



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, DECEMBER 1, 2020
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

***Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:**
<https://www.youtube.com/CuyahogaCounty>

****Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at arjohnson@cuyahogacounty.us no later than 9:00 a.m. on Tuesday, December 1, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE NOVEMBER 17, 2020 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2020-0250: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
 - b) R2020-0259: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective:

- i. Cynthia Schulz
- ii. Steven M. Licciardi

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING**

TUESDAY, NOVEMBER 17, 2020

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 10:00 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE OCTOBER 20, 2020 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the October 20, 2020 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item No. 5.c) was taken out of order and considered before Item No. 5.b).]

- a) R2020-0224: A Resolution confirming the County Executive's appointment of various individuals to serve on the Cuyahoga Regional

HIV Health Services Planning Council for the term 10/28/2020 - 10/27/2023, and declaring the necessity that this Resolution become immediately effective:

- i. Tracy Lamar Johnson
- ii. LeAnder Lovett

Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2020-0224. Discussion ensued.

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

Mr. Tracy Lamar Johnson addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Johnson pertaining to his experience, expertise, and qualifications, which he answered accordingly.

Ms. Melissa Rodrigo, Deputy Director of Prevention and Wellness with the Board of Health, addressed the Committee regarding Resolution No. R2020-0224. Discussion ensued.

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

Mr. LeAnder Lovett addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Health Services Planning Council. Discussion ensued.

Committee members asked questions of Mr. Lovett pertaining to his experience, expertise, and qualifications, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2020-0224 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.

Ms. Brown, Mr. Miller and Mr. Jones requested to have their names added as co-sponsors to Resolution No. R2020-0224.

- b) R2020-0225: A Resolution confirming the County Executive's appointment of Bishara W. Addison to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for

the term 7/1/2020 - 6/30/2024; and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0225. Discussion ensued.

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

Ms. Bishara W. Addison addressed the Committee regarding her nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

Committee members asked questions of Ms. Addison pertaining to her experience, expertise, and qualifications, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0225 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.

Ms. Brown, Mr. Miller and Mr. Jones requested to have their names added as co-sponsors to Resolution No. R2020-0225.

- c) R2020-0246: A Resolution making an award on RQ4007 with the Cleveland Foundation in the amount not-to-exceed \$200,000.00 for the Friends of the Bail Project- Cleveland for the period 11/1/2020 – 10/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Pomerantz addressed the Committee regarding Resolution No. R2020-0246. Discussion ensued.

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

Mr. Robert Coury, Chief of Public Safety and Justice Services, addressed the Committee regarding Resolution No. R2020-0246. Discussion ensued.

Committee members asked questions of Chief Coury pertaining to the item, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2020-0246 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.

Ms. Brown, Mr. Miller and Mr. Jones requested to have their names added as co-sponsors to Resolution No. R2020-0246.

6. PRESENTATION

a) Update from the Citizens' Advisory Council on Equity

Ms. Nailah Byrd, Clerk of Courts and Mr. Eddie Taylor, Chairman of the Citizens' Advisory Council on Equity (CACE), provided the Committee with an overview and breakdown of the pillars within the Council, an update on the community common ground discussions, an overview of the CACE interim report and an update on the CACE review of the Office of Procurement & Diversity Disparity Study. Discussion ensued.

Committee members asked questions of Ms. Byrd and Mr. Taylor pertaining to the item, which they answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:32 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0250

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, 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 November 4, 2020, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Deputy Financial Auditor*

Number: 11191
Pay Grade: 13AA/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Hazardous Materials Coordinator*
Class Number: 15171
Pay Grade: 9A/Exempt
* PRC routine maintenance. Classification last revised in 2016. The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay Grade decreased from 10A to 9A due to reduced human interaction work requirement factors.

Proposed Deleted Classifications:

Exhibit C: Class Title: *Development Finance Analyst*
Class Number: 21031
Pay Grade: 9A/Exempt
* This classification has been vacant since 2018. The department indicated that most of the duties performed by this position are no longer administratively necessary and the remaining are being performed by another higher-level classification (Economic & Community Development Program Specialist) that includes similar duties.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 24, 2020

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

Journal _____
_____, 20__

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal	Exhibit A	

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 35% +/- 10%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.
- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.
- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

Additional Requirements

- No special license or certificate is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including Enterprise Resource Planning Software (Lawson, INFOR); Email Software (MS Outlook); Spreadsheet Software (MS Excel); Word Processing Software (MS Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hazardous Materials (HazMat) Coordinator	Class Number:	15171
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services	Exhibit B	

Classification Function

The purpose of this classification is to create and maintain emergency response plans and serve as the Hazardous Materials (HazMat) Coordinator for the County.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and is expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 30% +/- 10%
- Provides administrative and operational support to the Local Emergency Planning Committee (LEPC); maintains and updates the LEPC website; compiles documentation (resolutions, agendas, minutes, etc.) and packets for LEPC meetings; completes annual LEPC reports including the fiscal report, compliance report, and risk assessment report; attends meetings and conferences as an LEPC representative.

- 05% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency manning the UAV; conducts damage assessment field evaluations in person or using the UAV; maintains record and inventory of hazardous materials across the County; conducts hazard analysis profiles of chemical facilities; provides information and assistance to various organizations to help them prepare for emergencies and disasters.

- 20% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; coordinates with Ohio EMA to schedule training courses and required exercises; plans and coordinates appropriate trainings and exercises for hazmat emergency response; collaborates with other LEPC representatives to develop and conduct an annual hazmat exercise.

Hazardous Materials (HazMat) Coordinator

10% +/- 5%

- Assists with operations of County Emergency Operations Center (EOC) when activations occur; provides Geographic Information Systems (GIS) support by creating and updating GIS maps, etc.; provides HazMat subject matter expertise; maintains EOC in a state of readiness; performs damage assessments; enters incident management data into automated systems.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documentation; responds to emails and phone calls; attends trainings, conferences, and meetings to stay abreast of best practices and technology in the field; responds to information and public records requests; completes and submits grant applications; manages and monitors grant programs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or related field with two (2) years of hazardous materials experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- Must complete the following Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

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 multi-function printer.
- Ability to stand and walk for a prolonged period of time.

Technology Requirements

- Ability to utilize a variety of software and databases including Microsoft Suite applications, geographic information system software, emergency planning software, etc.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Hazardous Materials (HazMat) Coordinator

- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, Federal Emergency Management Agency (FEMA), Department of Homeland Security(DHS), State Emergency Response Commission (SERC), and LEPC guidance documents, spill reports, Tier II Chemical Inventory reports, public records requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides, Emergency Planning and Community Right-to-Know Act (EPCRA) laws, Superfund Amendments and Reauthorization Act (SARA) Title III.
- Ability to prepare spill reports, Tier II chemical inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, LEPC Fiscal Report, LEPC Compliance Report, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning and hazardous materials terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, members of partner agencies, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, hazardous material storage locations, and various other locations across the County.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness or humidity, traffic hazards, and toxic and poisonous agents.

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:	Development Finance Analyst	Class Number:	21031
		Pay Grade:	9

Departments:	Development, only
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Exhibit C

Classification Function

The purpose of this classification is to serve as contract compliance officer for construction projects.

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.

- Serves as contract compliance officer for construction projects (e.g.- requests federal wage decisions; assists architects and engineers conduct pre-bid conferences; provides architects and engineers with federal and state equal employment opportunity requirements and other documents for bid specifications; conducts pre-construction conferences; conducts site visits at various phases of construction; conducts Davis-Bacon employee interviews for prevailing wage compliance).
- Administers and manages Storefront Renovation Program (e.g.- explains program to potential borrower; provides technical assistance to complete loan package; reviews and summarizes loan packages; analyzes collateral for storefront loan application; requests title search and credit check; submits storefront loan applications for loan approvals; requests loan closing documents; reviews documentation for approval of disbursements to contractors and completes fiscal paperwork).
- Maintains contact with clients and represents the County at various meetings and conferences (e.g.- conducts presentations to local businesses and other private agencies; maintains contact with local, state and corporate executives regarding needs, resources and requirements; facilitates business relationships between clients and contractors; attends conferences, staff meetings and task groups).
- Administers and manages Urban County Community Development Block Grant (CDBG) Municipal Grant Program (e.g.- prepares contracts; provides technical assistance; plans and presents annual municipal grant program seminar and manual; prepares and audits CDBG program reimbursements for payment).
- Performs related administrative duties (e.g.- coordinates planning activities with other offices and federal, state and local agencies; promotes business development and makes presentations on related topics; assists in writing legislation pertaining to economic and community development; advises supervisor on needs, resources and development trends).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with one year of economic development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including wage decisions, promissory notes and loans, eligibility requirements, requests for reimbursement, credit reports, requests for proposal (RFP's), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare loan approval forms, amortization schedules, quarterly and annual performance reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, contractors, clients, elected and public officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: November 13, 2020

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 November 4, 2020, 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
Deputy Financial Auditor	11191	13A/Exempt	Fiscal

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMEND ED PAY GRADE & FLSA	DEPARTMENT
Hazardous Materials Coordinator 15171	10A/Exempt	9A/Non-Exempt	PSJS

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Development Finance Analyst	21031	9A/Exempt	Development

cc: Deborah Southerington, Commissioner
 Thomas Colaluca, Commissioner
 Rebecca Kopcienski, PRC Director
 Armond Budish, County Executive
 Jesse Drucker, HR Director

Joseph Nanni, Council Chief of Staff
 Kelli Neale, Program Officer 4
 Andria Richardson, Clerk of Council
 Sheba Marshall, HR Director – Total Rewards
 Deborah Johnson, HR Director - Talent Management

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11191	Deputy Financial Auditor	Fiscal	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Fiscal Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal
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Fiscal Impact:	PG 13A \$60,528.00 - \$84,718.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	David Mizuta, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Leigh Tucker, Assistant Fiscal Officer	8/24/2020	Email	Request to fill out blank sections of CPQ
	8/27/2020	Email	Review Draft
	9/1/2020	Email	Questions about CPQ
Jim Battigaglia, Archer Consultant	9/8/2020	Email	Pay Grade Evaluation
	9/17/2020	Email	Reminder
	9/21/2020	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Financial Auditor	Class Number:	11191
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal		

Classification Function

The purpose of this classification is to compile, prepare, coordinate, and review the work to generate the Comprehensive Annual Financial Report (CAFR) for Cuyahoga County. This position also conducts the management review of bank reconciliations for the County, and ensures all financial reporting is in compliance with local, state, and federal regulations.

Distinguishing Characteristics

This is a professional supervisory level position that ensures financial reporting in the Fiscal depart is accurate and in compliance with state and federal regulations. This position reports to the Assistant Fiscal Officer and is expected to exercise discretion in applying policies and procedures to resolves financial reporting issues and to ensure assigned projects and activities are completed in an efficient and timely manner. This position is expected to remain up to date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 35% +/- 10%
- Compiles, prepares, and reviews annual financial reports and audits; prepares assigned CAFR work papers, adjustments, and note disclosures; review and sign Generally Applied Accounting Principles (GAAP) workpapers; ensures reports and transactions are in compliance with the Ohio Revised Code (ORC); ensures all business processes are identified and documented; coordinates communication and work between the County and State Auditor's office; reviews and directs audit findings, citations, and recommendations; assists with modification of policies and procedures in the financial department.
- 30% +/- 10%
- Conducts the Management Review and approval of bank reconciliations process; ensures data matches between the bank's accounting books and the Fiscal department's accounting spreadsheets; ensures transactions are properly classified; resolves any discrepancies in the data.
- 30% +/- 10%
- Supervises and directs the work of Fiscal Specialist 3s, Accountant 3s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Deputy Financial Auditor

5% +/- 2%

- Remains up to date on local, state, and federal regulations; consults with other parties and agencies regarding accounting policies and procedures; develops new policies and procedures to ensure the County is operating efficiently and in compliance with regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, finance, business administration, or a related field of study with five (5) years fiscal, accounting, or budget administration experience including two (2) years of supervisory experience; or any equivalent combination of training, education, and experience.
- Must possess and maintain a Certified Public Accountant (CPA) designation with the State of Ohio.

Additional Requirements

- No special license or certificate is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including Enterprise Resource Planning Software (Lawson, INFOR); Email Software (MS Outlook); Spreadsheet Software (MS Excel); Word Processing Software (MS Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including bank statements, reconciliation documents, audit reports, CAFR workpapers, and cash-basis and GAAP basis financial spreadsheets.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Charter, Ohio Revised Code (ORC), Governmental Accounting Standard pronouncements and implementation guides, and Generally Applied Accounting Principles (GAAP).
- Ability to prepare CAFR workpapers, financial project plans, audit reports, policy and procedure guides, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with the State auditor's office, internal auditors, consultants, County employees, County Controller, County Fiscal Officer, council members, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15171	Hazardous Materials Coordinator	Public Safety and Justice Services	Exempt	10A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
15171	Hazardous Materials Coordinator	Public Safety and Justice Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay Grade decreased from 10A to 9A due to reduced human interaction work requirement factors.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 10A - \$51,500.80 – \$72,072.00 PG 9A - \$48,464.00 – \$67,808.00 Incumbent: \$57,512.00 (Falls within range of new PG)
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
John O'Donnell, HazMat Coordinator	5/1/2020	Email	Request for more info regarding job duties
	6/5/2020	Email	Reminder
Bryan Kloss, Supervisor, Emergency Management	6/24/2020	Email	Review of Final Draft
Mark Christie, Manager, Emergency Management	6/24/2020	Email	Review of Final Draft – Copied on Communications
Jim Battigaglia – Archer Consultant	8/12/2020	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hazardous Materials (HazMat) Coordinator	Class Number:	15171
FLSA:	Exempt	Pay Grade:	10A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to create and maintain emergency response plans and serve as the Hazardous Materials (HazMat) Coordinator for the County.

Distinguishing Characteristics

This is a journey level classification that receives direction from management in the form of broad objectives and receive instruction or assistance as new or unusual situations arise and is expected to become/remains up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

- 30% +/- 10%
- Provides administrative and operational support to the Local Emergency Planning Committee (LEPC); maintains and updates the LEPC website; compiles documentation (resolutions, agendas, minutes, etc.) and packets for LEPC meetings; completes annual LEPC reports including the fiscal report, compliance report, and risk assessment report; attends meetings and conferences as an LEPC representative.

- 05% +/- 10%
- Creates and maintains emergency response plans and serves as the Hazardous Materials Coordinator for the County; submits plans to the state for review; maintains Extremely Hazardous Substance reporting system; receives notifications when hazardous substance releases occur; trains with the County Unmanned Aerial Vehicle (UAV) team to develop and maintain proficiency manning the UAV; conducts damage assessment field evaluations in person or using the UAV; maintains record and inventory of hazardous materials across the County; conducts hazard analysis profiles of chemical facilities; provides information and assistance to various organizations to help them prepare for emergencies and disasters.

- 20% +/- 10%
- Develops, maintains, and executes training and exercise programs; identifies countywide training and exercise requirements; coordinates with Ohio EMA to schedule training courses and required exercises; plans and coordinates appropriate trainings and exercises for hazmat emergency response; collaborates with other LEPC representatives to develop and conduct an annual hazmat exercise.

Hazardous Materials (HazMat) Coordinator

10% +/- 5%

- Assists with operations of County Emergency Operations Center (EOC) when activations occur; provides Geographic Information Systems (GIS) support by creating and updating GIS maps, etc.; provides HazMat subject matter expertise; maintains EOC in a state of readiness; performs damage assessments; enters incident management data into automated systems.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documentation; responds to emails and phone calls; attends trainings, conferences, and meetings to stay abreast of best practices and technology in the field; responds to information and public records requests; completes and submits grant applications; manages and monitors grant programs.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in emergency management, public administration, or related field with two (2) years of hazardous materials experience; or any equivalent combination of training and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements for all levels

- Must complete the following Federal Emergency Management Agency (FEMA) Incident Command System (ICS) courses upon within one year of hire: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800.

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 multi-function printer.
- Ability to stand and walk for a prolonged period of time.

Technology Requirements

- Ability to utilize a variety of software and databases including Microsoft Suite applications, geographic information system software, emergency planning software, etc.

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

Hazardous Materials (HazMat) Coordinator

- Ability to comprehend a variety of informational documents including facility forms, basic planning documents, Federal Emergency Management Agency (FEMA), Department of Homeland Security(DHS), State Emergency Response Commission (SERC), and LEPC guidance documents, spill reports, Tier II Chemical Inventory reports, public records requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Emergency Planning Guide/Handbook, ORC 3750, LEPC Planning Guide, SERC Guidance, FEMA/DHS Guides, Emergency Planning and Community Right-to-Know Act (EPCRA) laws, Superfund Amendments and Reauthorization Act (SARA) Title III.
- Ability to prepare spill reports, Tier II chemical inventory reports, public information requests, resolution drafts, correspondence, financial reports, Basic Planning Guides, facility assistance documents, mapping documents, risk and emergency planning documents, LEPC Fiscal Report, LEPC Compliance Report, grant applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel, advise, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret risk management planning and hazardous materials terminology and language.
- Ability to communicate with managers, co-workers, SERC/LEPC members, stakeholders, members of partner agencies, chemical facility operators, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, hazardous material storage locations, and various other locations across the County.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness or humidity, traffic hazards, and toxic and poisonous agents.

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
21031	Development Finance Analyst	Department of Development	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This classification has been vacant since 2018. The department indicated that most of the duties performed by this position are no longer administratively necessary and the remaining are being performed by another higher-level classification (Economic & Community Development Program Specialist) that includes similar duties.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Department of Development
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blondé, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Yolanda Guzman, HR Manager
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Management Contact(s):	Paul Herdeg, Deputy Chief Economic Development
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Finance Analyst	Class Number:	21031
		Pay Grade:	9

Departments:	Development, only
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Classification Function

The purpose of this classification is to serve as contract compliance officer for construction projects.

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.

- Serves as contract compliance officer for construction projects (e.g.- requests federal wage decisions; assists architects and engineers conduct pre-bid conferences; provides architects and engineers with federal and state equal employment opportunity requirements and other documents for bid specifications; conducts pre-construction conferences; conducts site visits at various phases of construction; conducts Davis-Bacon employee interviews for prevailing wage compliance).
- Administers and manages Storefront Renovation Program (e.g.- explains program to potential borrower; provides technical assistance to complete loan package; reviews and summarizes loan packages; analyzes collateral for storefront loan application; requests title search and credit check; submits storefront loan applications for loan approvals; requests loan closing documents; reviews documentation for approval of disbursements to contractors and completes fiscal paperwork).
- Maintains contact with clients and represents the County at various meetings and conferences (e.g.- conducts presentations to local businesses and other private agencies; maintains contact with local, state and corporate executives regarding needs, resources and requirements; facilitates business relationships between clients and contractors; attends conferences, staff meetings and task groups).
- Administers and manages Urban County Community Development Block Grant (CDBG) Municipal Grant Program (e.g.- prepares contracts; provides technical assistance; plans and presents annual municipal grant program seminar and manual; prepares and audits CDBG program reimbursements for payment).
- Performs related administrative duties (e.g.- coordinates planning activities with other offices and federal, state and local agencies; promotes business development and makes presentations on related topics; assists in writing legislation pertaining to economic and community development; advises supervisor on needs, resources and development trends).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration or related field with one year of economic development experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including wage decisions, promissory notes and loans, eligibility requirements, requests for reimbursement, credit reports, requests for proposal (RFP's), correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy manuals, newspapers, law books, the Ohio Revised Code and Federal Register.
- Ability to prepare loan approval forms, amortization schedules, quarterly and annual performance reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, contractors, clients, elected and public officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Posted on 10/29/2020

<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>					
Deputy Financial Auditor	11191	N/A	13A/Exempt	Fiscal	This is a new classification requested by the Fiscal Dept. based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Hazardous Materials Coordinator	15171	10A/Exempt	9A/Exempt	PSJS	PRC routine maintenance. Classification last revised in 2016. The essential job functions, language, physical requirements, environmental exposure, and formatting were updated. No change to FLSA status. Pay Grade decreased from 10A to 9A due to reduced human interaction work requirement factors.
<u>DELETED</u>					
Development Finance Analyst	21031	9A/Exempt	N/A	Development	This classification has been vacant since 2018. The department indicated that most of the duties performed by this position are no longer administratively necessary and the remaining are being performed by another higher-level classification (Economic & Community Development Program Specialist) that includes similar duties.

County Council of Cuyahoga County, Ohio

Resolution No. R2020-0259

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and

WHEREAS, members appointed to fill a vacancy in the Cuyahoga County board of Developmental Disabilities shall service a term of four years; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025:

- a. Cynthia Schulz
- b. Steven M. Licciardi

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to serve on the Cuyahoga County Board of Developmental Disabilities for the term 2/1/2021 – 1/31/2025:

- a. Cynthia Schulz
- b. Steven M. Licciardi

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: November 24, 2020

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

Journal _____
_____, 20



November 13, 2020

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

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Brady,

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominees for reappointment to the Cuyahoga County Board of Developmental Disabilities:

- **Cynthia Schulz**, 4-year term, 2/1/2021 – 1/31/2025
- **Steven M. Licciardi**, 4-year term, 2/1/2021 – 1/31/2025

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with mental retardation and other disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

Both nominees have vast experience in issues involving disabilities and serve in numerous volunteer roles assisting disabled individuals and involved families.

Resumes for both nominees have been attached 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 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
County Executive

Cynthia Vrsansky Schulz

Cynthia Vrsansky Schulz is recently and happily retired, working on projects that ignite her passion for writing, community leadership, and special needs advocacy.

An accomplished writer and communicator, Cindy spent more than 40 years in a fulfilling career working with CEOs of public and private companies, professional service firms, and nonprofit organizations.

Her broad skills range from advising leaders, writing speeches and annual reports, and leading high-stakes communication during mergers, acquisitions, downsizings, and crises.

She spent eight years as director of public affairs and strategy for the Cleveland Foundation, and 15 years at investor and public relations firm Dix & Eaton, rising to senior managing director and the first woman to serve on its leadership committee. Her early career flourished at Diamond Shamrock Corp. as the key public relations executive for Cleveland-based operations.

Most recently, she enjoyed an encore career as senior advisor at the Calfee law firm, working with the managing partner on special projects.

Active in the community, Cindy has served on numerous nonprofit boards. She currently chairs the board of Southwest General Health Center and sits on the Cuyahoga County Board of Developmental Disabilities. She is a past president of the Union Club of Cleveland, founding chair of In Counsel With Women, and founder of Adapted Sports for Kids.

Among her honors, she is a YWCA Woman of Achievement, recipient of the Public Relations Society of America Lighthouse Award for lifetime achievement, and a Kent State University Journalism School Distinguished Alumna.

She writes a blog at BaloneyMacaroni.com, featuring a collection of stories on living a wonderful life with special needs by not taking no for an answer!

STEVEN MICHAEL LICCIARDI

EXPERIENCE

January 1999 to Present

Morgan Stanley / Cleveland, OH

Vice President / Portfolio Management Director / Financial Advisor

- Design and monitor investment portfolios utilizing the principles of Asset Allocation and Modern Portfolio Theory.
- Rebalance client portfolios in response to economic, market and lifestyle changes.
- Assist clients with long-term financial Planning, Estate Planning and the development of Investment Policy Statements.
- Utilize Morningstar software to generate analysis for a client's mutual fund holdings.
- Assist clients with credit management tools tailored to meet sophisticated financial objectives.
- Assist businesses with Cash Management, Business Valuation, Commercial Real Estate Financing, Cashless Option Exercise Programs, Brokerage Services, Commercial Lending Services, Business Advisory Services, Insurance Services, Retirement Planning Services and Employee Stock Ownership Programs.
- Liaison with Morgan Stanley *Investment Banking* Department for the procurement of venture capital and/or potential Initial Public Offering.
- Study current Hedging Strategies; *including Zero-Premium Collars, Block Trading, Private Placements, Covered Call Writing, Put Purchases, Variable Pre-Paid Forwards and Exchange Funds.*
- Liaison with Morgan Stanley *Risk Management* to research and introduce Hedging Strategies to assist clients holding heavily concentrated equity positions.
- Act as Mentor to *Financial Advisor Associates.*
- Successfully introduced privately held, Cleveland Corporation to representatives of Morgan Stanley's *Princes Gate* for venture capital placement.
- Achieved *Pacesetter* status, being ranked in the top 200 of Financial Advisors nationally and in top 50 Financial Advisors regionally.
- Developed and managed largest brokerage relationship in the Cleveland office in 2004.
- Ranked #1 in Branch *New Assets Acquisition* in 2004.
- Obtained designation of *Portfolio Manager* through Morgan Stanley's *Custom Portfolio* program.
- Revamped and aggressively promoted Branch's marketing system for Morgan Stanley's proprietary fee-based trading program and Morgan Stanley's proprietary portfolio management program.
- Appointed *Branch Coordinator* for Morgan Stanley's proprietary fee-based trading program and Morgan Stanley's proprietary portfolio management program.
- Developed over 90 proprietary marketing modules, letters, and presentations (prior to firm wide versions being made available by national marketing department.)
- Maintained first quartile status on a national level in Morgan Stanley's *Graduate Performance Assessment* program first two years in the business.
- Achieved *National Sales Director* status first two years in the business.
- Developed and managed second largest fee-based relationship in the Cleveland office in 2000.
- Doubled new assets goal in first year.
- Received *Excellence in Financial Planning* award.
- Obtained Rule 144 Specialist designation.
- Successfully completed Morgan Stanley's Financial Advisor training program.

December 1993 to September 1994

Corestates Bank, NA / New Brunswick, NJ

Conversion Specialist

- Led three bank conversions, reporting directly to Regional Manager.
- Managed Customer Retention Programs.
- Assisted clients with inquiries and promoted bank products and services.
- Restructured retail banking branches for Signature Look.
- Streamlined and unified retail banking policies and procedures.
- Assisted and directed management and staff in all aspects of consumer banking.
- Trained staff in core values and quality customer service.
- Assisted in branch closings and transfer of accounts.
- Chosen to tour newly developed region for extended conversion coverage.

December 1991 to July 1993

Corestates Bank, NA / Short Hills, NJ

Personal Banker

- Provided personal banking services to high net-worth individuals.
- Opened and maintained new accounts (consistently #1 in new account acquisitions.)
- Customized Retail Banking Packages.
- Solicited interest in relationship banking products.
- Opened discount brokerage accounts and called in sales and purchases of stocks and bonds.
- Advanced and paid credit lines.
- Reconciled client account statements.
- Converted, purchased, and sold foreign currencies and foreign checks.
- Prepared international and domestic drafts and wires.
- Redeemed registered and bearer bonds.
- Directed monthly compliance meetings.
- Conducted innovative Sales and Fraud Prevention seminars.
- Acted as liaison with Private Banking, Trust, Cash Management, Small Business Banking and Capital Markets.
- Developed high level of proficiency in on-line computer systems, including general ledger, overdraft, customer information and account information data bases, Currency Transaction Reporting, Total Office Support System, Financial Information System, Credit Authorization System, and Case Tracking and Investigations.

EDUCATION

June 1998

Baldwin-Wallace University/Berea, OH

- Bachelor of Arts, Business Administration with an emphasis in Finance.
- Minor in French.
- Dean's List.
- Vice President – Financial Management Association.

COMMUNITY INVOLVEMENT

- Ohio Association of County Boards of Developmental Disabilities; Board President.
- Cuyahoga County Board of Developmental Disabilities; Board Member, Activities Volunteer and previous Parent Delegate to the Board.
- Morgan Stanley Northeast Ohio Diversity Council; Chair.
- Plexus Educational Foundation; Treasurer.
- University Hospitals Health System *Diamond Advisory Group*; Member.
- Profiled in WVIZ's *Make a Difference* documentary.
- Recipient; West Haven Foundation Board Leadership Award (2009).
- Recipient; Ohio Provider Resource Association's Outstanding Volunteer Award (2009).
- Nominee; Center for Community Solutions Most Treasured Volunteer Award (2008).
- S.A.W. Inc Board of Trustees; Past Treasurer.
- Wesco Housing Corporation Board of Trustees; Past Board Member.

- Bundts Road Housing Corporation Board of Trustees; Past Board Member.
- Welcome House Inc. Board of Trustees; Past Member Governance Committee.
- West Haven Foundation Board of Trustees; Past Member Investment Policy Committee.
- Rocky River Adult Activities Center Parent Teacher Community United Board; Past Treasurer.