluation of community programs, impact products and services. She is also responsible for ensuring an effective allocation process and grants management. Nancy Mendez joined United Way of Greater Cleveland in 2009 as the Program Director for Aging and Special Needs. In that capacity, she staffed the Aging and Special Needs investment committee that recommended funding for programs that helped seniors remain independent, provide support to disaster victims, and services to immigrants and refugees. After the restructuring of the Community Impact Department, Ms. Mendez was promoted to Director of Health. The Health impact team supports programs in the area of prevention and wellness, chronic disease management, mental health and health care coordination. In addition she works with the FEMA/EFSP board and Cuyahoga County to fund and monitor food centers and homeless shelters. In 2013 Nancy Mendez was selected as a United Way Global Fellow. Ms. Mendez is part of an elite group of national and international United Way staff selected to participate in the 2013-2014 United Way Fellowship Program. The Fellowship is a year-long talent development program to build the next generation of leaders within the worldwide network of United Way.

From 2001 to 2008, Nancy worked as the Program Director for the Center for Minority Public Health of Case Western Reserve University which focused on community based research. The research examined issues relating to systemic poverty, drug use, HIV, and mental illness within minority populations living in Greater Cleveland, San Diego, California, and Puerto Rico.

Ms. Mendez was named as a 2013 Distinguished Hispanic Ohioan by the Ohio Latino Affairs Commission. Nancy participated in the American Society on Aging - New Ventures in Leadership Fellowship. Ms. Mendez was a former member of the Greater Cleveland Council on Older Persons (COOP) and the Chairperson of the Program committee. She has also served on numerous non-profit boards including the Nueva Luz Urban Resource Center board of Trustees and served as the Board Chair from 2006-2008. In addition, she served as a Trustee for the Dolphin Heart Foundation, which promotes dolphin therapy for special needs children, and Chair for the research committee. She also served as the vice-president of the LGBT Center Board of Trustees and as a board member for the Cleveland Rape Crisis Center.

Raised in Cleveland, at the age of thirteen, Nancy was awarded the ABC award, a four year scholarship and attended St. Mark's Boarding school outside of Boston, Massachusetts. Nancy received her B.A. in socio-economic history

from Williams College and her M.A. from Center for Development Economics at Williams College. In 1995, Nancy received a grant to work on a six month study in Costa Rica researching the fruit industries cultural and economic influences on the coastal town of Limon.

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0107

| | |
|--|--|
| Sponsored by: County Executive Budish | A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms and declaring the necessity that this Resolution become immediately effective. |
|--|--|

WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for seniors, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

WHEREAS, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms:

- i) Appointments:
 - a) for an unexpired term:
 - 1) Beth Sipple ending 12/31/2019
 - 2) David Carlson ending 12/31/2020
 - b) for the term 1/1/2019 – 12/31/2021:

- 1) Cheryl Crahen
- 2) Camren Harris
- 3) Ashley Morrissey

ii) Reappointments for the term 1/1/2019 – 12/31/2021

- a) Dr. Douglas Beach
- b) Alan Bedingfield
- c) Kathy Foley
- d) Susan Wong

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 or reappointment of the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms:

i) Appointments:

a) for an unexpired term:

- 1) Beth Sipple ending 12/31/2019
- 2) David Carlson ending 12/31/2020

b) for the term 1/1/2019 – 12/31/2021:

- 1) Cheryl Crahen
- 2) Camren Harris
- 3) Ashley Morrissey

ii) Reappointments for the term 1/1/2019 – 12/31/2021

- a) Dr. Douglas Beach
- b) Alan Bedingfield
- c) Kathy Foley
- d) Susan Wong

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.



April 15, 2019

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

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Brady,

Per Article III of the Code of Regulations of the Cuyahoga County Advisory Board on Senior and Adult Services, I submit the following nominations for appointment to the Board:

Unexpired Terms

- **Dave Carlson: unexpired 2-year term ending, 12/31/2020 (replacing Melanie Rak)**
- **Beth Sipple: unexpired 1-year term ending, 12/31/2019 (replacing Christine Foley)**

New appointments

- **Cheryl Crahen: 3- year term, 1/1/2019 – 12/31/2021**
- **Camren Harris: 3-year term, 1/1/2019 – 12/31/2021**
- **Ashley Morrissey: 3- year term, 1/1/2019 – 12/31/2021**

Re-appointments

- **Dr. Doug Beach: 3-year term, 1/1/2019 – 12/31/2021**
- **Alan Bedingfield: 3-year term, 1/1/2019 – 12/31/2021**
- **Kathy Foley: 3-year term, 1/1/2019 – 12/31/2021**
- **Susan Wong: 3-year term, 1/1/2019 – 12/31/2021**

There are no known conflicts of interest for which an advisory opinion has been requested.

No other candidates are on file.

This board is uncompensated.

Thank you for your consideration of these appointments. 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".

Armond Budish
County Executive

Dave Carlson

Experience

Cuyahoga County Board of Developmental Disabilities - 2007 to Present

Manager, Support Administration – April 2014 to Present

- Develop and manage Support Administration activities for the eastern half of the county with a professional staff of 80 (including supervisors)
- Plan, develop and implement changes in practice in response to State and Federal regulations
- Manage departmental projects
- Manage the authorization of expenditures within functional area
- Hire, assign, train, supervise and evaluate supervisors
- Manage responses to complex situations or complaints
- Implement performance standards and measures for all staff
- Participate in stakeholder meetings with State officials and trade association staff on key issues

Supervisor, Support Administration – April 2012 to April 2014

- Supervised a team of 8-10 Support Administrators
- Coached, evaluated and professionally developed staff
- Provided direction about the authorization of expenditures for HCBS Waiver and locally funded services to ensure fiscal responsibility
- Provided direction to staff on situations requiring problem-solving
- Assisted in the implementation of practice changes

Support Administrator – December 2010 to April 2012

- Implemented Service and Support Administration functions per OAC 5123:2-1-11
- Acted as the primary point of coordination for people eligible for services
- Using person-centered planning, assessed the needs of eligible people and developed Individual Service Plans
- Budgeted and authorized expenditures for HCBS Waiver and locally funded services
- Provided referral and linkage to other resources as appropriate

Habilitation Specialist – August 2007 to December 2010

- Coordinated implementation of Individual Service Plans in a setting with 30+ service recipients
- Provided a wide range of direct care to service recipients, including personal, medical, behavioral, recreational and social

Jewish Family Service Association – 2006 to 2007

Site Manager – December 2006 to August 2007

- Managed the staff and daily operations of a group home for people with developmental disabilities

Education

Master of Public Administration – Cleveland State University

Bachelor of Arts (Majors: Political Science and English) – Baldwin Wallace College

Executive Development Program Graduate - Ohio Association of County Boards of Developmental Disabilities

Beth A Sipple, LISW-S/MSSA

Professional Summary

Social Work manager with a private nonprofit organization. Goal-oriented leader with proven ability to coach and motivate teams to achieve desired outcomes. Strives to streamline processes to increase efficiency and improve service delivery to older adults and their families. Oversee services and programs in the Eldercare Services Institute of the Benjamin Rose Institute on Aging. Current Chairperson of the Institutional Review Board for BRIA Center for Research and Education with eighteen-year membership.

Employment

| | |
|--------------|---|
| 2018-present | Director of Community Services & Programs, Eldercare Services Inst. The Benjamin Rose Institute on Aging, Cleveland OH |
| 2005-present | Clinical Psychotherapist, PsychoSocial Therapies LLC, Beachwood, OH |
| 2004-2018 | Director of Clinical Services, Eldercare Services Inst. The Benjamin Rose Institute on Aging, Cleveland OH |
| 2000-2004 | Quality Improvement Director, Eldercare Services Inst. The Benjamin Rose Institute on Aging, Cleveland OH |
| 2002-2015 | PRN Home Care Social Worker, Tender Loving Care, Mentor OH |
| 1995-2000 | Community-based social worker, Benjamin Rose Inst. |
| 1989-1985 | Nursing Home social worker/admissions in Ohio and Atlanta GA |

Education, Credentials, Affiliations

University of Mount Union, Alliance OH
BA, 1989

Mandel School of Applied Social Sciences, CWRU, Cleveland, OH
MSSA, 1995 Macro Social Work Concentration Management

LISW-S State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board

NASW membership

Cheryl Crahen

Experience

2008 – Present. **MetroHealth Medical Center**, Cleveland, Ohio
Position: Benjamin S. Gerson Resource Center Coordinator

2005 – 2008. **Cuyahoga County Workforce Development**, Cleveland, Ohio
Position: Disability Specialist

2001 – 2004. **United Cerebral Palsy**, Cleveland, Ohio
Position: High School/High Tech Project Coordinator

1993 – 2001. **The Cleveland Clinic Foundation**, Cleveland, Ohio
Position: Vocational Rehabilitation Supervisor

1986 – 1993. **MetroHealth Medical Center**, Cleveland, Ohio
Position in 1992 – 1993, Interdisciplinary Program Manager for Brain Injury Program
Position in 1986 – 1992, Vocational Rehabilitation Counselor

Education

M.S. Rehabilitation Counseling. West Virginia University, Morgantown, West Virginia: GPA: 3.8/4.0. Curriculum dealt with employment skills for physically/mentally challenged individuals. Program accredited by the Council on Rehabilitation Education.

B.S. Family Relations and Human Development. Ohio State University, Columbus, Ohio.
Graduated Cum Laude.

Professional Organizations and Achievements

- Member of National Rehabilitation Association and Northeast Ohio Rehabilitation Association
- Certified Rehabilitation Counselor (C.R.C.), and Licensed Professional Counselor (L.P.C.).
- Presented to MetroHealth's Brain Injury Conference on 6/19/15, Title: "Self Advocacy – Navigating Insurance, Home Assistance & Back to Life"
- Presented to Northeast Ohio Rehabilitation Association Conference on 10/30/15, Title: "Job Coaching and Strategies for Persons with Brain Injury and Other Cognitive Conditions"
- Executive Producer of video entitled, "Working With Multiple Sclerosis, An employer's guide to understanding MS in the workplace," 1998.
- Winter of 1992 published article in the Journal of Rehabilitation Counseling, entitled, "Job Coaching for Persons with Traumatic Brain Injuries Employed in Professional and Technical Occupations."

Camren Harris

Education

BACHELOR OF ARTS | CAPITAL UNIVERSITY | 2012-2015

- Major: Criminology and Sociology

Experience

OFFICE OF CONGRESSWOMAN MARCIA L. FUDGE | LIAISON & FIELD REPRESENTATIVE | NOVEMBER 20, 2017 – PRESENT

- Manage a casework portfolio that includes the following issue areas: Agriculture, Immigration, Veteran Affairs, Healthcare, Social Security and Judiciary
- Serve as project coordinator for events that relate to the issue areas in my casework portfolio
- Attend designated events and meetings on behalf the Congresswoman
- Serve as a liaison regarding federal, state and local concerns of the constituents
- Assist with legislative tracking of federal legislation that directly relates to the issue areas within my casework portfolio

FIRST MT. CARMEL BAPTIST CHURCH | CIVIC ENGAGEMENT COORDINATOR | SEPTEMBER 1, 2016 – NOVEMBER 20, 2017

- Oversee the development and implementation of civic and voter engagement programs such as non-partisan voter education and voter registration
- Maintain appropriate communication about program activities with church members, residents of Columbus, Ohio and elected officials
- Manage, track and analyze local, state and federal legislation that is pertinent to the inner-city community
- Organize participation in community meetings, political seminars, public events and other forms of civic engagement

OHIO LEGISLATIVE SERVICE COMMISSION | LEGISLATIVE FELLOW | DECEMBER 2, 2015 – AUGUST 22, 2016

- Respond to constituent inquiries; Draft sample bills, fact sheets, and policy briefs
- Manage administrative duties including scheduling, written, phone and email correspondence
- Perform legislative and policy research; draft press release articles and speeches
- Assist with the Minority Caucus Judiciary Committee Staff: Read and summarize bills and other legislation; perform research; construct policy briefs and talking points; attend committee meetings

CONGRESSIONAL BLACK CAUCUS FOUNDATION | CONGRESSIONAL INTERN | MAY 25, 2015 – JULY 25, 2015

- Support the efforts of Congresswoman Marcia L. Fudge
- Develop a community action plan to tackle a problem facing the Eleventh Congressional District of Ohio
- Write blogs on national issues in public policy and issues concerning African Americans
- Design and create a professional development portfolio for the CBCF
- Interpersonal contact with Congresswoman Marcia L. Fudge's constituents

DEMOCRATIC CAUCUS PAGE | OHIO HOUSE OF REPRESENTATIVES | JANUARY 12, 2015 – MAY 22, 2015

- Document all necessary information for and/or requested by State Representatives; Prepare the Chamber for House sessions
- Transport bills and amendments to the central dais
- Draft press release articles

Professional Affiliations

- Urban League Greater Cleveland Young Professionals
- Capital University Black Alumni Association
- Democratic National Committee Hope Institute Fellow
- Congressional Black Caucus Institute Political Leadership Fellow
- Alpha Phi Alpha Fraternity Incorporated
- Ohio Young Black Democrats

ASHLEY MORRISSEY, MSW, LISW-S

EDUCATION

Catholic University of America: National Catholic School of Social Service, Washington, D.C.
Masters Degree: Social Work, Concentration: Clinical, May 2011

Saint Mary's College, Notre Dame, Indiana
Bachelor of Arts, Major: Social Work, May 2010

Research Experience (Independent Study):

Quest Project, Center for Spirituality, Saint Mary's College, Spring 2009 – May 2010

- Aided in researching PBVM Sisters communities in Dubuque, Iowa and St. John's NF, Canada
- Interviewed 16 Sisters to gain insight on their experiences with retirement and health care
- Researched health care and retirement policies and the effects on those policies on individual's well being
- Analyzed data and attempting publication of research conducted

SOCIAL WORK EXPERIENCE

North East Ohio Veterans Affairs Medical Center, Cleveland, OH, June 2013-Present

Dementia Care Coordinator- Social Worker

Clinical Experience

- Collaborate with Dementia Care Coordination (DCC) team to provide appropriate interventions and recommendations for care.
- Conduct caregiver and family clinical interventions to facilitate the identification of caregiver stress, psychiatric illness, emotional distress and social needs with treatment options.
- Perform as a consult liaison; collaborate with interdisciplinary teams throughout medical center and outpatient clinics on dementia related care.
- Develops relationship with community partnerships to help educate on VA services and collaborate on extended care into the community.

Veterans Affairs Illiana Health Care System, Peoria, IL, August 2011- June 2013

HCHV Outreach Social Worker

Clinical Experience

- Create partnerships among Veteran and community organizations among half of the 32 county catchment area
- Provide clinical case management through treatment plans, psychosocial assessments, progress notes, internal and community referrals to resources
- Initiate continued support through the challenges facing homeless Veterans using housing first model
- Direct client services to help inform, educate, evaluate and assess needs of homeless Veterans with thorough collaboration with Mental Health clinicians in a community based outpatient clinic setting.
- Coordinate mental health care/needs through treatment planning, assessments through direct client practice.
- Coverage of co-workers within homeless program of Grant & Per Diem liaison, SUD specialist as well as initiating HUD-VASH program for Peoria area in addition to HCHV outreach efforts.

Projects/Events

- Completed and initiated fundraisers in Peoria area for homeless Veterans
- Collaborated with community organizations to change services to target needs of Veterans
- Participation and coordination of multiple homeless Veteran stand down events throughout catchment area

Washington, DC Veterans Affairs Medical Center, Washington, DC, September 2010- May 2011

Clinical Social Worker/ Graduate Intern

Case Management/ Clinical Experience

- Provide individual assessment needs within homeless program seeing Veterans on walk-in basis
- Participate in various social work roles and placements; Homeless Program, Substance Abuse Rehabilitation Program (SARP), Trauma Services and Community Living Center

Projects

- Prisoners of War committee member
- Clinical Supervision Tool-Kit Intern project

ASHLEY R. MORRISSEY, LISW-S

Sisters of the Holy Cross Incorporated, Notre Dame, Indiana, August 2009 – May 2010

Clinical Social Worker/Undergraduate Intern

Direct Client Services

- Initiated and facilitated successful aging empowerment group to deter negative stigmas of aging to provide high quality of direct care for the Sisters
- Experience in working with Sisters living with Dementia and Alzheimer's Disease

Advocacy

- Work to implement institutionalized models of care into social models of care within specialized dementia unit
- Engage, assess and implement services, as needed, to new Sisters joining the local community
- Participated in care conferences with interdisciplinary team to discuss needs of Sisters

REAL Services (Area 2 Agency on Aging), South Bend, Indiana, January 2009 – September 2009

AmeriCorps Intern

Oak Creek Terrace, Dayton, Ohio, December 2003 – August 2011

Dietary Aide

PROFESSIONAL DEVELOPMENT

Dementia: What Now? Interventions for the Patient and Caregiver After Diagnosis 2018, Participant, Ann Arbor, MI

Cognitive Wellness Group Facilitator, 2016-Present, Department of Veterans Affairs, Cleveland, OH

- Created and initiated in-person caregiver education and support based groups that are held bi-monthly for Veterans and their caregivers

Cuyahoga County APS I-Team Collaborative Participant, 2015-Present, Cleveland, OH

Geriatric Medicine Topics Presenter 2015-Present, Department of Veterans Affairs, Cleveland, OH

- Dementia Care Coordination
- Geri-Vet

Capacity Evaluation Training Presenter 2015, 2017, Department of Veterans Affairs, Cleveland, OH

Cleveland VAMC Dementia Committee Member 2015- Present, Department of Veterans Affairs, Cleveland, OH

Field Instructor/Supervisor for Masters Level Social Work Student 2015-2016, Department of Veterans Affairs, Cleveland, OH

Ethics Committee; Area Based Ethics Team-Geriatric & Dementia Member 2015- Present, Department of Veterans Affairs, Cleveland, OH

- Attend monthly meetings
- Reviewed hospital policies
- Discussed current cases and the ethics involved
- Promoted bioethics committee participation to other social workers

Therapeutic Relationship; See Me As A Person Participant, 2015 Department of Veterans Affairs, Cleveland, OH

- Participated in multiple day training to improvement of quality, safety and patient experience

Partners in Dementia Care Study Study Coordinator 2013-2015 Department of Veterans Affairs, Cleveland, OH

- VA collaboration with community partners such as Alzheimer's Association and Benjamin Rose Institute on Aging to provide comprehensive caregiver support for those who are caring for Veterans with dementia

Lean Concepts (Yellow & Green Belt training) Participant, 2012, 2013 Department of Veterans Affairs, Danville, IL

- Participated and completed yellow belt and green belt training through systems redesign to minimize product to maximize production of workload and resources.

Five Choices to Extraordinary Productivity Participant, 2013 Department of Veterans Affairs, Danville, IL

- Participated in workshop to assist in productivity in everyday work and personal related tasks.

Aging in America, National Conference on Aging/ American Society on Aging, Presenter & Participant, 2010 Chicago, IL

- Presented findings of research: A Qualitative Study of the Impact of Health Care and Retirement/Pension Policies on Ministries of Catholic Sisters ages 55-70 in the United States and Canada
- Attended various discussions related to the aging population such as:
 - Passages in Caregiving: Presented by Gail Sheehy; The Aging Future: Secretary of Department of Health and Human Services Kathleen Sebelius; Emerging Issues in Mental Health and Aging; Engaging Family Caregivers and Older Adults in the Campaign for Better Care; Comprehensive Housing Care Project: An Integrated Approach to Aging in Place

Developing Lifespan Communities Conference, Facilitator & Participant, 2009

ASHLEY R. MORRISSEY, LISW-S

Saint Mary's College, Notre Dame, IN

- Presented information regarding Blueprint for Action for older adults
- Prepared information regarding health care, social services and public safety services specifically with universal housing designs for the aging

Divided We Fail, Participant, 2008

Saint Mary's College, Notre Dame, IN

Community Forum on the Economic Downturn, Facilitator & Participant, 2009

Saint Mary's College, Notre Dame, IN

- Participated in forum (Bringing about Change: Our Economy's Effects on Education, Family Violence, and Unemployment) to address issues on the local community in South Bend, IN

Diverse Students Leadership Conference, Participant, 2009

Saint Mary's College, Notre Dame, IN

Aging and Disability Resource Center, Participant, 2009

South Bend, IN

- Provided outreach information to all ages about the resources available for older adults in the local community

Feed the Children, Participant, 2009

Elkhart, IN

- Participated in event that provided low-income families with donated items of food, clothing, toiletries, etc

COMPUTER SKILLS

- Proficiency with Word, PowerPoint, Excel, Access, and Works
- Proficient with CPRS, VISTA and Mental Health Suite

Biography
E. Douglas Beach, Ph.D.

E. Douglas Beach, PhD, Chief Executive Officer of Western Reserve Area Agency on Aging (WRAAA), has extensive work experience and expertise at the federal, state and local levels with a proven record of outstanding leadership.

After spending much of his childhood on family farms, it was no surprise that Dr. Beach pursued a PhD in agricultural economics. However, while working in his specialty, Dr. Beach moved back to Ohio to care for his ailing father. It was this experience that led him to become more and more interested in a different national resource: seniors.

Dr. Beach began a career advocating for elders while serving as the Ohio Department of Aging's Deputy Director of Programs. After several years at the Department of Aging, Dr. Beach was asked by Congressman David L. Hobson (R-OH) to come on board as a staff economist. While working for Congressman Hobson, he drafted major legislation promoting insurance coverage of long-term care. Although his background and education were in economics, he had a strong desire to return to the aid of seniors.

In September of 1999, Dr. Beach was named the CEO of the Senior Resource Alliance, one of Florida's busiest area agencies on aging. Under his leadership, the Orlando-based organization's budget rose from \$16 to \$25 million. Soon after, the Senior Resource Alliance became Florida's first Aging and Disability Resource Center and was honored as one of the nation's top 10 Information and Referral systems.

In February of 2007, Governor Charlie Crist tapped Dr. Beach as Secretary of the Florida Department of Elder Affairs. Even during very rough economic times, the Department's budget increased with the needs of Florida's seniors. Most of the new funds were used to allow more opportunities for seniors to remain in the community as their healthcare needs increased.

In June of 2010, Dr. Beach became the Executive Director of the Volusia County Council on Aging (COA), one of the premier aging providers in the state. COA provides traditional Older Americans Act (OAA) services, but has also emphasized private pay services and in-home Medicare services.

Dr. Beach became Chief Executive Officer of WRAAA in October 2014. With his blend of skills, business acumen, and respect for the population served by WRAAA, Dr. Beach continues to provide constant leadership and guidance as we face future opportunities and challenges.





Objective Obtain the position of Development Associate.

Relevant Experience

Relationship Manager March 2013 to Present
United Way of Greater Cleveland

- Motivate companies and individuals to give, advocate and volunteer.
- Research Company and Individual interest to uncover areas of shared interest.
- Work with a dedicated team of volunteers to leverage relationships with individuals and companies.
- Use Consultative Sales techniques to move individuals and companies up the continuum of giving.
- Engage individuals and companies in meaningful relationships with our community by partnering them with impact programs and sponsorship opportunities.

Campaign Acquisition Team / Business Development June 2012 to March 2013
United Way of Greater Cleveland Cleveland, Ohio

- Discover and develop new business.
- Research leads and prospects.
- Work with volunteers to leverage their relationships with identified new business prospects to secure CEO support for workplace campaigns.
- Determine appropriate solicitation strategy based on company culture, opportunity and incentives.
- Educate volunteers, CEO's and employees about the impact of United Way in our community.

Campaign Coordinator June 2008 to March 2012
United Way of Greater Cleveland Cleveland, Ohio

- Managed a geographical segment of accounts, increasing revenue in 2010 by 1.7%.
- Manage, develop, train and coach Loaned Executives in all pertinent areas of fundraising.
- Educate volunteers, senior management and employees about the impact of United Way in our community.
- Work with volunteers to secure CEO / senior management support for campaigns and United Way.
- Determine appropriate solicitation strategy based on company culture, opportunity and incentives.
- Discover and develop new business.

Manager / Business & Operations February 2005 to July 2007
United Parcel Service Cleveland, Ohio

- Develop new business.
- Increase revenues by cultivating relationships with new and existing customers.
- Used lean operating principals to develop center team, focused on achieving and sustaining production goals.
- Manage the overall safety processes and training to reduce injuries and accidents.
- Analysis of Injury and Accident data, to identify trends, then focusing training on the identified hazards.
- Analysis of Safety Data and training in order to remain compliant with OSHA standards.

Manager / Industrial Engineering Section Leader October 2005 to September 2006
United Parcel Service Cleveland, Ohio

- Lead and manage a dedicated team in the implementation of a new innovative dispatch system designed to improve efficiency, service quality and reduce cost.
- Develop training content and schedules, meshing operations methods with safe work methods to create a safe and productive work environment.
- Train and develop operations supervisors to insure quality standards are maintained.

Education

Cleveland State University, Cleveland Ohio
Bachelor of Arts, December 1989
Major – History Minor – Interpersonal Communications

PROFESSIONAL OVERVIEW: Systems and consumer advocacy, Program development, administration and implementation; Budget development, Contract management, Staff supervision; Direct service and case management; Community resource and volunteer development; Fund development (Special events, public and private grant); CARF

EDUCATION/LICENSURE

- B.S: Vocational Rehabilitation with a specialization in Human Development and Family Life.
- University of Wisconsin-Stout., Menomonie, WI. 1976.
- Licensed Social Worker, State of Ohio, April 1988. License # S11724.
- AIRS Certified Information and Referral Specialist-Aging (CIRS-A) 2012.
- National Certificate of Achievement in Employment Services 2007

PROFESSIONAL EXPERIENCE

Director of Advocacy, Services for Independent Living (SIL), Euclid, OH. November 2013 to Present
Newly created position. Responsibilities include:

- Participation on local/state/federal committees and coalitions working to increase access and opportunities for persons with disabilities to participate meaningfully in community life
- Creating and increasing opportunities for consumers and other stakeholders to impact public policy and systems (eg: developing stakeholder coalitions, consumer advocacy groups, self-advocacy training, legislative alerts etc..)
- Developing and conducting local and statewide presentations for consumers, professionals and other stakeholders regarding issues impacting persons with disabilities cross age-lines
- Participating on SIL Leadership team
- Developing/updating specific agency policies and community programs
- Fund development

Linking Employment, Abilities & Potential, (LEAP), Cleveland, OH. November 1989 to 2013.

In each of the positions held, I was responsible for program development/implementation, outreach, direct service, grant writing and contract/special project management and a member of LEAP's Leadership Team. Additional duties include participation on local and statewide coalitions to improve access to services/supports needed for individuals with disabilities to remain in their communities.

Aging and Disability Resource Center Coordinator, 2010 to Present: New position created to develop and manage LEAP's Aging and Disability Resource Center (ADRC). Specifics included:

- Staff supervision/ADRC team leader
- Professional development and technical assistance to ADRC partner agencies on disability issues
- Options Counselor
- Managing Personal Care Attendant Program
- Serving as a Transition Coordinator for Home Choice
- Managing four contracts (service delivery, meeting objectives, documentation and reporting)

Program Director. 1993 to 2010 Responsible for the overall management of unique programs which trained persons with disabilities to work in the personal assistance field as home health aides, personal assistants, attendants, STNA's and Dining Assistants.

Instructor/Employment Developer: 1989 – 1993. Responsibilities included:

- Developing and conducting Job Seeking Skills and Retention components of the curriculum
- Employer recruitment, education and personal assistance management training
- Participation in community activities and advocacy efforts on employment, home health care and independent living issues

COMMITTEE MEMBERSHIPS

Current Examples:

- Ohio Olmstead Taskforce
- Ohio Direct Service Workforce Consortium
- Ohio Front Door Committee
- Ohio Balancing Incentive Program (BIP) Advisory Committee and Implementation Workgroup
- Ohio Single Waiver Stakeholder Committee
- MyCare Ohio Implementation Team
- Ohio Home Care Waiver Rules Review committee
- WRAAA Community Services and Supports Committee

Examples of past committee work:

- Ohio Medicaid Waiver review committee
- LEAN Ohio Kaizen Workgroup (working to streamline access to Medicaid community and facility long-term care services)
- Ohio Home Care Attendant workgroup to develop budget and subsequent rule language for new service
- Ohio Personal Assistance Services Coalition
- Aging and Disability Resource Network Leadership Team
- Member Ohio Healthcare Workforce Advisory Council
- Cuyahoga County Commissioner's Advisory Committee on Persons with Disabilities

PRESENTATIONS / PUBLICATIONS

Examples of local, regional and statewide presentations/publications include:

- Developing Personal Assistance Cooperatives
- Considerations in Consumer Directed Personal Assistance
- Disability Basics
- Preparing for an Emergency
- Home is Where the Heart Is
- Managing Your Personal Assistant.
- Personal Assistance Services- Vocational Implications for Vocational Rehabilitation Professionals
- "Taking Charge: A Hands-On Guide to Personal Assistance Services" 1998. Revisions: 2005, 2011
- "Board and Care Homes Quality Forum", Periodic columns regarding employer management skills development. 1997 to 2008. Editorial Board 2006-2008



EDUCATION

CLEVELAND STATE UNIVERSITY, Cleveland, OH
CNM, Graduate Certificate of Nonprofit Admin and Leadership, 2010

CLEVELAND LEADERSHIP CENTER, Cleveland, OH
Cleveland Bridge Builders, 2016-

NeighborWorks Center for Homeownership Education and Counseling (NCHEC)
Homeownership Counseling Management Certification, 2015

KENT STATE UNIVERSITY, Kent, OH
BS, Chemistry, 1999

TRAINING

NeighborWorks Center for Homeownership Education and Counseling (NCHEC)
Financial Capability certification, 2015
Homeownership Counseling Certification, 2013

PROFESSIONAL EXPERIENCE

Asian Services in Action, Inc., Cleveland, OH

Assistant Director of Self Sufficiency, July 2015-

- Developed implemented, and managed social services training programs included seniors and families servicing over 8000 individuals annually; 10+ staff located in two regional
- Utilized as a resource by 10+ staff for in-depth knowledge of federal as state assistance programs; committed to memory complex government regulation for public-aid program Increased clients' access to state services as a result of through assessments as intricate knowledge of eligibility requirements
- Collaborated with different social services agencies ; outcome provides increased access to services at a reduced cost to the agency
- Championed Newcomers Families Support Center before the idea concept was popularly adopted and envisioned, implemented, and managed programs that were duplicated by other counties because of their success.
- Introduced business-driven orientation and management principles to non-profit organization that contributed to a doubling in general fund reserves.
- Researched and accessed grants from lesser-known private funding sources to Federal funding , representing more than 40% of the agency's operating budget

Manager of Self-Sufficiency Services, January 2005 – June 2015

Program Coordinator, September 2003 – December 2004

- Access and navigate claim/billing database systems
- Planned and coordinate all daily activities which are included special, alternative and prevention programs
- Supervise all staffs at the program and report to program Director
- Communicate with collaborating agencies and set up all different types of services and activities for the program

Bicultural Educator, (part-time), November 2002- August 2003

- Assist Program Coordinator to operate community programs for children from grades K to 7
- Taught topics such as multiculturalism, reading, English and math.
- Provided translation for business transactions such as translating documents, providing English and Chinese translation for adults

SELECTED CONFERENCE/PANEL PRESENTATIONS

Ohio Refugee Advisory Council (ORAC) – Elder Refugee Social Services in Ohio, presenter (12/2/2014)
The White House Initiative on Asian American and Pacific Islanders Region 5 Interagency Working Group–
New Immigrants Housing Affordability Challenges – presenter (1/28/2015)
Neighborhood Leadership Institute of Summit County – Community Organizing, presenter (3/19/15)

COMPUTER COMPETENCY & OTHER SKILLS

Desktop application: PhotoShop, PageMaker, MS Office (including Access, Excel, PowerPoint, Publisher and Word, Adobe (Professional, Lightroom)

Benefit screening tools and reporting system: Ohio Benefit Bank, Benefit Checkup, Ocean system, CounselorMax, SAMS

Foreign Languages: written in Chinese and verbal in Cantonese and Mandarin