



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 26, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) October 7, 2021 Committee of the Whole Meeting [See Page 14]
 - b) October 12, 2021 Committee of the Whole Meeting [See Page 17]
 - c) October 14, 2021 Committee of the Whole Meeting [See Page 20]
 - d) October 18, 2021 Committee of the Whole Meeting [See Page 24]
 - e) October 19, 2021 Committee of the Whole Meeting [See Page 27]
 - f) October 21, 2021 Committee of the Whole Meeting [See Page 30]
 - g) October 12, 2021 Regular Meeting [See Page 33]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2021-0239: 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 49]

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

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2021-0240: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2021-0192 dated 8/23/2021; and declaring the necessity that this Resolution become immediately effective. [See Page 138]

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

- 2) R2021-0241: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Communication Workers of America, Local 4340, Clerk of Courts Bargaining Unit, representing approximately 66 employees in the Clerk, Legal Account Clerk (1/2/3), and Legal Clerk 3 classifications in the Clerk of Courts for the period 1/1/2021 - 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 156]

Sponsor: County Executive Budish/Department of Law/Clerk of Courts

c) **CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2021-0242: A Resolution confirming the County Executive's appointment of the Honorable Mayor Annette Blackwell to serve on the Cuyahoga County Citizens' Advisory Council on Equity for an unexpired term ending 7/14/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 159]

Sponsor: County Executive Budish

- 2) R2021-0243: A Resolution declaring that public convenience and welfare requires the replacement of West 130th Street Bridge No. 02.26 over the East Branch of the Rocky River in the Cities of North Royalton and Strongsville; total estimated project cost \$3,750,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective. [See Page 167]

Sponsor: County Executive Budish/Department of Public Works

- 3) R2021-0244: A Resolution authorizing an amendment to Contract No. 610 with C&S Engineers, Inc. for general engineering services for the Cuyahoga County Airport for the period 2/10/2020 – 2/13/2025 for additional funds in the amount not-to-exceed \$1,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 172]

Sponsor: County Executive Budish/Department of Public Works

- 4) R2021-0245: A Resolution authorizing an award on RQ6464 to M-B Companies in the amount not-to-exceed \$545,550.00 for the purchase of snow removal equipment for the County Airport; authorizing the County Executive to execute Purchase Order No. 21003532 and all other documents consistent this award; and declaring the necessity that this Resolution become immediately effective. [See Page 190]

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

- 5) R2021-0246: A Resolution authorizing Contract No. 1904 with Fund for Our Economic Future of Northeast Ohio, as fiscal agent, in the amount not-to-exceed \$1,450,000.00 to support workforce innovation and coordination in healthcare, manufacturing, information technology and hospitality sectors in connection with the Workforce Connect Development Program for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 215]

Sponsor: County Executive Budish/Department of Development

- 6) R2021-0247: A Resolution authorizing an amendment to Contract No. 1631 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period 7/1/2016 – 6/30/2021 to extend the time period to 6/30/2022, and for additional funds in the amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 227]

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

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2021-0218: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 236]

Sponsor: County Executive Budish/Fiscal Officer/Office of

Budget and Management

Committee Assignment and Chair: Committee of the Whole – Jones

- 2) R2021-0219: A Resolution authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds, making any required reserve deposits and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective. [See Page 240]

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

Committee Assignment and Chair: Committee of the Whole – Jones

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

- 1) R2021-0231: A Resolution confirming the County Executive's appointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for an unexpired term ending 12/31/2021; and declaring the necessity that this Resolution become immediately effective. [See Page 266]

Sponsor: County Executive Budish

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

- 2) R2021-0232: A Resolution confirming the County Executive's reappointment of Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 268]

Sponsor: County Executive Budish

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

- 3) R2021-0233: A Resolution authorizing the appropriation of real property for replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective. [See Page 270]

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

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

- 4) R2021-0234: A Resolution authorizing an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 - 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 274]

Sponsor: County Executive Budish/Department of Information Technology

Committee Assignment and Chair Committee of the Whole – Jones

- 5) R2021-0235: A Resolution making awards on RQ4810 to various providers in the total amount not-to-exceed \$1,720,659.34 for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 276]
- a) Contract No. 1813 with Raven House in the amount not-to-exceed \$654,641.67
 - b) Contract No. 1814 with Life’s Right Direction, Inc. in the amount not-to-exceed \$735,829.11
 - c) Contract No. 1815 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$330,188.56

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

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

- 6) R2021-0236: A Resolution making an award on RQ6987 to Schwarz Uniform Corporation in the amount not-to-exceed \$875,000.00 for furnishing uniforms for Cuyahoga County Correction Officers for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1828 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 279]

Sponsor: County Executive Budish/Sheriff’s Department

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

- 7) R2021-0237: A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2021 to remove Eldercare Services Institute, LLC, effective 11/9/2021 and for additional funds in the total amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendment

and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 281]

- a) Agreement No. 13 with City of Bedford Heights for Transportation services in the amount not-to-exceed \$12,000.00.
- b) Agreement No. 127 with City of Olmsted Falls for Adult Development services in the amount not-to-exceed \$10,000.00.
- c) Agreement No. 1142 formerly No. 23 with City of Strongsville for Adult Development and Transportation services in the amount not-to-exceed \$7,000.00.
- d) Contract No. 130 with Community Partnership on Aging for Adult Development and Transportation services; no additional funds required.
- e) Agreement No. 116 with City of Euclid for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00.
- f) Agreement No. 115 with City of Lakewood for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$24,748.11.
- g) Agreement No. 145 with City of Maple Heights for Home Delivered Meals and Transportation services in the amount not-to-exceed \$25,000.00.
- h) Agreement No. 125 with City of Parma Heights for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$29,000.00.
- i) Contract No. 126 with Eliza Bryant Village for Adult Day, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00.

- j) Contract No. 993 formerly No. 32 with The Phillis Wheatley Association of Cleveland, Ohio for Home Delivered Meals in the amount not-to-exceed \$38,000.00.
- k) Agreement No. 34 with City of Berea for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$43,000.00.
- l) Agreement No. 36 with City of Solon for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$23,000.00.
- m) Contract No. 31 with Catholic Charities Corporation on behalf of the Fatima Family Center for Adult Development and Home Delivered Meals in the amount not-to-exceed \$23,000.00.
- n) Contract No. 40 with Catholic Charities Corporation on behalf of the Hispanic Senior Center for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$12,000.00.
- o) Contract No. 79 with Catholic Charities Corporation on behalf of the St. Martin de Porres Family Center for Adult Development, Home Delivered Meals and Transportation services; no additional funds required.
- p) Contract No. 20 with Catholic Charities Corporation on behalf of the St. Philip-Neri Family Center for Adult Development and Home Delivered Meals; no additional funds required.
- q) Contract No. 995 formerly No. 46 with The East End Neighborhood House Association for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$42,000.00.
- r) Contract No. 55 with The Harvard Community Services Center for Adult Development, Home

Delivered Meals and Transportation services in the amount not-to-exceed \$49,000.00.

- s) Contract No. 27 with The Mandel Jewish Community Center of Cleveland for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$16,000.00.
- t) Contract No. 57 with Murtis Taylor Human Services System for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$51,451.89.
- u) Contract No. 1284 formerly No. 65 with Rose Centers for Aging Well, LLC for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$52,000.00.
- v) Contract No. 138 with The Salvation Army for Adult Development, Home Delivered Meals and Transportation services; no additional funds required.
- w) Contract No. 56 with Senior Citizen Resources, Inc. for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$67,000.00.
- x) Contract No. 49 with University Settlement, Incorporated for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$55,800.00.
- y) Contract No. 58 with West Side Community House for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$10,000.00.

and to remove (1) provider, effective 11/9/2021

- z) Contract No. 30 with Eldercare Services Institute, LLC for Adult Day and Transportation services.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services and Councilmember Brown

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

f) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2021-0220: A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$3,359,000.00 to State of Ohio, Ohio Public Works Commission to finance a portion of various Pleasant Valley Road Bridge Projects in various municipalities; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 288]
 - a) Rehabilitation of Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
 - b) Rehabilitation of Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
 - c) Replacement of Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View.

Sponsor: County Executive Budish/Department of Public Works/Division of Finance and Planning

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

- 2) R2021-0222: A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Manufacturing Advocacy and Growth Network for the redevelopment of a vacant building, located at 1800 East 63rd Street, City of Cleveland, for the relocation of MAGNET Manufacturing, Technology and Job Center Headquarters; authorizing the

County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 291]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 3) R2021-0223: A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to LG Blanket Mill, LLC for the redevelopment of a vacant building, located at 3160 West 33rd Street, City of Cleveland, for a mixed-use structure for the Northern Ohio Blanket Mills Project; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 294]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- 4) R2021-0225: A Resolution authorizing an amendment to Agreement No. 204 with The MetroHealth System for comprehensive medical services for families involved with Division of Children and Family Services for the period 1/1/2020 – 12/31/2021, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,551,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 297]

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

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

g) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- 1) O2021-0013: An Ordinance amending Chapter 503 of the Cuyahoga County Code: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 11/15/2021 and adopt Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) Program Policies and Procedures, effective 11/15/2021; and declaring the necessity that this Ordinance become immediately effective. [See Page 300]

Sponsor: County Executive Budish/Department of Equity and Inclusion

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

**TUESDAY, November 9, 2021
5:00 PM / COUNCIL CHAMBERS**

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

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



MINUTES

**CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING
THURSDAY, OCTOBER 7, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 10:03 a.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers Baker, Miller, Sweeney, Tuma, Gallagher, Conwell and Jones were in attendance and a quorum was determined. Councilmembers Brown and Stephens joined the meeting after the roll-call was taken. Councilmember Schron was absent from the meeting.

3. PUBLIC COMMENT

The following individuals addressed Council regarding Resolution No. R2021-0218 amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies and Resolution No. R2021-0219 authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field:

- a) Ms. Marcelle Nance**
- b) Mr. Jeff Scott**

- c) Mr. Kevin Johnson
- d) Mr. Baiju Shah
- e) Ms. Ivy Arndt
- f) Mr. Tom Yablonski
- g) Ms. Hannah Belsito
- h) Mr. Tim Meyer
- i) Ms. Laurie Torres

Representatives for the following organizations did not address Council, but submitted written testimony via email for the record:

- a) The Boys and Girls Clubs of Northeast Ohio
- b) Executive Committee of Destination Cleveland Board of Directors

4. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item Nos. 4.a) and b) were read into the record simultaneously.]

- a) R2021-0218: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
- b) R2021-0219: A Resolution authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds, making any required reserve deposits and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Mr. Armond Budish, County Executive; Mr. Kenneth Silliman, Chairman of the Gateway Economic Development Corporation of Greater Cleveland; Mr. Michael Chambers, Fiscal Officer; Mr. Robert Franz, Director with Stifel Nicolaus & Company, Inc.; Ms. Christy Corfias, Director of Strategy, Analytics & Special Projects with the Cleveland Indians/Guardians; Ms. Penny Forster, Director of Community Impact with the Cleveland Indians; Mr. Raphael Collins, Assistant Director of Community Impact & Diversity Initiatives with the Cleveland Indians/Guardians; and Mr. Neil Weiss, Senior Vice President of Technology & Chief Information Officer with the Cleveland Indians/Guardians, addressed Council regarding Resolution Nos. R2021-0218 and R2021-0219. Discussion ensued.

Councilmembers asked questions of Mr. Budish, Mr. Silliman, Mr. Chambers, Mr. Franz, Ms. Corfias, Ms. Forster, Mr. Collins and Mr. Weiss pertaining to the item, which they answered accordingly.

No further legislative action was taken on Resolution Nos. R2021-0218 and R2021-0219.

5. MISCELLANEOUS BUSINESS

Mr. Miller announced that the Finance & Budgeting Committee meeting will be held at 1:15 p.m.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 12:55 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 12, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
2:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:05 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers Baker, Miller, Sweeney, Tuma, Gallagher, Conwell, Brown and Jones were in attendance and a quorum was determined. Councilmember Stephens joined the meeting after the roll-call was taken to move to executive session. Councilmember Simon joined the meeting after executive session. Councilmember Schron was absent from the meeting.

3. PUBLIC COMMENT

[Clerk's Note: Council President Jones announced that Public Comment will be given after Executive Session adjourns.]

The following individuals addressed Council regarding Resolution No. R2021-0218 amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies and Resolution No. R2021-0219 authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field:

- a) Mr. Todd Byrns
- b) Mr. William Tarter, Jr.
- c) Mr. Michael Finley

d) The Honorable Mayor Benjamin Holbert, Village of Woodmere

The following individual did not address Council, but submitted written testimony via email for the record:

a) Hikia Dixon, Coco's Chalky Paints

4. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item Nos. 4.a) and b) were taken out of order and read into the record simultaneously after Items Nos. 5.a) and b).]

- a) R2021-0218: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

- b) R2021-0219: A Resolution authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds, making any required reserve deposits and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Mr. Neil Weiss, Senior Vice President of Technology & Chief Information Officer with the Cleveland Indians/Guardians; Mr. Joe Znidarsic, Vice President and General Counsel with the Cleveland Indians/Guardians; Mr. Kenneth Silliman, Chairman of the Gateway Economic Development Corporation of Greater Cleveland; Mr. Robert Franz, Director with Stifel Nicolaus & Company, Inc. and Ms. Christy Corfias, Director of Strategy, Analytics & Special Projects with the Cleveland Indians/Guardians, addressed Council regarding Resolution Nos. R2021-0218 and R2021-0219. Discussion ensued.

Councilmembers asked questions of Mr. Weiss, Mr. Znidarsic, Mr. Silliman, Mr. Franz and Ms. Corfias pertaining to the item, which they answered accordingly.

No further legislative action was taken on Resolution Nos. R2021-0218 and R2021-0219.

5. EXECUTIVE SESSION

a) Collective bargaining matters, including:

- 1) Memorandum of Understanding between Cuyahoga County and the Ohio Patrolmen's Benevolent Association, representing employees in the classifications of Correction Officer and Protective Services Officer for the period 10/01/2021 – 04/01/2022, allowing for the use of Protective Services Officers to work in the Cuyahoga County Corrections Center when additional corrections staffing is needed;

A motion was made by Ms. Brown seconded by Mr. Sweeney and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing a collective bargaining matter and pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 2:08 p.m. The following Councilmembers were present: Baker, Miller, Sweeney, Tuma, Gallagher, Conwell, Brown and Jones.

[Clerk's Note: Councilmembers Stephens and Simon joined the meeting after the roll-call was taken to move to Executive Session.]

The following additional attendees were present: Director of Law Gregory Huth; Assistant Law Director Sarah Nemastil; Assistant Law Director Steve Ritz; Civil Division Chief David Lambert; Assistant Prosecuting Attorney Ken Rock; County Sheriff Christopher Viland; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.

b) Pending or imminent litigation.

At 2:57 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:55 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING

THURSDAY, OCTOBER 14, 2021

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Council President Jones gave opening remarks regarding the process for the budget hearings and then turned the gavel over to Councilmember Miller.

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:07 p.m.

2. ROLL CALL

Chair Miller asked Clerk Richardson to call the roll. Councilmembers Miller, Sweeney, Tuma, Gallagher, Schron, Brown, Simon, Baker and Jones were in attendance and a quorum was determined. Councilmembers Conwell and Stephens entered the meeting after the roll call was taken.

3. PUBLIC COMMENT

The following individuals addressed Council regarding an increase in property values and property taxes for Cuyahoga County property owners as it pertains to Resolution No. R2021-0238 adopting the 2022/2023 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Resolution become immediately effective:

- a) Ms. Helen Smith**
- b) Mr. Bruce Hedderson**
- c) Mr. Mike Dolan**
- d) Loh**
- e) Ms. Mary Rose Oakar**

4. MATTER REFERRED TO COMMITTEE - PRESENTATIONS/DISCUSSION:

Chair Miller gave opening remarks regarding the process for the budget hearings.

- a) R2021-0238: A Resolution adopting the 2022/2023 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Resolution become immediately effective:
- 1) Budget Preview and Strategy – County Executive Armond Budish
 - 2) Budget Overview and Summary – OBM Director Walter Parfejewiec
 - 3) Capital Improvements Plan Overview – OBM Director Walter Parfejewiec
 - 4) Capital Plan and Debt Schedule Overview – OBM Director Walter Parfejewiec
 - 5) Policy Initiatives – OBM Director Walter Parfejewiec
 - 6) Presentation of Budget Reductions/Additions – OBM Director Walter Parfejewiec
 - 7) Overview of Various Departmental Budgets – OBM Director Walter Parfejewiec:
 - i) Cuyahoga County Board of Developmental Disabilities
 - ii) Cuyahoga County Office of Consumer Affairs
 - iii) Cuyahoga County Veterans Service Commission
 - iv) Cuyahoga County Law Library Resources Board
 - v) Cuyahoga County Solid Waste Management District
 - vi) Department of Regional Collaboration
 - vii) Cuyahoga County Soldiers’ and Sailors’ Monument Commission
 - viii) The Ohio State University Extension
 - ix) Cuyahoga County Board of Revision
 - x) County Council
 - xi) County Executive Administration
 - xii) Department of Health and Human Services - Division of Senior and Adult Services – Tracey Mason

County Executive Armond Budish gave remarks to Council regarding the proposed 2022/2023 Biennial Operating Budget and Capital Improvements Program. Discussion ensued.

Councilmembers asked questions of County Executive Budish pertaining to the item, which he answered accordingly.

Mr. Walter Parfejewiec, Director of the Office of Budget and Management, and Mr. Michael Chambers, Fiscal Officer, provided an overview of the 2022/2023 Biennial Operating Budget and Capital Improvements Program, debt service, policy initiatives, budget reductions/additions and various departmental budgets. Discussion ensued.

Councilmembers asked questions of Mr. Parfejeweic and Mr. Chambers pertaining to the item, which they answered accordingly.

At 2:59 p.m., a brief recess was taken by Council, after which Mr. Miller then reconvened the meeting.

xii) Division of Senior and Adult Services – Tracey Mason

Ms. Tracey Mason, Administrator for the Division of Senior and Adult Services, addressed Council regarding budget requests for the Division of Senior and Adult Services. Discussion ensued.

Councilmembers asked questions of Ms. Mason pertaining to the item, which she answered accordingly.

Ms. Cheryl Harris, Director of the Department of Consumer Affairs, addressed Council regarding budget requests for the Department of Consumer Affairs. Discussion ensued.

Councilmembers asked questions of Ms. Harris pertaining to the item, which she answered accordingly.

Mr. Jon Reiss, Executive Director of the Veterans Services Commission, addressed Council regarding budget requests for the Veterans Services Commission. Discussion ensued.

Councilmembers asked questions of Mr. Reiss pertaining to the item, which he answered accordingly.

Mr. Gregory Palumbo, Executive Director of The Soldiers' and Sailors' Monument, addressed Council regarding budget requests for The Soldiers' and Sailors' Monument. Discussion ensued.

Councilmembers asked questions of Mr. Palumbo pertaining to the item, which he answered accordingly.

Councilmembers asked questions of Mr. Parfejeweic and Mr. Chambers regarding the increase in property values and property taxes for Cuyahoga County property owners.

Mr. Parfejeweic and Mr. Chambers addressed Council pertaining to the increase in property values and property taxes and the informal hearing process. Discussion ensued.

Mr. Ronald O'Leary, Administrator for the Board of Revision, addressed Council regarding budget requests and the process for informal hearings pertaining to the increase in property values and property taxes for Cuyahoga County property owners for the Board of Revision. Discussion ensued.

Councilmembers asked questions of Mr. O'Leary pertaining to the item, which he answered accordingly.

5. MISCELLANEOUS BUSINESS

Councilmembers requested that presentations and notes be sent to Council prior to budget presentations.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 4:49 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING
MONDAY, OCTOBER 18, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:03 p.m.

2. ROLL CALL

Mr. Miller asked Clerk Richardson to call the roll. Councilmembers Sweeney, Gallagher, Schron, Conwell, Brown, Baker, Miller and Jones were in attendance and a quorum was determined. Councilmembers Baker, Tuma and Simon were in attendance after the roll-call was taken. Councilmember Stephens was absent from the meeting.

3. PUBLIC COMMENT

Loh addressed Council regarding funding for public safety and public health programs.

4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

- a) R2021-0238: A Resolution adopting the 2022/2023 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Resolution become immediately effective:
 - 1) Department of Health and Human Services Brief Overview – David Merriman

Mr. David Merriman, Director of the Department of Health and Human Services; and Mr. Walter Parfejewiec, Director of the Office of Budget and Management, addressed Council regarding the structure, staffing, budget and programming relating to the Department of Health and Human Services. Discussion ensued.

Councilmembers asked questions of Messrs. Merriman and Parfejewiec pertaining to the item, which they answered accordingly.

2) Department of Health and Human Services:

a. Division of Children and Family Services – Cynthia Weiskittel

Ms. Cynthia Weiskittel, Administrator of the Division of Children and Family Services; and Mr. Parfejewiec, addressed Council regarding budget requests for the Division of Children and Family Services. Discussion ensued.

Councilmembers asked questions of Ms. Weiskittel and Mr. Parfejewiec pertaining to the item, which they answered accordingly.

A brief recess was taken by Council, after which, Mr. Miller then reconvened the meeting.

b. Cuyahoga Job and Family Services – Kevin Gowan

Mr. Kevin Gowan, Director of Cuyahoga Job and Family Services, addressed Council regarding budget requests for Cuyahoga Job and Family Services. Discussion ensued.

Councilmembers asked questions of Mr. Gowan pertaining to the item, which he answered accordingly.

i. Office of Child Support Services – Tiffany Dobbins-Brazelton

Ms. Tiffany Dobbins-Brazelton, Administrator of the Office of Child Support Services; and Mr. Parfejewiec, addressed Council regarding budget requests for the Office of Child Support Services. Discussion ensued.

Councilmembers asked questions of Ms. Dobbins-Brazelton and Mr. Parfejewiec pertaining to the item, which they answered accordingly.

There was no further legislative action taken on Resolution No. R2021-0238.

5. MISCELLANEOUS BUSINESS

Councilmembers requested that presentations and notes be sent to Council prior to budget presentations.

Mr. Miller announced that the next Committee of the Whole meetings will be held on Tuesday, October 19, 2021 at 2:00 p.m. and on Thursday, October 21, 2021 at 1:00 p.m.

6. ADJOURNMENT

With no further business to discuss, Mr. Miller adjourned the meeting at 4:12 p.m., without objection.



MINUTES
CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 19, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
2:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 2:05 p.m.

2. ROLL CALL

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

A motion was made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to excuse Councilmembers Tuma and Sweeney from the meeting.

3. PUBLIC COMMENT

The following individuals addressed Council regarding Resolution No. R2021-0218 amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies and Resolution No. R2021-0219 authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field:

- a) Mr. Paul Marnecheck
- b) Ms. Nina McLellan
- c) Mr. Keith Wilson
- d) Ms. Sally Hanley

- e) Ms. Anne Caruso
- f) Mr. William Tartar Jr.
- g) Lou

4. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item Nos. 4.a) and b) were read into the record simultaneously.]

- a) R2021-0218: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
- b) R2021-0219: A Resolution authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds, making any required reserve deposits and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.

Mr. Kenneth Silliman, Chairman of the Gateway Economic Development Corporation of Greater Cleveland; Ms. Daniella Nunnally, Chief of Staff of the Gateway Economic Development Corporation of Greater Cleveland; Mr. Robert Franz, Director with Stifel Nicolaus & Company, Inc.; Mr. Joe Znidarsic, Vice President and General Counsel with the Cleveland Indians/Guardians Mr. Alex King, Senior Vice President of Marketing and Strategy with the Cleveland Indians/Guardians; and Mr. Neil Weiss, Senior Vice President of Technology & Chief Information Officer with the Cleveland Indians/Guardians, addressed Council regarding Resolution Nos. R2021-0218 and R2021-0219. Discussion ensued.

On a motion by Mr. Jones with a second by Ms. Stephens, Resolution Nos. R2021-0218 and R2021-0219 were considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:05 p.m., without objection.



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING

THURSDAY, OCTOBER 21, 2021

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 1:03 p.m.

2. ROLL CALL

Mr. Miller asked Clerk Richardson to call the roll. Councilmembers Gallagher, Brown, Baker, Miller, Sweeney, Tuma, Jones were in attendance and a quorum was determined. Councilmembers Conwell, Schron and Simon were in attendance after the roll-call was taken. Councilmember Stephens was absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. MATTERS REFERRED TO COMMITTEE / DISCUSSION:

- a) R2021-0234: A Resolution authorizing an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 - 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00; 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. Jeanelle Greene, Business Manager, addressed Council regarding Resolution No. R2021-0234. Discussion ensued.

Councilmembers asked questions of Ms. Greene pertaining to the item, which she answered accordingly.

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0234 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) R2021-0238: A Resolution adopting the 2022/2023 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective:

- 1) Health and Human Services (continued):

- a. Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County – Scott Osiecki

Mr. Scott Osiecki, Chief Executive Officer of the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board, addressed Council regarding budget requests for the ADAMHS Board. Discussion ensued.

Councilmembers asked questions of Mr. Osiecki pertaining to the item, which he answered accordingly.

- b. Department of Health and Human Services/Division of Community Initiatives:

- i. Office of Homeless Services – Melissa Sirak

Ms. Melissa Sirak, Director of the Office of Homeless Services, addressed Council regarding budget requests for the Office of Homeless Services. Discussion ensued.

Councilmembers asked questions of Ms. Sirak pertaining to the item, which she answered accordingly.

- ii. Office of Early Childhood/Invest in Children – Dr. Rebekah Dorman

Dr. Rebekah Dorman, Director of the Office of Early Childhood Invest in Children, addressed Council regarding budget requests for the Office of Early Childhood Invest in Children. Discussion ensued.

Councilmembers asked questions of Dr. Dorman pertaining to the item, which she answered accordingly.

At 2:35 p.m., a brief recess was taken by Council, after which Mr. Miller then reconvened the meeting.

- iii. Family and Children First Council – Robin Martin

Mr. David Merriman, Director of the Department of Health and Human Services; Ms. Kathleen Johnson, Operations Manager; and Dr. Leon Harris, Assistant Director of the Department of Health and Human Services, addressed Council regarding budget requests for the Family and Children First Council. Discussion ensued.

Councilmembers asked questions of Mr. Merriman, Ms. Johnson and Dr. Harris pertaining to the item, which they answered accordingly.

- iv. Office of Re-entry – Leon Harris

Mr. Merriman; Mr. Simeon Best, Director of the Office of Re-entry; and Dr. Harris, addressed Council regarding budget requests for the Office of Re-entry. Discussion ensued.

Councilmembers asked questions of Mr. Merriman, Mr. Best and Dr. Harris pertaining to the item, which they answered accordingly.

There was no further legislative action taken on Resolution No. R2021-0238.

5. MISCELLANEOUS BUSINESS

Mr. Miller announced that the next Committee of the Whole meetings will take place on Monday, October 25, 2021 at 1:00 p.m. and on Monday, November 1, 2021 at 1:00 p.m.

6. ADJOURNMENT

With no further business to discuss, Mr. Miller adjourned the meeting at 3:38 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 12, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 5:15 p.m.

2. ROLL CALL

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

A motion was made by Mr. Jones, seconded by Ms. Conwell and approved by unanimous vote to excuse Mr. Schron from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Jones requested a moment of silent meditation in memory of the Honorable Judge Joseph Russo, the Honorable Judge Larry Jones, Sr., and community activist Mr. Mansfield Frazier who passed away recently.

5. PUBLIC COMMENT

Loh addressed Council regarding various agenda and non-agenda items.

6. APPROVAL OF MINUTES

- a) September 28, 2021 Committee of the Whole Meeting
- b) September 28, 2021 Regular Meeting

A motion was made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the September 28, 2021 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported on the status of COVID-19 booster shots within Cuyahoga County and the recommendations and requirements for the COVID-19 booster. Mr. Budish also provided details on local vaccine clinics and urged everyone to also get the flu vaccine.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2021-0191: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2021-0191 was considered and adopted by unanimous vote.

- 2) R2021-0196: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2021-0196 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2021-0228, R2021-0229 and R2021-0230.

- 1) R2021-0228: A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2021-0032 dated 1/26/2021; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2021-0228 was considered and adopted by unanimous vote.

- 2) R2021-0229: A Resolution approving a Memorandum of Understanding between Cuyahoga County and the Ohio Patrolmen's Benevolent Association, representing employees in the classifications of Correction Officer and Protective Services Officer for the period 10/1/2021 – 04/1/2022, allowing for the use of Protective Services Officers to work in the Cuyahoga County Corrections Center when additional corrections staffing is needed; directing that funds necessary to implement the Memorandum of Understanding be budgeted and appropriated; authorizing the County Executive to execute the Memorandum of Understanding and all other

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2021-0229 was considered and adopted by unanimous vote.

- 3) R2021-0230: A Resolution approving a proposed settlement in the matter of De’Von Bean v. Cuyahoga County, et al., Northern District of Ohio Case No. 1:19-CV-01000; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2021-0230 was considered and adopted by unanimous vote.

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

- 1) R2021-0231: A Resolution confirming the County Executive’s appointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for an unexpired term ending 12/31/2021; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0231 to the Human Resources, Appointments & Equity Committee.

- 2) R2021-0232: A Resolution confirming the County Executive’s reappointment of Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2021-0232 to the Human Resources, Appointments & Equity Committee.

- 3) R2021-0233: A Resolution authorizing the appropriation of real property for replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0233 to the Public Works, Procurement & Contracting Committee.

- 4) R2021-0234: A Resolution authorizing an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 - 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00; 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.

Sponsor: County Executive Budish/Department of Information Technology

Council President Jones referred Resolution No. R2021-0234 to the Committee of the Whole.

- 5) R2021-0235: A Resolution making awards on RQ4810 to various providers in the total amount not-to-exceed \$1,720,659.34 for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards

and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 1813 with Raven House in the amount not-to-exceed \$654,641.67
- b) Contract No. 1814 with Life's Right Direction, Inc. in the amount not-to-exceed \$735,829.11
- c) Contract No. 1815 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$330,188.56

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

Council President Jones referred Resolution No. R2021-0235 to the Public Safety & Justice Affairs Committee.

- 6) R2021-0236: A Resolution making an award on RQ6987 to Schwarz Uniform Corporation in the amount not-to-exceed \$875,000.00 for furnishing uniforms for Cuyahoga County Correction Officers for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1828 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Sheriff's Department

Council President Jones referred Resolution No. R2021-0236 to the Public Safety & Justice Affairs Committee.

- 7) R2021-0237: A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2021 to remove Eldercare Services Institute, LLC, effective 11/9/2021 and for additional funds in the total amount not-to-exceed \$600,000.00; 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:

- a) Agreement No. 13 with City of Bedford Heights for Transportation services in the amount not-to-exceed \$12,000.00
- b) Agreement No. 127 with City of Olmsted Falls for Adult Development services in the amount not-to-exceed \$10,000.00
- c) Agreement No. 1142 formerly No. 23 with City of Strongsville for Adult Development and Transportation services in the amount not-to-exceed \$7,000.00
- d) Contract No. 130 with Community Partnership on Aging for Adult Development and Transportation services; no additional funds required
- e) Agreement No. 116 with City of Euclid for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00
- f) Agreement No. 115 with City of Lakewood for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$24,748.11
- g) Agreement No. 145 with City of Maple Heights for Home Delivered Meals and Transportation services in the amount not-to-exceed \$25,000.00
- h) Agreement No. 125 with City of Parma Heights for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$29,000.00
- i) Contract No. 126 with Eliza Bryant Village for Adult Day, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00
- j) Contract No. 993 formerly No. 32 with The Phillis Wheatley Association of Cleveland, Ohio for Home Delivered Meals in the amount not-to-exceed \$38,000.00

- k) Agreement No. 34 with City of Berea for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$43,000.00
- l) Agreement No. 36 with City of Solon for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$23,000.00
- m) Contract No. 31 with Catholic Charities Corporation on behalf of the Fatima Family Center for Adult Development and Home Delivered Meals in the amount not-to-exceed \$23,000.00
- n) Contract No. 40 with Catholic Charities Corporation on behalf of the Hispanic Senior Center for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$12,000.00
- o) Contract No. 79 with Catholic Charities Corporation on behalf of the St. Martin de Porres Family Center for Adult Development, Home Delivered Meals and Transportation services; no additional funds required
- p) Contract No. 20 with Catholic Charities Corporation on behalf of the St. Philip-Neri Family Center for Adult Development and Home Delivered Meals; no additional funds required.
- q) Contract No. 995 formerly No. 46 with The East End Neighborhood House Association for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$42,000.00
- r) Contract No. 55 with The Harvard Community Services Center for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$49,000.00
- s) Contract No. 27 with The Mandel Jewish Community Center of Cleveland for Adult Development, Home

Delivered Meals and Transportation services in the amount not-to-exceed \$16,000.00

- t) Contract No. 57 with Murtis Taylor Human Services System for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$51,451.89
- u) Contract No. 1284 formerly No. 65 with Rose Centers for Aging Well, LLC for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$52,000.00
- v) Contract No. 138 with The Salvation Army for Adult Development, Home Delivered Meals and Transportation services; no additional funds required
- w) Contract No. 56 with Senior Citizen Resources, Inc. for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$67,000.00
- x) Contract No. 49 with University Settlement, Incorporated for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$55,800.00
- y) Contract No. 58 with West Side Community House for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$10,000.00

and to remove (1) provider, effective 11/9/2021

- z) Contract No. 30 with Eldercare Services Institute, LLC for Adult Day and Transportation services

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

Council President Jones referred Resolution No. R2021-0237 to the Health, Human Services & Aging Committee.

- 8) R2021-0238: A Resolution adopting the 2022/2023 Biennial Operating Budget and Capital Improvements Program; and

declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2021-0238 to the Committee of the Whole.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

1) R2021-0220: A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$3,359,000.00 to State of Ohio, Ohio Public Works Commission to finance a portion of various Pleasant Valley Road Bridge Projects in various municipalities; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Rehabilitation of Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
- b) Rehabilitation of Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
- c) Replacement of Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View.

Sponsor: County Executive Budish/Department of Public Works/Division of Finance and Planning

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

Clerk Richardson read Resolution No. R2021-0220 into the record.

This item will move to the October 26, 2021 Council meeting agenda for consideration for third reading adoption.

- 2) R2021-0222: A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Manufacturing Advocacy and Growth Network for the redevelopment of a vacant building, located at 1800 East 63rd Street, City of Cleveland, for the relocation of MAGNET Manufacturing, Technology and Job Center Headquarters; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Richardson read Resolution No. R2021-0222 into the record.

This item will move to the October 26, 2021 Council meeting agenda for consideration for third reading adoption.

- 3) R2021-0223: A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to LG Blanket Mill, LLC for the redevelopment of a vacant building, located at 3160 West 33rd Street, City of Cleveland, for a mixed-use structure for the Northern Ohio Blanket Mills Project; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

Clerk Richardson read Resolution No. R2021-0223 into the record.

This item will move to the October 26, 2021 Council meeting agenda for consideration for third reading adoption.

- 4) R2021-0225: A Resolution authorizing an amendment to Agreement No. 204 with The MetroHealth System for comprehensive medical services for families involved with Division of Children and Family Services for the period 1/1/2020 – 12/31/2021, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,551,000.00; 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.

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

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

Clerk Richardson read Resolution No. R2021-0225 into the record.

This item will move to the October 26, 2021 Council meeting agenda for consideration for third reading adoption.

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

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2021-0221, R2021-0224, R2021-0226 and R2021-0227.

- 1) R2021-0221: A Resolution making an award on RQ6721 to Sona Construction, LLC in the amount not-to-exceed \$2,320,000.00 for modernization of elevators in Jail II at the Justice Center Complex; authorizing the County Executive to execute Contract No. 1770 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2021-0221 was considered and adopted by unanimous vote.

- 2) R2021-0224: A Resolution authorizing Contract No. 1791 with Applewood Centers, Inc. in the amount not-to-exceed \$926,647.00 for emergency respite and crisis bed services for youth referred by the Coordinated Approach to Misdemeanors (CALM) Program for the period 7/1/2021 – 6/30/2022; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Gallagher with a second by Ms. Conwell, Resolution No. R2021-0224 was considered and adopted by unanimous vote.

- 3) R2021-0226: A Resolution authorizing amendments to contracts with various providers for Emergency Shelter and Rapid Re-housing services in connection with the FY2017 Continuum of Care Homeless Assistance Grant Program for the period 6/1/2018 – 5/31/2021 to extend the time period to 5/31/2022 and for additional funds in the total amount not-to-exceed \$992,744.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Contract No. 663 with Family Promise of Greater Cleveland in the amount not-to-exceed \$155,643.00.
 - b) Contract No. 668 with Salvation Army in the amount not-to-exceed \$374,731.00 and to modify the terms to add Article 13, regarding Audit Responsibility, effective 6/1/2021.
 - c) Contract No. 727 with West Side Catholic Center in the amount not-to-exceed \$204,143.00, to modify the terms to add Article 13, regarding Audit Responsibility and to incorporate a Subrecipient Agreement with Emerald Development and Economic Network, Inc. to administer rapid re-

housing rental assistance services, effective 6/1/2021.

- d) Contract No. 954 with Domestic Violence & Child Advocacy Center dba Journey Center for Safety and Healing in the amount not-to-exceed \$258,227.00 and to modify the terms to add Article 13, regarding Audit Responsibility, effective 6/1/2021.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0226 was considered and adopted by unanimous vote.

- 4) R2021-0227: A Resolution making an award on RQ5966 to Stella Maris, Inc. in the amount not-to-exceed \$530,000.00 for temporary housing for homeless single adult males in Cuyahoga County with substance abuse issues for the period 7/1/2021 – 6/30/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2021-0227 was considered and adopted by unanimous vote.

- e) CONSIDERATION OF AN ORDINANCE FOR FOR FIRST READING
ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Ordinance No. O2021-0016.

- 1) O2021-0016: An Uncodified Ordinance amending uncodified Ordinance No. O2021-0015 which authorizes the County Executive to provide a one-time bonus to bargaining and non-bargaining County employees who have received the COVID-19 vaccine by establishing a date certain by which information must be submitted to the Department of Human Resources; and declaring the necessity that this uncodified Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

Mr. Gregory Huth, Law Director addressed the Council regarding the reason for the amendment.

Councilmembers asked questions of Mr. Huth pertaining to the item, which he answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Ordinance No. O2021-0016 was considered and adopted by unanimous vote.

f) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2021-0014: An Uncodified Ordinance authorizing the County Executive to make a one-time conversion of exchange time into a straight-time payment for selected employees within the Department of Information Technology; and declaring the necessity that this uncodified Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology

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

On a motion by Ms. Brown with a second by Mr. Miller, Ordinance No. O2021-0014 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Committee of the Whole Budget meetings will be held on Thursday, October 14th, Monday, October 18th, Thursday, October 21st and Monday, October 25th at 1:00 p.m.

Ms. Brown reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, October 19th at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee would tentatively meet on Tuesday, October 19th , at 1:00 p.m

Mr. Tuma reported that the Public Works Procurement & Contracting Committee will meet on Wednesday, October 20th at 10:00 a.m.

Ms. Stephens reported that the Community Development Community Reinvestment Advisory Committee Subcommittee will meet on Wednesday, October 13th at 2:00 p.m.

Mr. Jones reported that the Committee of the Whole will meet on Tuesday, October 19th at 2:00 p.m.

12. MISCELLANEOUS BUSINESS

There were no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:48 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0239

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 October 13, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: *Chief Investigator*
 Number: 12361

Pay Grade: 13A/Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Administrator, Program Officer*
Class Number: 10145
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Administrator, Records Management*
Class Number: 10124
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Administrator, Senior Records Management*
Class Number: 10125
Pay Grade: 12A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Employee Services Specialist*
Class Number: 14001
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
- Exhibit F: Class Title: *Fraud Auditor*
Class Number: 19021
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential

job functions, minimum qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit G: Class Title: *Supervisor, Employment & Family Service*
Class Number: 13021
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Exhibit H: Class Title: *Supervisor, Investigation*
Class Number: 19022
Pay Grade: 11A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Exhibit I: Class Title: *Supervisor, Mail Room*
Class Number: 10031
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2016.
Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

Proposed Deleted Classification:

Exhibit J: Class Title: *Identification Technician*
Class Number: 10061
Pay Grade: 4A/Non-Exempt
* Position was identified as being a CWA bargaining unit position in the Sheriff's Department and should be removed from the class plan.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive

under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: October 15, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.
 Shontel Brown, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on October 13, 2021, 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:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	
Chief Investigator – Sheriff’s Department 12361	13A Exempt	Sheriff	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Administrator, Program Officer 10145	14A Exempt	14A Exempt (No Change)	Health and Human Services
Administrator, Records Management 10124	11A Exempt	11A Exempt (No Change)	All Departments

Administrator, Senior Records Management 10125	12A Exempt	12A Exempt (No Change)	All Departments
Employee Services Specialist 14001	4A Non-Exempt	4A Non-Exempt (No Change)	Human Resources
Fraud Auditor 19021	9A Exempt	9A Exempt (No Change)	Health and Human Services
Supervisor, Employment and Family Service 13021	11A Exempt	11A Exempt (No Change)	Health and Human Services
Supervisor, Investigation 19022	11A Exempt	11A Exempt (No Change)	Health and Human Services
Supervisor, Mail Room 10031	4A Non-Exempt	4A Non-Exempt (No Change)	Public Works

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Identification Technician	10061	4A Non-Exempt	Sheriff

cc: Deborah Southerington, Commissioner
F. Allen Boseman, 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

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12361	Chief Investigator – Sheriff's Department	Sheriff's Department	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Sheriff's 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:	Sheriff's Department
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Fiscal Impact:	PG 13A \$61,734.40 - \$86,403.20 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 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>
Kelli Neale, HR	3/27/2017	Email	Copied on Communications Update
	4/11/2018	Email	
Christopher Viland - Sheriff	7/27/2021	Email	Questions regarding essential job functions Same as above Review of Final Draft Update Notice of PG
	7/27/2021	Phone Call	
	7/30/2021	Email	
	8/18/2021	Email	
	9/23/2021	Email	

James Mackey – Deputy Sheriff	7/27/2021 7/30/2021 8/18/2021 9/23/2021	Phone Call Email Email Email	Questions regarding essential job functions Review of Final Draft Update Notice of PG
Bryan E. Smith – Deputy Chief	7/27/2021 7/30/2021 8/18/2021 9/23/2021	Email Email Email Email	Questions regarding essential job functions Review of Final Draft Update Notice of Pay Grade
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Chief Investigator – Sheriff’s Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff’s Department		

Classification Function

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 45% +/- 10%
- Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work.

- 25% +/- 10%
- Supervises and directs the work of assigned staff from multiple law enforcement agencies assigned to the task force; 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.

Effective Date:

15% +/- 5%

- Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

10% +/- 5%

- Oversees the handling of county and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business, criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's 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 and equipment including a computer, tablet, and multifunction printer.

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 the discipline or discharge of employees.

Effective Date:

Mathematical Ability

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and forensic accounting software.

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 overtime usage reports, attendance records, vehicle maintenance and fuel reports, and confidential funds reports.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigative sites.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise extremes.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10145	Administrator, Program Officer	Health and Human Services	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10145	Administrator, Program Officer	Health and Human Services	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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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:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Paul Porter, SPA5 Contract Administration	7/8/2021 7/28/2021 8/11/2021	Email Email Email	Review of Final Draft Reminder Confirmation
David Merriman, Director, HHS	7/8/2021 7/28/2021 8/11/2021	Email Email Email	Copied on Communications
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Program Officer	Class Number:	10145
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to support the program planning and evaluation process for all County Health and Human Service (HHS) agencies, manage contract development and monitoring duties, and monitor vendor contract compliance and performance.

Distinguishing Characteristics

This is a senior management level classification with responsibility for supporting the program planning and evaluation process for all County HHS agencies, managing contract development and monitoring duties, and monitoring vendor contract compliance and performance. This position works under general supervision of an Administrator, Social Program 5. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning and evaluation and contract development and monitoring. The incumbent exercises discretion in resolving issues within applicable policies and procedure and ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

20% +/- 10%

- Supports program planning for all County HHS agencies; Researches best practices for new programming across all HHS agencies; identifies client needs to be addressed by new or existing programming in coordination with HHS agencies; stays apprised of state/federal code or policy changes affecting existing programming; coordinates with the agency/department to develop a model of care and a scope of work for new programming to address client needs; completes research on current programming to compare how a program is performing against other comparable programs and benchmarks; evaluates the impact of any proposed changes to programming to determine the feasibility of implementation; recommends contract amendments for existing programming based on best practice research; develops plans for implementing any changes to existing programs.

20% +/- 10%

- Monitors vendor contract compliance and performance; develops compliance tools for tracking vendor contract compliance; develops report templates for vendors to provide information on performance benchmarks; oversees vendor compliance review process by assembling team, conducting site visits, and completing reporting; analyzes reports for vendor compliance and performance benchmarks to determine non-compliant or underperforming vendors; analyzes performance and develops corrective action or improvement plans for non-compliant or low performing vendors; monitors vendor performance to see effects of corrective action or performance improvement plan; reviews vendor case files to ensure there is evidence of service delivery; provides informal training to vendors on technical aspects of the process.

Effective Date: 2006
Last Modified: 05.24.2017

Administrator, Program Officer

20% +/- 10%

- Supervises and directs the work of 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Facilitates technical aspects of the procurement process for programming; develops a Request for Proposals (RFP) for new programming based on the scope of work in coordination with the issuing agency and the fiscal and law departments; compiles a list of potential vendors based on research; coordinates RFP activity with Department of Purchasing; conducts a pre-bid conference to present the RFP and answer questions from potential vendors; leads the proposal review process; makes recommendations for contract awards based on the proposal review process and presents recommendations to Council or the Board of Control.

10% +/- 5%

- Manages and monitors program contracts; works with the recommended vendor to develop a contract, proposed budget, and program design; coordinates with the law department on contract language; coordinates contract meeting with the agency and the provider regarding the contract, services, performance outcomes, and reporting expectations; monitors contract expenditures and length of contract.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; completes and oversees data entry into various systems; prepares correspondence and performance reports; provides internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or an equivalent combination of education, 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 and equipment including a computer and multifunction printer.

Administrator, Program Officer

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and presentation software (Microsoft PowerPoint).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, apply algebraic formulas, and interpret advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements..
- Ability to comprehend a variety of informational documents including reports (i.e., - performance reports, monthly and quarterly vendor reports, statistical reports), site visit checklists, quality improvement plans, vendor proposals, case file review forms and summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare statistical reports, reports (i.e., – performance reports, utilization reports, year-end reports), monthly and quarterly vendor report templates, case file review forms and summaries, RFP proposal review score sheets and rubrics; contracting monitoring templates, RFPs, project plans, presentations, contracted statements of work, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.

Administrator, Program Officer

- Ability to communicate with staff, co-workers, supervisor, upper management, other County employees, contract providers and vendors, County Executive, and Board of Control.

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
10124	Administrator, Records Management	All Departments	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10124	Administrator, Records Management	All Departments	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Eric Myles – HR, Director, HR Employee and Labor Relations	6/22/2021 7/8/2021 7/15/2021	Email Email Email	Review of Final Draft Reminder Final Reminder
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Records Management	Class Number:	10124
FLSA:	Exempt	Pay Grade:	11A
Dept:	All Departments		

Classification Function

The purpose of this classification is to manage, develop, plan, and organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency related records. This classification is also responsible for overseeing the scanning and indexing of documents into the agency's Electronic Document Management System.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and managing the collection, storage, and retrieval of historical and current County records. The employee works within a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

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 system of electronic and physical data collection and storage of confidential client records or Agency records; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends and adheres to record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials, or private agencies; coordinates work with other divisions, departments, and/or government jurisdictions; completes data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use.

30% +/- 10%

- Supervises clerical supervisors, records management officers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: 1993
Last Modified: 05.24.2017

Administrator, Records Management

10% +/- 5%

- Processes confidential or more complex public record requests; logs requests made; scans documents into imaging systems; sends record to requestor or notifies them where the document can be viewed online.

10% +/- 5%

- Performs supporting administrative duties; compiles and prepares special reports, productivity reports, and department statistics; orders supplies and equipment; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assists and processes record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in records management, management information systems, or business administration or related field with two (2) years of archival or records management experience; or an equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer .

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various departmental or agency specific reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, union contracts, Ohio Revised Code Section 149, Ohio Sunshine Laws, Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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
10125	Administrator, Senior Records Management	All Departments	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10125	Administrator, Senior Records Management	All Departments	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Fischer – Administrator, Facilities Maintenance	6/22/2021	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Senior Records Management	Class Number:	10125
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to administer the operations of the Cuyahoga County Archives and supervise records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for directing the activities of the County Archives within the Department of Public Works. This position oversees the operations and promotes the efficiencies of the department, develops and incorporates process improvements, and ensures that activities meet time and quality objectives.

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 collection, storage, and retrieval of Cuyahoga County Archives records; controls distribution of records; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC) based upon administrative, legal, and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society regarding records maintenance procedures; implements records retention and maintenance schedules; provides advice and consultation on records systems to County department administrators, local government officials, or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; assists in the reference area and completes records requests; prepares written responses to researchers regarding their records requests; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for determining records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures; contacts County departments that have boxed documents for destruction; completes the RC-3 records destruction form.

25% +/- 10%

- Supervises and directs the work of senior and regular records management officers, interns, volunteers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Performs supporting administrative duties; prepares special reports; gives presentations to students and various organizations about the Archives holdings; recommends approval of vendor invoices; presents at outreach events; approves staff payroll and task codes; completes indirect cost plan; prepares for semi-annual records commission meetings, chairs meetings, and prepares resolutions and minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in records management, management information systems, business administration, or a related field with six (6) years of archival or records management experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

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 machines and equipment including a computer, multifunction printer, and microfilm/microfiche reader.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 time sheets, billing invoices, research requests, task code reports, costing sheets, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio History Connection, Ohio Revised Code Section 149, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.
- Ability to prepare production reports, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, budget requests, work orders, RC-3 Form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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
14001	Employee Services Specialist	Human Resources	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14001	Employee Services Specialist	Human Resources	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Patrick Smock, Director of HR Employee Services Jesse Drucker, Chief Human Resource Officer	7/1/2021	Email	Sent draft specifications for SME review
Patrick Smock, Director of HR Employee Services Jesse Drucker, Chief Human Resource Officer	7/12/2021	Email	Sent reminder
Patrick Smock, Director of HR Employee Services Jesse Drucker, Chief Human Resource Officer	7/26/2021	Email	Answered questions
Patrick Smock, Director of HR Employee Services Jesse Drucker, Chief Human Resource Officer	9/1/2021	Email	Sent reminder
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources		

Classification Function

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

Distinguishing Characteristics

This is an entry level classification responsible for partnering with Human Resources management staff to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. Positions in this class receive general supervision, and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

70% +/- 10%

- Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed accurately and in compliance with established guidelines and procedures; revises incomplete or incorrect information; locates information to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

- Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas; assists in writing and maintaining policies and procedures.

10% +/- 5%

- Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

Employee Services Specialist

5% +/- 2%

- Creates and modifies reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; may provide training to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of human resource or data entry experience; or an equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and record retention guidelines.

Effective Date: 7.26.2017

Employee Services Specialist

- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19021	Fraud Auditor	Health and Human Services	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19021	Fraud Auditor	Health and Human Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Arnell Hunt, HHS Client Support Services Administrator	7/27/2021	Email	Questions sent to SME
Arnell Hunt, HHS Client Support Services Administrator	8/4/2021	Email	Reminder
Arnell Hunt, HHS Client Support Services Administrator	8/13/2021	Email	Reminder
Amanda Jones, Manager Investigation Division	8/23/2021	Email	Sent draft specifications
Amanda Jones, Manager Investigation Division	8/25/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fraud Auditor	Class Number:	19021
FLSA:	Exempt	Pay Grade:	9A
Dept:	Health and Human Services		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

75% +/- 10%

- Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify operational deficiencies; researches current best practices and changes in policies and procedures; evaluates current case files, worker transactions, and department procedures and identifies areas of inadequacy; develops and recommends improved operations, systems, policies, and procedures for county programs for preventing fraud.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

Fraud Auditor

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and three (3) years of experience in paralegal, business administration, business management, auditing, investigations, or related field; or any equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Microsoft Publisher), and word processing software (Microsoft Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including complaints, referrals, case history transactions, worker history transactions, background checks, public records, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly case summaries, monthly and yearly case charts, case exhibits, court case charts, restitution tracking chart, case support documents, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource, legal, and medical insurance terminology and language.

Effective Date: 07.26.2017
Last Modified: 07.26.2017

Fraud Auditor

- Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13021	Supervisor, Employment and Family Service	Health and Human Services	Exempt	11A
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
13021	Supervisor, Employment and Family Service	Health and Human Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Fifty-Eight
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kevin Gowan – CJFS Director	7/22/2021	Email	Review of Final Draft
	8/24/2021	Email	Reminder
	9/2/2021	Email	Reminder
	9/8/2021	Email	Confirmation
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Employment & Family Service	Class Number:	13021
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

Distinguishing Characteristics

This is a supervisory-level classification that works under the direction of a Senior Supervisor, Employment and Family Service and is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Performs eligibility determination related responsibilities; oversees completion of employment assessments: determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; provides problem solving, conflict resolution, and de-escalation assistance to staff with clients; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.
- 30% +/- 10%
- Supervises and directs the work of EFS Specialists or 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; monitors employees' needs for training; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; utilizes database systems to evaluate employee and unit effectiveness; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to

increase effectiveness and quality of unit work performance and service delivery; explains and/or documents processes for the completion of specific tasks; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and conferences for professional development; attends meetings with internal staff and community partners regarding delivery of services, processes, and policies; prepares and delivers presentations and/or trainings regarding social programs to staff, contracted providers, and community groups; responds to clients' complaints and questions; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination experience; or an equivalent combination of education, 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 and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), departmental database software, case assignment tracking software, appointment management software, virtual communication software (Microsoft Teams), and other software as needed.

Supervisory Responsibilities

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

Mathematical Ability

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

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 routine reports related to case documentation, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, Collective Bargaining Agreements, and state and federal regulations.
- Ability to prepare routine reports required to document cases, state mandated reports, quality reports, corrective action plans, audit reports, performance appraisals, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, other County employees, and the general public.

Environmental Adaptability

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

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19022	Supervisor, Investigation	Human and Health Services	Exempt	11A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
19022	Supervisor, Investigation	Human and Health Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Human and Health Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Amanda Jones, Investigation Manager	9/1/2021	Email	Sent draft specifications for SME review
Amanda Jones, Investigation Manager	9/7/2021	Email	Sent reminder
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Investigation	Class Number:	19022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

45% +/- 10%

- Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures department processes comply with State and Federal regulations.

40% +/- 10%

- Supervises and directs the work of Investigators and Investigative Assistants; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Effective Date: 1993
Last Modified: 05.24.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice, or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and case management software.

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 other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State Hearing and Compliance reports, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.

Supervisor, Investigation

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to persuade and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, in the field, and in clients' homes.

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
10031	Supervisor, Mail Room	Public Works	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10031	Supervisor, Mail Room	Public Works	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Nichole English, Planning & Program Administrator	7/21/2021	Email	Sent questions
Nichole English, Planning & Program Administrator	8/5/2021	Email	Sent draft specifications for SME review
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	9/9/2021	Email	Pay grade evaluation reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Mail Room	Class Number:	10031
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

Classification Function

The purpose of this position is to direct and guide Mail Clerks in the compilation and dissemination of the mail to various County departments.

Distinguishing Characteristics

This is a supervisor-level classification responsible for the supervision of Mail Clerks. This class works under the direction from the Senior Supervisor, Mail Room and performs duties within a framework of policies, procedures, and regulations. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

75% +/- 10%

- Coordinates mail room operations; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; maintains supplies, office inventory, and office equipment for mail room; responds to routine inquiries and customer concerns; ensures that all mail is received, processed, and delivered; confirms all drive and walk routes are complete; pick up and drop off daily mail to the post office; update building directories; ensures projects with specials handling needs are met.

25% +/- 10%

- Supervises and directs the work of Mail Clerks in the distribution of County mail to the various departments; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of mail processing or delivery experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Supervisor, Mail Room

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, multifunction printer, and postage meter machine.
- Ability to stand and walk for prolonged periods of time, ability to lift, push, and pull up to 50 pounds, and ability to bend and twist.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to review a variety of informational documents including request for leave, medical/patient records, personal checks, meter readouts, floor plans, billing invoices, vehicle maintenance report, delivery schedules, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, log sheets, meter processing report, mileage report, time adjustments form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.

Supervisor, Mail Room

- Ability to communicate effectively with employees, customers, supervisors, outside agencies, county employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to temperature extremes, wetness, and humidity.

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
10061	Identification Technician	Sheriff's Department	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	Position was identified as being a CWA bargaining unit position in the Sheriff's Department and should be removed from the class plan.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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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):	Kimberley Coleman, Manager, Human Resources Latanya Jackson-Williams, Talent Acquisition and Employment Specialist
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Identification Technician	Class Number:	10061
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions 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.

- 40% +/- 10%
- Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; backs-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
- Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
- Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
- Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.

Identification Technician

20% +/- 10%

- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 30 pounds

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with managers, supervisors, elected officials, and other County employees and the general public.

Identification Technician

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 9/30/2021.

<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>					
Chief Investigator – Sheriff’s Department	12361	13A Exempt	N/A	Sheriff	This is a new classification requested by the Sheriff’s Department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
<u>REVISED</u>					
Administrator, Program Officer	10145	14A Exempt	14A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Administrator, Records Management	10124	11A Exempt	11A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Administrator, Senior Records Management	10125	12A Exempt	12A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum qualifications, level of data analysis, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Employee Services Specialist	14001	4A Non-Exempt	4A Non-Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Fraud Auditor	19021	9A Exempt	9A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, minimum qualifications, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Supervisor, Employment and Family Service	13021	11A Exempt	11A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Supervisor, Investigation	19022	11A Exempt	11A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Changes were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Supervisor, Mail Room	10031	4A Non-Exempt	4A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, environmental adaptability, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Identification Technician 10061	4A Non-Exempt	Sheriff	Position was identified as being a CWA bargaining unit position in the Sheriff's Department and should be removed from the class plan.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT A

Class Title:	Chief Investigator – Sheriff's Department	Class Number:	12361
FLSA:	Exempt	Pay Grade:	13A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to plan, coordinate, and supervise the Cuyahoga County Major Crimes Task Force.

Distinguishing Characteristics

This is a first-level supervisor classification that is responsible for planning and coordinating the activities of the Cuyahoga County Major Crimes Task Force investigating crimes including money laundering, drug investigations, human trafficking, organized crime, and financial crime. This classification supervises the work of personnel from multiple law enforcement agencies assigned to the task force. This class works under general direction and requires the analysis and solution of operational, technical, administrative, and management problems related to overseeing the task force. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Plans, coordinates, supervises, and participates in task force investigations in compliance with local, state, and federal laws, regulations, and department protocol; reviews information received to determine possible criminal activity, validity of information, and appropriate jurisdiction; participates in determining appropriate investigative direction and method for cases based on available information; aids in determining the connection between financial crimes and other criminal activity; prepares and/or obtains search warrants, arrest warrants, and subpoenas; interacts with witnesses/victims/suspects/confidential informants as necessary; responds to crime scenes and investigative sites; recommends, updates, and implements unit procedures, policies, objectives, and goals; develops case files and maintains logs; reviews and prepares various reports and documents relating to investigations work.

25% +/- 10%

- Supervises and directs the work of assigned staff from multiple law enforcement agencies assigned to the task force; 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.

Effective Date:

Chief Investigator – Sheriff's Department

15% +/- 5%

- Communicates and coordinates with a variety of financial institutions, federal and state-level prosecutors, members of the public, consultants, external partner agencies (i.e., police departments), County agencies, and related businesses to facilitate investigations; coordinates on joint operations requiring the assistance of other law enforcement agencies; gives lectures on financial crimes to industry and government partners.

10% +/- 5%

- Oversees the handling of county and task force property, criminal evidence, and civil forfeitures; ensures proper use, maintenance, and documentation of equipment used during operations; takes temporary custody of criminal evidence and civil forfeitures; completes documentation and process to transfer evidence and civil forfeitures to appropriate entity.

5% +/- 2%

- Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting, business, criminal justice, or related field with five (5) years of criminal investigations or financial crime investigations experience including (3) years of relevant supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's 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 and equipment including a computer, tablet, and multifunction printer.

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 the discipline or discharge of employees.

Effective Date:

Mathematical Ability

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and forensic accounting software.

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 overtime usage reports, attendance records, vehicle maintenance and fuel reports, and confidential funds reports.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, state, and federal statutes relevant to money laundering, criminal statutes, civil forfeiture laws, and relevant case law.
- Ability to prepare performance appraisals, disciplinary reports, investigation reports, task force annual summary reports, monthly case update reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, employees, department management, federal and local law enforcement, and external business and organization partners.

Environmental Adaptability

- Work is typically performed in an office environment and occasionally on site at crimes scenes and investigative sites.
- Work may involve exposure to temperature and weather extremes, smoke, dust, pollen, wetness and humidity, animals or wildlife, disease and bodily fluids, violence, bright/dim lights, and noise extremes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION EXHIBIT B

Class Title:	Administrator, Program Officer	Class Number:	10145
FLSA:	Exempt	Pay Grade:	14A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to support the program planning and evaluation process for all County Health and Human Service (HHS) agencies, manage contract development and monitoring duties, and monitor vendor contract compliance and performance.

Distinguishing Characteristics

This is a senior management level classification with responsibility for supporting the program planning and evaluation process for all County HHS agencies, managing contract development and monitoring duties, and monitoring vendor contract compliance and performance. This position works under general supervision of an Administrator, Social Program 5. Work requires the analysis and solution of operational, technical, and administrative problems related to program planning and evaluation and contract development and monitoring. The incumbent exercises discretion in resolving issues within applicable policies and procedure and ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

20% +/- 10%

- Supports program planning for all County HHS agencies; Researches best practices for new programming across all HHS agencies; identifies client needs to be addressed by new or existing programming in coordination with HHS agencies; stays apprised of state/federal code or policy changes affecting existing programming; coordinates with the agency/department to develop a model of care and a scope of work for new programming to address client needs; completes research on current programming to compare how a program is performing against other comparable programs and benchmarks; evaluates the impact of any proposed changes to programming to determine the feasibility of implementation; recommends contract amendments for existing programming based on best practice research; develops plans for implementing any changes to existing programs.

20% +/- 10%

- Monitors vendor contract compliance and performance; develops compliance tools for tracking vendor contract compliance; develops report templates for vendors to provide information on performance benchmarks; oversees vendor compliance review process by assembling team, conducting site visits, and completing reporting; analyzes reports for vendor compliance and performance benchmarks to determine non-compliant or underperforming vendors; analyzes performance and develops corrective action or improvement plans for non-compliant or low performing vendors; monitors vendor performance to see effects of corrective action or performance improvement plan; reviews vendor case files to ensure there is evidence of service delivery; provides informal training to vendors on technical aspects of the process.

Effective Date: 2006
Last Modified: 05.24.2017

Administrator, Program Officer

20% +/- 10%

- Supervises and directs the work of 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Facilitates technical aspects of the procurement process for programming; develops a Request for Proposals (RFP) for new programming based on the scope of work in coordination with the issuing agency and the fiscal and law departments; compiles a list of potential vendors based on research; coordinates RFP activity with Department of Purchasing; conducts a pre-bid conference to present the RFP and answer questions from potential vendors; leads the proposal review process; makes recommendations for contract awards based on the proposal review process and presents recommendations to Council or the Board of Control.

10% +/- 5%

- Manages and monitors program contracts; works with the recommended vendor to develop a contract, proposed budget, and program design; coordinates with the law department on contract language; coordinates contract meeting with the agency and the provider regarding the contract, services, performance outcomes, and reporting expectations; monitors contract expenditures and length of contract.

10% +/- 5%

- Performs administrative tasks in connection with above functions and tasks; attends meetings and seminars related to program issues; maintains related documentation and records; completes and oversees data entry into various systems; prepares correspondence and performance reports; provides internal and external training on programs and services.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's Degree in public administration, social service administration, or related field with three (3) years of program management, grant management, or social service delivery systems experience; or an equivalent combination of education, 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 and equipment including a computer and multifunction printer.

Administrator, Program Officer

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and presentation software (Microsoft PowerPoint).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistical calculations, apply algebraic formulas, and interpret advanced statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements..
- Ability to comprehend a variety of informational documents including reports (i.e., - performance reports, monthly and quarterly vendor reports, statistical reports), site visit checklists, quality improvement plans, vendor proposals, case file review forms and summaries, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Code of Federal Regulations, Ohio Administrative Code, Ohio Revised Code, the Cuyahoga County Employee Handbook, Cuyahoga County Charter, Cuyahoga County Code, and pertinent Policies and Procedures Manuals.
- Ability to prepare statistical reports, reports (i.e., – performance reports, utilization reports, year-end reports), monthly and quarterly vendor report templates, case file review forms and summaries, RFP proposal review score sheets and rubrics; contracting monitoring templates, RFPs, project plans, presentations, contracted statements of work, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage the work of other employees, to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.

Administrator, Program Officer

- Ability to communicate with staff, co-workers, supervisor, upper management, other County employees, contract providers and vendors, County Executive, and Board of Control.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT C

Class Title:	Administrator, Records Management	Class Number:	10124
FLSA:	Exempt	Pay Grade:	11A
Dept:	All Departments		

Classification Function

The purpose of this classification is to manage, develop, plan, and organize the collection, storage, retrieval, distribution, and destruction of confidential client records or Agency related records. This classification is also responsible for overseeing the scanning and indexing of documents into the agency's Electronic Document Management System.

Distinguishing Characteristics

This is a management level classification with responsibility for planning, directing, and managing the collection, storage, and retrieval of historical and current County records. The employee works within a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

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 system of electronic and physical data collection and storage of confidential client records or Agency records; controls distribution of records; establishes procedures for records maintenance in accordance with the Ohio Revised Code; recommends and adheres to record retention schedules based upon their administrative, legal and fiscal value; obtains approval from appropriate sources including Cuyahoga County Records, the State Auditor and the Ohio Historical Connection; provides advice and consultation on records management to department administrators, local government officials, or private agencies; coordinates work with other divisions, departments, and/or government jurisdictions; completes data collection, storage and retrieval of PC-based including optical character recognition systems, computer assisted retrieval systems, terminal digit filing and other information management systems for confidential client records; researches and assists with development of PC-based systems; performs acceptance testing on new equipment/software; organizes mail and scanned boxes; receives and sends electronic records; transfers images by importing and exporting electronic images to and from County agencies; coordinates implementation of records management system; designs forms for internal use.

30% +/- 10%

- Supervises clerical supervisors, records management officers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: 1993
Last Modified: 05.24.2017

10% +/- 5%

- Processes confidential or more complex public record requests; logs requests made; scans documents into imaging systems; sends record to requestor or notifies them where the document can be viewed online.

10% +/- 5%

- Performs supporting administrative duties; compiles and prepares special reports, productivity reports, and department statistics; orders supplies and equipment; manages expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail; assists and processes record requests or journal entry requests.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in records management, management information systems, or business administration or related field with two (2) years of archival or records management experience; or an equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer .

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 daily and weekly reports, time sheets, performance evaluations, record requests, and various departmental or agency specific reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, union contracts, Ohio Revised Code Section 149, Ohio Sunshine Laws, Open Government Resource Manual, and Ohio County Records Manual.
- Ability to prepare production reports, correspondence, performance evaluations, overtime request, written reprimands, United States Postal Service Mail Receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management terminology and language.
- Ability to communicate effectively with director, supervisors, managers, vendors, consultants, Records Commission, County Archivist, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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

**CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION
EXHIBIT D**

Class Title:	Administrator, Senior Records Management	Class Number:	10125
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

Classification Function

The purpose of this classification is to administer the operations of the Cuyahoga County Archives and supervise records management staff.

Distinguishing Characteristics

This is a management level classification with responsibility for directing the activities of the County Archives within the Department of Public Works. This position oversees the operations and promotes the efficiencies of the department, develops and incorporates process improvements, and ensures that activities meet time and quality objectives.

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 collection, storage, and retrieval of Cuyahoga County Archives records; controls distribution of records; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC) based upon administrative, legal, and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society regarding records maintenance procedures; implements records retention and maintenance schedules; provides advice and consultation on records systems to County department administrators, local government officials, or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; assists in the reference area and completes records requests; prepares written responses to researchers regarding their records requests; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for determining records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures; contacts County departments that have boxed documents for destruction; completes the RC-3 records destruction form.

25% +/- 10%

- Supervises and directs the work of senior and regular records management officers, interns, volunteers, 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Performs supporting administrative duties; prepares special reports; gives presentations to students and various organizations about the Archives holdings; recommends approval of vendor invoices; presents at outreach events; approves staff payroll and task codes; completes indirect cost plan; prepares for semi-annual records commission meetings, chairs meetings, and prepares resolutions and minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in records management, management information systems, business administration, or a related field with six (6) years of archival or records management experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

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 machines and equipment including a computer, multifunction printer, and microfilm/microfiche reader.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft 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, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

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 time sheets, billing invoices, research requests, task code reports, costing sheets, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio History Connection, Ohio Revised Code Section 149, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.
- Ability to prepare production reports, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, budget requests, work orders, RC-3 Form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT E

Class Title:	Employee Services Specialist	Class Number:	14001
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Human Resources		

Classification Function

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

Distinguishing Characteristics

This is an entry level classification responsible for partnering with Human Resources management staff to provide a variety of data entry, troubleshooting, and maintenance functions for the Human Resources module of County's Enterprise Resource Planning (ERP) system. Positions in this class receive general supervision, and are expected to demonstrate the ability to work independently to perform the duties associated with this class. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

70% +/- 10%

- Provides a variety of data entry and maintenance functions for the County's Enterprise Resource Planning (ERP) system; prepares data for system entry by compiling and sorting information; audits information and system entries to ensure that transactions were processed accurately and in compliance with established guidelines and procedures; revises incomplete or incorrect information; locates information to resolve discrepancies; suggests methods to improve work flows, processes, and procedures; uses established records retention guidelines to purge files to eliminate duplication of data.

10% +/- 5%

- Analyzes and troubleshoots data related issues reported by stakeholders and various end users; works with technical group to assist with performing system maintenance on screen and report creation; works with the System Administrator; administers tests, and deploy patches and new releases to the ERP system; participates in the management of user roles and rights in the ERP system; monitors audit and security logs; works and collaborates with stakeholders to develop data management strategies; identifies automation and process improvement ideas; assists in writing and maintaining policies and procedures.

10% +/- 5%

- Tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; secures information by completing data backups; identifies and communicates any concerns related to data breaches and unusual system activity; replies to record requests; maintains logs or records of activities and tasks.

Effective Date: 7.26.2017

Employee Services Specialist

5% +/- 2%

- Creates and modifies reports to support function and end user needs; researches, reviews, and analyzes the effectiveness and efficiencies of existing reports and reporting procedures; coordinates and prepares for the release of reporting information; works directly with end-users to provide reports and to train on self-service reporting tools; develops, coordinates, distributes, and maintains reporting templates; designs, develops, publishes, and maintains dashboards.

5% +/- 2%

- Works with OED & Training to assist in creating and implementing training curriculum for end-users on new and updated ERP solutions; may provide training to other system and/or end-users; serves as key contributor for the development of training schedule, required documentation, and knowledge transfer; works cross-functionally with others to understand new system features or functionalities of the system.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of human resource or data entry experience; or an equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and enterprise resource planning software (INFOR, SAP).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including PAN form, personnel agenda, system generated reports, test scripts, classification plan listing, and project plans.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and record retention guidelines.

Effective Date: 7.26.2017

Employee Services Specialist

- Ability to prepare trainings, training schedules, policies and procedures, dashboards, data, logs, reporting templates, correspondence, various reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to use and interpret basic human resources terminology and language.
- Ability to communicate effectively with Human Resources staff, management, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT F

Class Title:	Fraud Auditor	Class Number:	19021
FLSA:	Exempt	Pay Grade:	9A
Dept:	Health and Human Services		

Classification Function

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

Distinguishing Characteristics

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

Essential Job Functions

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

75% +/- 10%

- Conducts internal audits and investigations to identify potential fraud and/or possible employee misconduct; researches client, citizen, hotline, and internal complaints; utilizes computer systems to detect and prevent fraud; reviews case history reports for fraud or policy violations; conducts interviews of witnesses, complainants, and subjects; compiles evidence and reports to support investigative findings; analyzes records and documentation, summarizes findings, and makes presentations; makes recommendations for discipline based on conduct and county guidelines; attends and testifies at Human Resource hearings and court proceedings; provides assistance to local, state, and federal law enforcement agencies; provides investigative support during Grand Jury, pretrial, trial, and sentencing proceedings.

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify operational deficiencies; researches current best practices and changes in policies and procedures; evaluates current case files, worker transactions, and department procedures and identifies areas of inadequacy; develops and recommends improved operations, systems, policies, and procedures for county programs for preventing fraud.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains case documentation and records; prepares professional memorandums, subpoenas, and case summary reports; meets with assigned prosecutors regarding cases.

Fraud Auditor

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and three (3) years of experience in paralegal, business administration, business management, auditing, investigations, or related field; or any equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), publishing software (Microsoft Publisher), and word processing software (Microsoft Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including complaints, referrals, case history transactions, worker history transactions, background checks, public records, agendas, legislation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, CJFS Policies and Procedures Manual, ODJFS Policies and Procedures Manual, and Ohio Revised Code.
- Ability to prepare monthly case summaries, monthly and yearly case charts, case exhibits, court case charts, restitution tracking chart, case support documents, memorandums, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resource, legal, and medical insurance terminology and language.

Effective Date: 07.26.2017
Last Modified: 07.26.2017

Fraud Auditor

- Ability to communicate with clients, supervisors, co-workers, prosecutors, Law Enforcement personnel, program officials, investigators, Inspector General, other County employees, members of external agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION
EXHIBIT G

Class Title:	Supervisor, Employment & Family Service	Class Number:	13021
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

Distinguishing Characteristics

This is a supervisory-level classification that works under the direction of a Senior Supervisor, Employment and Family Service and is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Performs eligibility determination related responsibilities; oversees completion of employment assessments: determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; provides problem solving, conflict resolution, and de-escalation assistance to staff with clients; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.
- 30% +/- 10%
- Supervises and directs the work of EFS Specialists or 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; monitors employees' needs for training; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; utilizes database systems to evaluate employee and unit effectiveness; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to

increase effectiveness and quality of unit work performance and service delivery; explains and/or documents processes for the completion of specific tasks; communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and conferences for professional development; attends meetings with internal staff and community partners regarding delivery of services, processes, and policies; prepares and delivers presentations and/or trainings regarding social programs to staff, contracted providers, and community groups; responds to clients' complaints and questions; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination experience; or an equivalent combination of education, 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 and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), departmental database software, case assignment tracking software, appointment management software, virtual communication software (Microsoft Teams), and other software as needed.

Supervisory Responsibilities

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

Mathematical Ability

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

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 routine reports related to case documentation, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, Collective Bargaining Agreements, and state and federal regulations.
- Ability to prepare routine reports required to document cases, state mandated reports, quality reports, corrective action plans, audit reports, performance appraisals, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, other County employees, and the general public.

Environmental Adaptability

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

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT H

Class Title:	Supervisor, Investigation	Class Number:	19022
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Investigators and conduct investigations to ensure integrity in the execution of Cuyahoga County public assistance programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising Investigators and Investigative Assistants in conducting public assistance program investigations for the County. This position works under general direction of the Manager, Investigation and receives direction as new or unusual situations arise. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

45% +/- 10%

- Performs investigative duties; interprets laws, policies, and procedures pertaining to specific public assistance programs; monitors case activity and reviews cases to ensure that appropriate calculations, collections, or repayments were completed; recovers overpayments from various sources; reviews public assistance applications, records, and other documents to determine eligibility and identify cases of fraud; prepares reports for use in the evaluation and prosecution of fraud cases; acts as department liaison and coordinates with other public and private agencies providing services to clients; testifies in court and administrative hearings as needed; reviews overpayment claims for the IRS tax intercept program; reviews claims identified on the tax intercept list or Treasury Offset Program (TOP); processes bankruptcy claims in the system; ensures department processes comply with State and Federal regulations.

40% +/- 10%

- Supervises and directs the work of Investigators and Investigative Assistants; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares monthly productivity report; prepares, reviews, and sends reports to the State; provides service to members of the public and other agencies by responding to requests for information, service or appropriate referral; attends quarterly state fraud control meetings.

Effective Date: 1993
Last Modified: 05.24.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, criminal justice, or a related field, and three (3) years of public assistance eligibility determination or investigations experience; or any equivalent combination of education, 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 office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and case management software.

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 other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including payroll documents, State Hearing and Compliance reports, claims management reports, subpoenas, investigation reports, prosecution reports, wage verification reports, notices, and other reports and records.

Supervisor, Investigation

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, the Employee Handbook, CJFS Manual, Public Assistance Manual, SNAP Certification Handbook, Cash Assistance Manual, Administrative Hearing Handbook, bankruptcy laws, and ethics policies.
- Ability to prepare monthly reports, subpoenas, performance evaluations, correspondence, memos, forms related to case processing (i.e., referral cancellation form, disqualification form, etc.) and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to persuade and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting, and related legal terminology and language.
- Ability to communicate effectively with immediate supervisor, subordinates, co-workers, clients, case targets, witnesses, families, other county departments, other County employees, Court personnel, law enforcement personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, in the field, and in clients' homes.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT I

Class Title:	Supervisor, Mail Room	Class Number:	10031
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Public Works		

Classification Function

The purpose of this position is to direct and guide Mail Clerks in the compilation and dissemination of the mail to various County departments.

Distinguishing Characteristics

This is a supervisor-level classification responsible for the supervision of Mail Clerks. This class works under the direction from the Senior Supervisor, Mail Room and performs duties within a framework of policies, procedures, and regulations. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

75% +/- 10%

- Coordinates mail room operations; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; maintains supplies, office inventory, and office equipment for mail room; responds to routine inquiries and customer concerns; ensures that all mail is received, processed, and delivered; confirms all drive and walk routes are complete; pick up and drop off daily mail to the post office; update building directories; ensures projects with specials handling needs are met.

25% +/- 10%

- Supervises and directs the work of Mail Clerks in the distribution of County mail to the various departments; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of mail processing or delivery experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Effective Date: 1995
Last Modified: 10.13.2016

Supervisor, Mail Room

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, multifunction printer, and postage meter machine.
- Ability to stand and walk for prolonged periods of time, ability to lift, push, and pull up to 50 pounds, and ability to bend and twist.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to review a variety of informational documents including request for leave, medical/patient records, personal checks, meter readouts, floor plans, billing invoices, vehicle maintenance report, delivery schedules, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, log sheets, meter processing report, mileage report, time adjustments form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince & influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.

Supervisor, Mail Room

- Ability to communicate effectively with employees, customers, supervisors, outside agencies, county employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to temperature extremes, wetness, and humidity.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

EXHIBIT J

Class Title:	Identification Technician	Class Number:	10061
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees.

Distinguishing Characteristics

This is an entry level clerical/administrative classification. Employees at this level work under a well-defined framework of policies and procedures. Positions 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.

- 40% +/- 10%
 - Coordinates the daily operations of the Photo Identification Badges for the Cuyahoga County government, contracted vendors, attorneys, and Elected Officials employees; utilizes computerized identification system including a digital camera and a special printer to produce identification badges and security level access; maintains accuracy of database; performs regular maintenance cleaning of hardware; schedules vendor service of identification system; performs data file maintenance; backs-up system; collects fees for lost, stolen, damaged ID badges.
- 20% +/- 10%
 - Maintains design templates for ID badges and supply storage of identification offices; stocks and distributes supplies; inventories office supplies and purchased supplies pertaining to the identification system.
- 10% +/- 5%
 - Provides identification support for Human Resources and Communications Department; creates, distributes, and maintains employee and visitor badges; respond to public inquiries from designated Public Information Officers; coordinates authorized access rights for all badge holders; answers employee inquires; responds to staff requests; deactivate and destroy all County ID badges.
- 10% +/- 5%
 - Produces non-routine documents and forms; prepares typed or printed copy of letters and memoranda; prepares computerized records, logs, and monthly reports; maintains manual and electronic filing system.

Identification Technician

20% +/- 10%

- Performs related administrative duties; provides identification services to outside; provides support accessing, processing, monitoring and destroying classified documents; answer and respond to ID Unit telephone number.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of clerical experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to lift up to 30 pounds

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend and prepare a variety of informational documents including drafts of documents, portfolio of departmental photos, activity reports on card reader usage, invoices, letters, memoranda, Council resolutions and other reports and records.
- Ability to comprehend a variety of reference books, drawings and manuals, Ohio Revised Code, personnel action forms, BCI background checks, and computer manuals.
- Ability to prepare identification badges, letters, memoranda, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with managers, supervisors, elected officials, and other County employees and the general public.

Identification Technician

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0240

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2021-0192 dated 08/23/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. Other Community Development			JE411
EX275100 – Sustainability Projects			
Other Expenses	\$	10,000.00	

The Department of Sustainability requests additional appropriation of \$10,000 for contract extension with Bongorno Consulting. Contractor will aid with the rebalancing location planning for the scooter program, which has been expanding into the suburbs. Funding source is the Sustainability Projects Fund. Current balance in the fund is \$558,000.

B. General Fund			JE414
PS100100 – General Office			
Other Expenses	\$	100,000.00	

The Office of Budget and Management, on behalf of the County Prosecutor's Office, requests an appropriation increase in the amount of \$100,000. This increase will be utilized to obtain outside legal counsel services for an upcoming legal dispute. The funding source is the General Fund.

C. Community Development			JE416
DV220110 – Economic Development Fund			
Other Expenses	\$	5,000,000.00	

The Office of Budget and Management, on behalf of the Department of Development, requests an appropriation increase in the Economic Development Fund in the amount of \$5,000,000. This increase will allow a partial payment to Sherwin Williams in the amount of \$5,000,000 per Council Resolution R2020-0047. Resolution R2020-0047 is a special large incentive grant in the amount of \$14,000,000 for the benefits of the Sherwin Williams Headquarters Project to be located in the City of Cleveland as well as the Research and Development Facility Project to be located in the City of Brecksville. There have been no previous disbursements to Sherwin Williams, however another \$2,000,000 is being disbursed but will be coming from the Department of Developments Community Fund. (See JE417 on this same agenda). Funding for the Economic Development Fund comes from Economic Loan Repayments.

D. General Fund Assigned			JE417
DV105100 – Community Develop (Casino Tax)			
Other Expenses	\$	2,000,000.00	

The Office of Budget and Management, on behalf of the Department of Development, requests an appropriation increase in the Community Development Fund in the amount of \$2,000,000. This increase will allow a partial payment to Sherwin Williams in the amount of \$2,000,000 per Council Resolution R2020-0047. Resolution R2020-0047 is a special large incentive grant in the amount of \$14,000,000 for the benefits of the Sherwin Williams Headquarters Project to be located in the City of Cleveland as well as the Research and Development Facility Project to be located in the City of Brecksville. There have been no previous disbursements to Sherwin Williams, however another \$5,000,000.00 is being disbursed but will be coming from the Department of

Developments Economic Development Fund. (See JE416 on this same agenda). Funding for the Community Development Fund comes from General Fund.

E. Other Health and Safety		JE419
HS280135 – Human Services Other		
Other Expenses	\$	1,516.26

The Office of Budget and Management requests an appropriation increase of \$1,516.26 in the Human Services Other program account is necessary to satisfy the slight increased amount (0.789%) in the quarterly MetroHealth Line of Credit payment to U.S. Bank National Association. Funding is from the Health and Human Services Levy and is a permanent use of reserves.

F. Youth Services		JC-18-ODYS-CAT1
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(70,209.04)

Juvenile Court is requesting an appropriation decrease in the amount of \$70,209.04 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide High Fidelity Wraparound (HFW) services to youth and their families involved in diversion services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 30% of the grant or \$30,215.96 was spent. There is no cash balance to resolve.

G. Youth Services		JC-18-ODYS-CAT2
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(30,683.38)

Juvenile Court is requesting an appropriation decrease in the amount of \$30,683.38 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide a day treatment program for youth on probation who were at risk of removal from the home. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 85% of the grant or \$174,324.26 was spent. There is no cash balance to resolve.

H. Youth Services		JC-18-ODYS-CAT3
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(72,654.35)

Juvenile Court is requesting an appropriation decrease in the amount of \$72,654.35 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment,

intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide High Fidelity Wraparound (HFW) services to youth and their families involved in pre-trial monitoring. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 27% of the grant or \$27,345.65 was spent. There is no cash balance to resolve.

I. Youth Services		JC-18-ODYS-HB15
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(686.20)

Juvenile Court is requesting an appropriation decrease in the amount of \$686.20 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide System of Care training to Court staff, including jurist and probation staff. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 59% of the grant or \$994.80 was spent. There is no cash balance to resolve.

J. Youth Services		JC-18-ODYS-AM
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(2,000.00)

Juvenile Court is requesting an appropriation decrease in the amount of \$2,000 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was intended to be used to provide anger management group treatment to youth on probation. None of the grant was spent. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. There is no cash balance to resolve.

K. Youth Services		JC-18-ODYS-CA
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(5,000.00)

Juvenile Court is requesting an appropriation decrease in the amount of \$5,000 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was intended to be used to provide clinical assessment for youth and families involved with the Court in diversion or probation services. None of the grant was spent. This grant was

funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. There is no cash balance to resolve.

L. Youth Services		JC-18-ODYS-CBTT
JC330100 – Youth Services Subsidy - FDCC		
Personal Services	\$	(7,929.39)
Other Expenses	\$	(653,840.57)

Juvenile Court is requesting an appropriation decrease in the amount of \$661,769.96 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide residential Community-Based Treatment Center services for felony-level youth at risk of being committed to the Ohio Department of Youth Services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 77% of the grant or \$2,217,011.60 was spent. There is no cash balance to resolve.

M. Youth Services		JC-18-ODYS-DAEI
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(7,000.00)

Juvenile Court is requesting an appropriation decrease in the amount of \$7,000 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide Care Correctional Practices training and technical assistance to Juvenile Detention Center staff. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 60% of the grant or \$10,600.00 was spent. There is no cash balance to resolve.

N. Youth Services		JC-18-ODYS-FPH
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(111,120.96)

Juvenile Court is requesting an appropriation decrease in the amount of \$111,120.96 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide in-home family therapy for youth and families involved with the Court in diversion or probation services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 63% of the grant or \$186,652.04 was spent. There is no cash balance to resolve.

O. Youth Services		JC-18-ODYS-JDAI
JC330100 – Youth Services Subsidy - FDCC		
Other Expenses	\$	(93,111.69)

Juvenile Court is requesting an appropriation decrease in the amount of \$93,111.69 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide training to Juvenile Detention Center staff and respite services for youth involved in the CALM domestic violence diversion program. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 4% of the grant or \$3,682.95 was spent. There is no cash balance to resolve.

P. Youth Services		JC-18-ODYS-MH
JC330100 – Youth Services Subsidy - FDCC		
Personal Services	\$	(156,130.17)

Juvenile Court is requesting an appropriation decrease in the amount of \$156,130.17 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide Multi-Systemic Therapy (MST) to youth and families involved in diversion or probation services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 89% of the grant or \$1,330,225.34 was spent. There is no cash balance to resolve.

Q. Youth Services		JC-18-ODYS-MS
JC330100 – Youth Services Subsidy – FDCC		
Other Expenses	\$	(440,954.18)

Juvenile Court is requesting an appropriation decrease in the amount of \$440,954.18 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to fund Home Detention staff in order to provide electronic monitoring and surveillance of youth awaiting future hearings. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 12% of the grant, or \$59,045.82, was spent. There is no cash balance to resolve.

R. Youth Services		JC-18-ODYS-PA
JC330100 – Youth Services Subsidy - FDCC		
Personal Services	\$	(71,898.82)

Juvenile Court is requesting an appropriation decrease in the amount of \$71,898.82 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to fund staff positions responsible for the development and monitoring of the RECLAIM funds and budget reports, the identification of effective programming and contracting, the monitoring, data collection, and quality assurance of all Court and contracted youth services, and the completion of all required grant reports. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 86% of the grant or \$448,397.53 was spent. There is no cash balance to resolve.

S.	Youth Services		JC-18-ODYS-PROB
	JC330100 – Youth Services Subsidy - FDCC		
	Personal Services	\$	(29,178.89)

Juvenile Court is requesting an appropriation decrease in the amount of \$29,178.89 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to fund school-based liaison positions to provide probation services to youth within specific school settings. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 97% of the grant or \$937,095.62 was spent. There is no cash balance to resolve.

T.	Youth Services		JC-18-ODYS-SA
	JC330100 – Youth Services Subsidy - FDCC		
	Other Expenses	\$	(8,000.00)

Juvenile Court is requesting an appropriation decrease in the amount of \$8,000.00 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was intended to be used to provide substance use assessment and treatment services to youth involved with the Court. None of the grant was spent. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. There is no cash balance to resolve.

U.	Youth Services		JC-18-ODYS-SC
	JC330100 – Youth Services Subsidy - FDCC		
	Personal Services	\$	(7,396.23)

Juvenile Court is requesting an appropriation decrease in the amount of \$7,396.23 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile

offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to fund the staff position responsible for the coordination of shelter care services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 95% of the grant or \$145,501.75 was spent. There is no cash balance to resolve.

V. Youth Services	JC-18-ODYS-SO
JC330100 – Youth Services Subsidy - FDCC	
Other Expenses	\$ (4,000.00)

Juvenile Court is requesting an appropriation decrease in the amount of \$4,000 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was intended to be used to provide sex offender treatment services to youth involved with the Court. None of the grant was spent. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. There is no cash balance to resolve.

W. Youth Services	JC-18-ODYS-TRMH
JC330100 – Youth Services Subsidy - FDCC	
Other Expenses	\$ (332,846.92)

Juvenile Court is requesting an appropriation decrease in the amount of \$332,846.92 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide Multi-Systemic Therapy (MST), MST-Problem Sexual Behavior, and residential Community-Based Treatment Center services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1, 2017, to June 30, 2019. 71% of the grant or \$817,153.08 was spent. There is no cash balance to resolve.

X. Youth Services	JC-18-ODYS-TRRS
JC330100 – Youth Services Subsidy - FDCC	
Other Expenses	\$ (1,386,186.18)

Juvenile Court is requesting an appropriation decrease in the amount of \$1,386,186.18 for the purpose of closing out the state fiscal year 2018-19 RECLAIM grant award. The RECLAIM grant program provides funding for an array of community-based treatment, intervention, diversion, and prevention programs, with the goal of diverting juvenile offenders from state institutions and keeping them local where families can participate more fully in their rehabilitation and treatment. The requested appropriation was used to provide residential Community-Based Treatment Center services for felony-level youth at risk of being committed to the Ohio Department of Youth Services. This grant was funded by the Ohio Department of Youth Services for the performance period of July 1,

2017, to June 30, 2019. 27% of the grant or \$519,413.82 was spent. There is no cash balance to resolve.

Y. Community Development		DV-2021-LHCG
DV220150 – Lead Hazard Control		
Personal Services	\$	426,538.00
Other Expenses	\$	17,772.00

The Department of Development requests new appropriation in the amount of \$444,310 for the purpose of establishing the 2021-23 Lead Hazard Reduction Grant award. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.905), passed through the Cuyahoga County Board of Health, and covers the performance period of August 1, 2021, to September 30, 2023. Grant funds will be used predominantly to pay for staff time associated with determining program eligibility, inspecting units, writing specifications, and inspecting work done by contractors in pursuit of identifying and controlling lead hazards in private housing that is owned by or rented to low- or very-low-income families. This grant will be paid on a reimbursable basis and requires no cash match.

Z. Other Judicial		CP-21-407-ISP
CP285190 – CCA 407 Felony Program		
Personal Services	\$	5,894,192.00
Other Expenses	\$	1,234,136.00

Common Pleas Court requests new appropriation in the amount of \$7,128,328 for the purpose of establishing the SFY 2022-23 Community Corrections Act Intensive Supervision Grant award. Grant funds will be used to divert eligible felony offenders from the state prison system into local community sanction programs through Common Pleas Court’s Adult Probation Department. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AA. Other Judicial		CP-21-407-PSI
CP285190 – CCA 407 Felony Program		
Personal Services	\$	990,000.00

Common Pleas Court requests new appropriation in the amount of \$990,000 for the purpose of establishing the SFY 2022-23 Community Corrections Act Pre-Sentence Investigation Grant award. Grant funds will be used to pay salaries for 12 probation officers and supervisors. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AB. Other Judicial		CP-21-JRIG23
CP285170 – CCA Probation Improvement/Incentive		
Personal Services	\$	856,393.00
Other Expenses	\$	1,124,215.00

Common Pleas Court requests new appropriation in the amount of \$1,980,608 for the purpose of establishing the SFY 2022-23 Justice Reinvestment Grant award. Grant funds will be used to pay salaries and benefits for four TASC assessment specialists and two probation officers, employment counseling services, incentives, and bus passes. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AC. Other Judicial		CP-21-408-DV
CP285185 – CCA 408 Jail/Misdemeanant		
Other Expenses	\$	288,120.00

Common Pleas Court requests new appropriation in the amount of \$288,120 for the purpose of establishing the SFY 2022-23 Community Corrections Act Domestic Violence Grant award. Grant funds will be used to pay for violence intervention services and bus passes. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AD. Other Judicial		CP-21-408-JCM
CP285185 – CCA 408 Jail/Misdemeanant		
Personal Services	\$	152,136.00
Other Expenses	\$	365,584.00

Common Pleas Court requests new appropriation in the amount of \$517,720 for the purpose of establishing the SFY 2022-23 Community Corrections Act Jail Case Management Grant award. Grant funds will be used to pay for salaries and benefits for two probation officers, CATS drug and alcohol treatment services, Board of Developmental Disabilities services, and violence interventions services. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AE. Other Judicial		CP-21-408-PDP
CP285185 – CCA 408 Jail/Misdemeanant		
Personal Services	\$	496,000.00

Common Pleas Court requests new appropriation in the amount of \$496,000 for the purpose of establishing the SFY 2022-23 Community Corrections Act Prosecutorial Diversion Grant award. Grant funds will be used to pay salaries for four probation officers and one supervisor. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AF. Other Judicial		CP-21-408-PTRP
CP285185 – CCA 408 Jail/Misdemeanant		
Personal Services	\$	1,216,532.00
Other Expenses	\$	14,220.00

Common Pleas Court requests new appropriation in the amount of \$1,230,752 for the purpose of establishing the SFY 2022-23 Community Corrections Act Pre-Trial Release Program Grant award. Grant funds will be used to pay salaries for 16 probation officers and supervisory staff. This grant is funded by the Ohio Department of Rehabilitation and Correction and covers the performance period of July 1, 2021, to June 30, 2023. This grant is paid as a series of advanced payments, which means any remaining cash balance at the end of the performance period will be returned to the grantor. No cash match is required.

AG. Community Development		HS-2021-COCPLAN
HS220115 – Continuum of Care		
Personal Services	\$	176,400.00
Other Expenses	\$	729,986.00

The Department of Health and Human Services – Office of Homeless Services requests new appropriation in the amount of \$906,386 for the purpose of establishing the FFY 2020 Continuum of Care Planning Grant award. Grant funds will be used to access technical assistance to improve the development of sound strategic actions, goal setting, and outcome review. Training for Continuum of Care partner agencies’ staff and leadership will expand understanding and implementation of best practice approaches to reducing and ending homelessness in this community. This grant is funded by the U.S. Department of Housing and Urban Development (CFDA 14.267) and covers the performance period of January 1, 2022, to December 31, 2022. This grant will be paid on a reimbursable basis and requires no cash match.

AH. Other Public Works		PW-21-ODNR-EEAG
PW295105 – Other Public Works Grants		
Other Expenses	\$	1,000,000.00

The Department of Public Works requests new appropriation in the amount of \$1,000,000 for the purpose of establishing the Erosion Emergency Assistance Grant award. Grant funds will be used to redesign and build the Beulah Park-Euclid Beach access point and protect two miles of Lake Erie shoreline from erosion. This grant is funded by the Ohio Department of Natural Resources and covers the performance period of July 1, 2021, to January 31, 2023. This grant will be paid on a reimbursable basis and requires no cash match.

AI. Other Public Works		PW-21-OEPA-DMTF
PW295105 – Other Public Works Grants		
Other Expenses	\$	15,000.00

The Department of Public Works requests new appropriation in the amount of \$15,000 for the purpose of establishing the 2021 Level 2 Electric Vehicle Charging Grant award. Grant funds will be used to install two (2) Level 2 electric vehicle charging stations at the Huntington Parking Garage. This grant is funded by the Ohio Environmental

Protection Agency and covers the performance period of June 25, 2021, to December 31, 2027. This grant will be paid on a reimbursable basis and requires no cash match.

AJ. Other Judicial	JC-21-SDPSP-DC
JC285160 – Juvenile Court Other Judicial Grants	
Personal Services	\$ 45,000.00

Juvenile Court is requesting new appropriation in the amount of \$45,000 for the purpose of establishing the SFY 2022 Specialized Docket Payroll Subsidy Project grant award. Grant funds will be used to offset the costs of operating the Cuyahoga County Juvenile Court Drug Court Program. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021, to June 30, 2022. This grant was paid as an advance payment.

AK. Other Judicial	JC-21-SDPSP-FDC
JC285160 – Juvenile Court Other Judicial Grants	
Personal Services	\$ 35,000.00

Juvenile Court is requesting new appropriation in the amount of \$35,000 for the purpose of establishing the SFY 2022 Specialized Docket Payroll Subsidy Project grant award. Grant funds will be used to offset the costs of operating the Cuyahoga County Juvenile Court Family Drug Court Program. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021, to June 30, 2022. This grant was paid as an advance payment.

AL. Capital Projects	CFSSM0000301
PW600100 – Capital Projects	
Personal Services	\$ 16,500.00
Other Expenses	\$ 325,500.00

The Department of Public Works is requesting new appropriation in the amount of \$342,000 to establish the Soldiers & Sailors Monument HVAC Alterations capital project. This project will make alterations to the HVAC system for the Soldiers & Sailors Monument to repair a system that is no longer functioning. The estimated cost of this project is \$342,000. This project is part of the 2021 Capital Improvements Plan and is funded by the General Fund Capital Improvements Subsidy.

AM. Other Judicial	PJ-21-JJDP-BG
PJ285145 – JJDP Block Grant	
Other Expenses	\$ 154,000.00

The Department of Public Safety and Justice Services requests new appropriation in the amount of \$154,000 for the purpose of establishing the FFY 2021 Juvenile Justice and Delinquency Prevention Title II Formula Block Grant award. Grant funds will be used to assist local communities in addressing juvenile crime and delinquency. This grant is funded by the U.S. Department of Justice (CFDA 16.540), passed through the Ohio Department of Public Safety, and covers the performance period of October 1, 2021, to June 30, 2023. This grant will be paid on a reimbursable basis and requires no cash match.

AN. Victim Assistance		PJ-22-VAWA-BG
PJ325120 – VAWA Block Grant		
Other Expenses	\$	586,470.50

The Department of Public Safety and Justice Services requests new appropriation in the amount of \$586,470.50 for the purpose of establishing the FFY 2021 STOP Violence Against Women Block Grant award. This grant funds local projects designed to strengthen effective law enforcement and prosecution strategies and services to combat crimes against women. This grant is funded by the U.S. Department of Justice (CFDA 16.588), passed through the Ohio Department of Public Safety, and covers the period of January 1, 2022, to March 31, 2023. This grant will be paid on a reimbursable basis. The required 25% local match is assumed by subgrantees.

AO. Treatment Alternatives for Safer Communities		CP-21-DRUGCOURT
CP320130 – TASC Drug Court		
Personal Services	\$	220,500.00

Common Pleas Court requests new appropriation in the amount of \$220,500 for the purpose of establishing the SFY 2022 Cuyahoga County Drug Court grant award. This grant supports the operations and payroll costs of the TASC Drug Court, which operates under the Corrections Planning Board. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County, and covers the period of July 1, 2021, to June 30, 2022. The grant is paid on a reimbursable basis and requires no cash match.

AP. Treatment Alternatives for Safer Communities		CP-21-TASC
CP320115 – Treatment Alternatives to Street Crime		
Personal Services	\$	810,006.00

Common Pleas Court requests new appropriation in the amount of \$810,006 for the purpose of establishing the SFY 2022 Treatment Alternatives to Street Crime (TASC) grant award. This grant supports alcohol and other drug assessment, case management, and intensive outpatient treatment services in connection with the TASC Program, which operates under the Corrections Planning Board. This grant is funded by the U.S. Department of Health and Human Services (CFDA 93.959), passed through the Ohio Department of Mental Health and Addiction Services and the ADAMHS Board of Cuyahoga County, and covers the period of July 1, 2021, to June 30, 2022. The grant is paid on a reimbursable basis and requires no cash match.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM: General Fund		JE413
ME100100 – Medical Examiner - Operations		
Personal Services	\$	470,000.00
TO: General Fund		

ME100100 – Medical Examiner - Operations		
Other Expenses	\$	470,000.00

The Office of Budget and Management, on behalf of the Medical Examiner's Office, is requesting an appropriation transfer in the amount of \$470,000 from salaries to cover projected NSF's in Office Operation expenses for 2021. Due to expenses for 2020 being paid in 2021 that were not encumbered by year-end, as a result of system problems and the unexpected resignation of the employee that processed these items, the appropriations to cover these items was no longer available at the being of 2021. This transfer was made possible due to a surplus caused by vacancies within the Medical Examiner's Operations budget as well as the ability to move eligible salaries to their Coroner's Lab Fund. These Office Operation expenses are funded by the General Fund.

B. FROM: Capital Projects			JCFCSQ0000601
PW600100 – Capital Projets			
Other Expenses	\$	9,543.51	
TO: Capital Projects			
PW600100 – Capital Projects			
Personal Services	\$	9,543.51	

The Department of Public Works is requesting an appropriation transfer in the amount of \$9,543.51 from other expenses to cover trade payroll costs associated with the Old Courthouse Courtroom Audio Recording capital project. This project will allow for the purchase and installation of equipment to enable audio recording of courtroom proceedings. This project is part of the 2021 Capital Improvements Plan. The funding source is a grant awarded to the 8th District Court of Appeals by the Supreme Court of Ohio.

SECTION 3. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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None

SECTION 4. That items approved in Resolution No. R2021-0032 dated January 26, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County's financial system:

Resolution No. R2021-0192 dated 8/3/2021:

Original Item to be Rescinded - Section 2

B. FROM: General Fund			GL3-00
FS100130 – General Fund Operating Subsidies			
Trans Out – Transfer Out	\$	6,800,000.00	

TO: Capital Projects
 PW600100 – Capital Projects
 Trans In – Transfer In \$ 6,800,000.00

The Office of Budget and Management requests a cash transfer of \$6,800,000.00 to fulfill the annual General Fund subsidy that funds the Capital Improvements Plan. This cash subsidy was approved as part of the 2020/2021 Biennial Budget (R2019-0224).

Corrected Item - Section 2

B. FROM: General Fund **GL3-00**
FS100350 – General Fund Operating Subsidies
 Trans Out – Transfer Out \$ 6,800,000.00

TO: Capital Projects
 PW600100 – Capital Projects
 Trans In – Transfer In \$ 6,800,000.00

The Office of Budget and Management requests a cash transfer of \$6,800,000.00 to fulfill the annual General Fund subsidy that funds the Capital Improvements Plan. This cash subsidy was approved as part of the 2020/2021 Biennial Budget (R2019-0224).

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC044
October 26, 2021



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: October 18, 2021

Re: Fiscal Agenda – 10/26/2021 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **October 26, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested.
- Request grant appropriation and closeouts.
- Request to provide appropriation transfers as requested.

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

Department	Amount Requested	Item	Funding Source	Purpose
Sustainability	\$10,000.00	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Prosecutor	\$100,000.00	B	General Fund	Appropriation Increase
Development	\$5,000,000.00	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Development	\$2,000,000.00	D	General Fund	Appropriation Increase
Human Services	\$1,516.60	E	HHS Levy Fund	Appropriation Increase

Juvenile Court	\$(3,490,826.97)	F – X	Grant – No General/HHS Levy Fund Impact	Grant Closeouts
Development	\$444,310.00	Y	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Common Pleas Court	\$12,631,528.00	Z – AF	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Homeless Services	\$906,386.00	AG	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Public Works	\$1,015,000.00	AH – AI	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Juvenile Court	\$80,000.00	AJ – AK	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Public Works	\$342,000.00	AL	CIP – General Fund	Project Appropriation
Public Safety and Justice Services	\$154,000.00	AM	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Public Safety and Justice Services	\$586,470.50	AN	Grant – No General/HHS Levy Fund Impact	Grant Appropriation
Common Pleas Court	\$1,030,506.00	AO – AP	Grant – No General/HHS Levy Fund Impact	Grant Appropriation

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

Department	Amount Transferred	Item	Funding Source	Purpose
Medical Examiner	\$470,000.00	A	General Fund	Appropriation Transfer
Public Works	\$9,543.51	B	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0241

Sponsored by: County Executive Budish/Department of Law/Clerk of Courts	A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Communication Workers of America, Local 4340, Clerk of Courts Bargaining Unit, representing approximately 66 employees in the Clerk, Legal Account Clerk (1/2/3), and Legal Clerk 3 classifications in the Clerk of Courts for the period 1/1/2021 - 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Department of Law on behalf of the County of Cuyahoga (hereinafter collectively referred to as “County”), has been engaged in collective bargaining negotiations with the Communication Workers of America, Local 4340, Clerk of Courts Bargaining Unit (hereinafter referred to as “CWA Local 4340”), in an effort to negotiate a successor collective bargaining agreement (“CBA”) for the period of 01/01/2021-12/31/2023, covering approximately 66 employees in the Clerk, Legal Account Clerk (1/2/3), and Legal Clerk 3 classifications in the Clerk of Courts; and

WHEREAS, the parties have met in an effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and

WHEREAS, the members of the bargaining unit met and voted to ratify the proposed collective bargaining agreement in full; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and

WHEREAS, the County Executive, Department of Law, and Clerk of Courts are recommending that Council approve the proposed CBA for the period 1/1/2021 – 12/31/2023; and

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Clerk of Courts.

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

SECTION 1. The Cuyahoga County Council hereby approves the CBA between Cuyahoga County and CWA Local 4340, representing approximately 66 employees in the Clerk, Legal Account Clerk (1/2/3), and Legal Clerk 3 classifications in the Clerk of Courts for the period of 1/1/2021 – 12/31/2023, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and CWA Local 4340 shall be budgeted and appropriated.

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

Journal CC044
October 26, 2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0242

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of the Honorable Mayor Annette Blackwell to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for unexpired term ending 7/14/2022 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

WHEREAS, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

WHEREAS, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

WHEREAS, County Executive has nominated Annette Blackwell (replacing Danielle Sydnor) to serve on the Cuyahoga County Citizens’ Advisory Council on Equity, for the unexpired term ending 7/14/2022.

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, 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 Annette Blackwell (replacing Danielle Sydnor) to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the unexpired term ending 7/14/2022.

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: _____
Committee(s) Assigned: _____

Journal
_____, 2021



October 15, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones:

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nomination for appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Annette Blackwell**, unexpired term ending 7/14/2022
 - Replacing Danielle Sydnor
 - Currently resides in Maple Heights (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 48 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,

A handwritten signature in black ink that reads "Armond Budish".

Armond Budish
Cuyahoga County Executive

On January 6, 2016, Mayor Blackwell was sworn in as the City of Maple Heights' 16th Mayor, the first female and first African-American in the City's 100-year history. She is also the City's Safety Director.

Professional Experience

Mayor Annette Blackwell is a very successful business professional and her previous employers include:

- KeyBank
- University Hospitals of Cleveland
- Deloitte
- Ryan International Tax Services

She ended her 16 years as a Senior Commercial Property Tax Analyst and Co-Leader of the Black Employee Network (BEN) at Deloitte and Ryan Global Tax Services where she was also a United States India Liaison when she won the election.

Board Memberships

- The First Suburbs Consortium
- Suburban Water Council of Governments
- Northeast Ohio Areawide Coordinating Agency (NOACA)
- Executive Committee of the Cuyahoga County Democratic Party
- Cuyahoga County Mayors & City Managers Association
- First Ring Schools Superintendents' and Mayors' Collaborative
- Secretary for the Regional Income Tax Agency (RITA)
- Cuyahoga County Community College Council for Community Access
- Cuyahoga County Council's Community Reinvestment Subcommittee
- Northeast Ohio Arts + Culture Caucus
- MyCom Saving Our Daughters/Saving Our Cinderellas Celebrity Godparent
- Black Women's Political Action Committee (BWPAC)

Honors

- Maple Heights City Schools **Pathfinder Award**
- National Action Network of Greater Cleveland **Humanitarian Warrior of Justice & Leadership Award**
- The Ohio State Coalition of the National Council of Negro Women, Inc. **Distinguished Community Leader Award**
- Cuyahoga Community College Women in Transition Program (WIT) **Outstanding Leadership Award**
- Northeast Ohio Young Black Democrats (NEOYBD) **Woman of Vision Award**
- Ursuline College's **Sister Diana Stano Leadership Award**
- Villa Angela – St. Joseph High School, **Hall of Fame**

Education

- The Ohio State University, John Glenn College of Public Affairs, Ohio Public Leadership Academy
- Cleveland State University, Ohio Certified Public Manager @ The Center for Public & Nonprofit Management
- Ursuline College (BA) Public Relations/Corporate Communications, Pepper Pike, Ohio
- Indiana Wesleyan University, Independence, Ohio (ASB)
- Cleveland Leadership Center's Civic Leadership Institute

June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Janice Contreras	Cleveland
Nov. 2nd 2019	Cuyahoga County Citizens' Advisory Council on Equity	Alaina Foster	Solon
Nov. 8th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Brianna Witt	Sheffield Lake
Oct. 10th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Anne Laux	Brecksville
Oct. 12th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Layisha Bailey	Shaker Heights
Feb. 27th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Councilman Jones	Cleveland
Feb. 4th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Sonia Emerson	Cleveland
July 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Marsha Mockabee	Cleveland
July 21st 2020	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid	Bay Village
July 29th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Janterria Matthews	Euclid
July 8th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Nichole Laird	Shaker Heights
June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Eddie Taylor	Cleveland
June 12th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Randall McShepard	Beachwood
June 14th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Victor Ruiz	Cleveland
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Cordell Stokes	Euclid
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Joshua Caruso	Beachwood
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Kenneth Chalker	Lakewood
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Stephen Caviness	Mayfield Heights
June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Habeebah Rasheed Grimes	Cleveland

June 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	India Lee	Cleveland
June 16th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Heidi Gullett	Cleveland
June 17th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Danielle Sydnor	Shaker Heights
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Sheila Wright	East Cleveland
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Margaret Stanard	Rocky River
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Norreen Owen Thomas	Parma Heights
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Michael Cheselka	Cleveland
June 18th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Anthony Luke	Olmsted Township
June 21st 2020	Cuyahoga County Citizens' Advisory Council on Equity	Perry Zohos	Beachwood
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Nicholas Santilli	Rocky River
June 22nd 2020	Cuyahoga County Citizens' Advisory Council on Equity	John Peshek	Rocky River
June 23rd 2020	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson	Garfield Heights
June 25th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Dr. Terrence Robinson	Solon
June 30th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Frances Mills	Mayfield Heights
Nov. 30th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Elizabeth (Liz) Lazar	Cleveland
Oct. 19th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Nichole Laird	Shaker Heights
Oct. 1st 2019	Cuyahoga County Citizens' Advisory Council on Equity	Sharonda Whatley	Lakewood

Oct. 28th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Mary Ann Bradfield	Parma Heights
Oct. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Wendall Garth	Maple Heights
Sept. 12th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Thomas McMillan	Shaker Heights
Sept. 25th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Ariana Johnson	Garfield Heights
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Doreen Dunn-Berts	Cleveland
Sept. 27th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Rachel Balanson	Cleveland
Sept. 29th 2019	Cuyahoga County Citizens' Advisory Council on Equity	Tiffany Tyson	Cleveland
Sept. 15th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid	Cleveland
Oct. 27th 2020	Cuyahoga County Citizens' Advisory Council on Equity	Evan Bunch	Cleveland Heights
Jan. 6th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Melaak Rashid	Bay Village
May 14th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Glen Shumate	Shaker
Oct. 12th 2021	Cuyahoga County Citizens' Advisory Council on Equity	Annette Blackwell	Maple Heights

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0243

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires the replacement of West 130th Street Bridge No. 02.26 over the East Branch of the Rocky River in the Cities of North Royalton and Strongsville; total estimated project cost \$3,750,000.00 finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires the replacement of West 130th Street Bridge No. 02.26 over the East Branch of the Rocky River in the Cities of North Royalton and Strongsville; and

WHEREAS, the anticipated start date is 2023; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and

WHEREAS, the primary goal is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the project is located in Council District 5; and

WHEREAS, the estimated project cost is \$3,750,000.00; and

WHEREAS, this project will be funded 60% (\$2,250,000.00) from the County Road and Bridge Funds and 40% (\$1,500,000.00) from Issue 1 Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires the replacement of West 130th Street Bridge No. 02.26 over the East Branch of the Rocky River in the Cities of North Royalton and Strongsville.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Public Works Requests Approval of the Public Convenience and Welfare for the Replacement of West 130th Street Bridge 02.26 over the East Branch of Rocky River in the Cities of North Royalton and Strongsville

Scope of Work Summary

The Public Works Department requesting that Council find:

a) that public convenience and welfare requires the approval of the replacement of West 130th Street Bridge 02.26 over the East Branch of Rocky River in the Cities of North Royalton and Strongsville.

b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements.

c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities. The anticipated cost of the project is \$3,750,000. The project is to be funded \$2,250,000 with County Road and Bridge Funds and \$1,500,000 with Issue 1 Funds. The anticipated start date for construction is 2023.

The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.

The location of the project is on West 130th Street, approximately 475 ft south of Drake Road and 1.25 miles north of Valley Parkway, located in the Cities of North Royalton and Strongsville.

3b. The project is located in Council District 5.

Project Status and Planning

The project is new to the County.

Funding

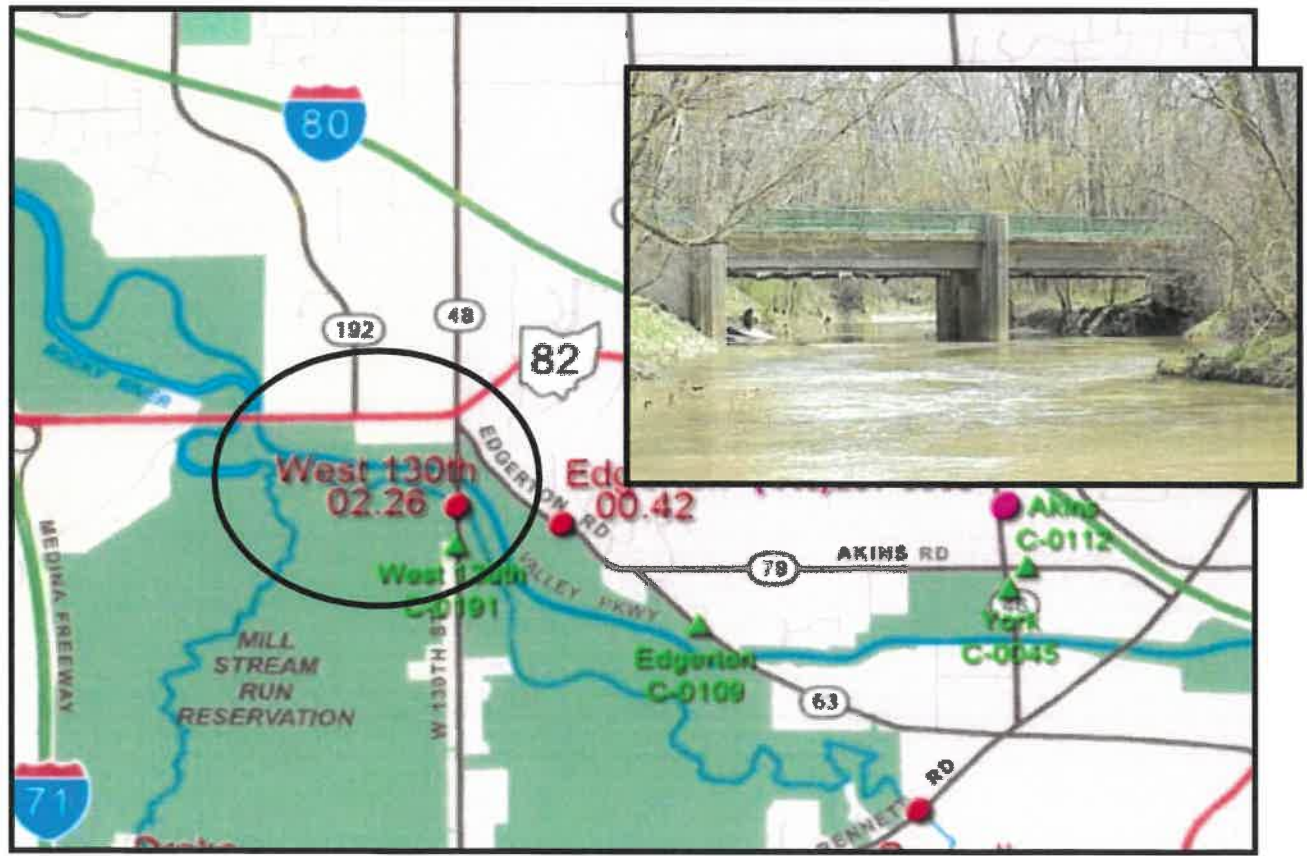
The project is to be funded \$2,250,000 with County Road and Bridge Funds and \$1,500,000 with Issue 1 Funds. The total cost of the project is \$3,750,000.



CUYAHOGA COUNTY
DEPARTMENT of PUBLIC WORKS

Project Fact Sheet – West 130th Street Bridge 02.26
Over East Branch of the Rocky River
Cities of North Royalton and Strongsville

Project Type	Bridge Replacement
Project Limits	West 130th Street Bridge 02.26
Average Daily Traffic	11,200 vehicles per day
Year Built/Last Rehab	Built in 1952
General Appraisal Rating	4A
Sufficiency Rating	41.3
Council District	5
Project Construction Cost	\$3,750,000
Proposed Funding	60% County (\$2,250,000), 40% Issue 1 (\$1,500,000)
Project Design	Cuyahoga County Department of Public Works (Consultant Contract)
Construction Admin	Cuyahoga County Department of Public Works



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0244

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to Contract No. 610 with C&S Engineers, Inc. for general engineering services for the Cuyahoga County Airport for the period 2/10/2020 – 2/13/2025 for additional funds in the amount not-to-exceed \$1,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Departments of Public Works and Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. 610 with C&S Engineers, Inc. for general engineering services for the Cuyahoga County Airport for the period 2/10/2020 – 2/13/2025 for additional funds in the amount not-to-exceed \$1,500,000.00; and

WHEREAS, the goal for the amendment is for Professional Design/Engineering, Construction Administration, Construction Inspection and Consulting Services for projects included in the approved Updated Master Plan and future Layout Plan for Cuyahoga County Airport; and

WHEREAS, this project is funded by 10% General Fund and 90% Federal Aviation Administration and Ohio Department of Transportation Aviation Grants; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 610 with C&S Engineers, Inc. for general engineering services for the Cuyahoga County Airport for the period 2/10/2020 – 2/13/2025 for additional funds in the amount not-to-exceed \$1,500,000.00.

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

Journal _____
_____, 20__

Title: Public Works, 2021, C & S Engineers, Inc., Amendment No. 1 to CE2000503, CM 610, RQ #46241

Scope of Work Summary

Department of Public Works requesting ~~authority to prepare~~ an Amendment No. 1 to CE2000503, CM 610 with C & S Engineers, Inc. for the anticipated not-to-exceed cost of \$1,500,000.00, for General Engineering Services for the Cuyahoga County Airport. There will be no change in terms.

The Department of Public Works is requesting ~~authority to prepare~~ an Amendment No. 1 to CE2000503, CM 610 with C & S Engineers, Inc. for an increase in the not to exceed amount of \$1,500,000.00 for Professional Design/Engineering, Construction Administration, Construction Inspection and Consulting Services for projects included in the approved Updated Master Plan and future Layout Plan for Cuyahoga County Airport as requested and authorized on a Task Order basis.

C & S Engineers, Inc. have qualified and experience staff who are familiar with airport design, construction, requirements and FAA and ODOT Aviation requirements and procedures.

Per FAA the contract needs to run for 5 years. When the County went out for the RFQ we did not know that the projects would move up on our Master Plan and be funded by FAA Grants.

C & S Engineers contract value needs to be amended for additional funds to provide additional professional services pertaining to the FAA Grants, for the Cuyahoga County Airport.

Cuyahoga County Airport
26300 Curtiss Wright Pkwy
Cleveland, Oh 44143
Council District (11)

~~Not an~~ amendment:

There is no change in scope

The original contract was for \$450,000.00 – February 10, 2020 – February 13, 2025
BC2020-106

Amended Contract:

February 10, 2020 – February 13, 2025 - \$1,950,000.00

Procurement

The RFQ was closed on January 7, 2020.

There were 5 statement of qualifications submitted for review, 1 proposal was approved.

There was 15% SBE, 10% MBE, and 5% WBE on this RFQ.

This was not a SBE set-aside.

Contractor Information

The Consultant:

C & S Engineers, Inc
17401 Lorain Avenue, Suite 100
Cleveland, Oh 44111
Council District (02)
Principal in Charge Matthew Wenham, Project Manager Maria Benovic

Funding

The funding for the amendment our from Present and Future Grants from FAA (90% - 100%) Funds.

The schedule of payments is monthly by invoicing.

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	46241
Infor/Lawson PO# Code (if applicable):	CE2000503 CONV
CM Contract#	610

	Department	Clerk of the Board
Briefing Memo	LABT	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---------------	------------------------------	----------------------------------------

Contract Amendments					Department initials	OPD
Justification Form					LABT	Ok per va
IG#	19-0215				LABT	Ok per va
Annual Non-Competitive Bid Contract Statement	Date:	7-20-2021		LABT	Ok per va	
Debarment/Suspension Verified	Date:	8-9-2021		LABT	Ok per va	
Auditor’s Finding	Date:	7-15-2021		LABT	Ok per va	
Vendor’s Submission					LABT	Ok per va
W-9 – <i>if required</i>	Tax ID#	13-5318940	Date:	7-15-2021	LABT	Ok per va
Independent Contractor (I.C.) Requirement			Date:	7-15-2021	LABT	Ok per va
Amendment and Exhibits					LABT	Ok per va
Cover - <i>Master amendments only</i>					N/A	n/a not a master contract
Contract Evaluation					LABT	Ok per va
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					LABT	Ok per va
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LABT	Ok per va
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					LABT	Ok per va
Original Executed Contract (<i>containing insurance terms</i>) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					LABT	Ok per va
Checklist Verification					LABT	va

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Accounting Units

Time Period	Accounting Unit	Account Number	Activity	Dollar Amount
9/14/2021 – 12/31/2021	PW700200	55130	CAOPR0000401	\$150,000.00
9/14/2021 – 12/31/2021	PW700200	72100	CAOPR0000501	\$586,379.00
1/1/2022 – 12/31/2022				\$514,999.00
1/1/2023 – 12/31/2023				\$248,622.00
1/1/2024 – 12/31/2024				0.00
1/1/2025 – 2/13/2025				0.00
			TOTAL	\$1,500,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	CE2000503 CONV
BuySpeed or Lawson RQ# (if applicable)	46241
CM Contract#	610

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$450,000.00		2/10/2020 – 2/13/2025	2/10/2020	BC2020-106
Prior Amendment Amounts (list separately)		\$0			
		\$			
		\$			
Pending Amendment		\$1,500,000.00	2/10/2020- 2/13/2025	TBD	TBD
Total Amendments		\$1,500,000.00			
Total Contact Amount		\$1,950,000.00			

OPD Use Only:

Prior Resolutions:	BC2020-106
Amend:	CM 610
Vendor Name:	C & S Engineers, Inc.
ftp:	2/10/2020 – 2/13/2025
Amount:	Amend amt. 1,500,000.00
History/CE:	ok

2 | Page

Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

EL:	ok
Procurement Notes:	Buyer review has been completed. Under the lines tab in CM there are 4 lines when there should be 5. Per LB, she created line then needed to delete to modify numbers. Line went away and she continued with new line. Table has been modified and accounting units have been filled in.

OPD Buyer approval:

CONTRACT EVALUATION FORM

Contractor	C & S Engineers, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE2000503 CM 610				
RQ#	46241				
Time Period of Original Contract	February 10, 2020 – February 13, 2025				
Background Statement	Amendment No. 1 to increase the not-to-exceed amount by \$1,500,000.00				
Service Description	General Engineering Services for Cuyahoga County Airport				
Performance Indicators	C & S Engineers, Inc. has provided the County with quality consulting services for the tasks on this contract.				
Actual Performance versus performance indicators (include statistics):	C & S Engineers, Inc. has had a satisfactory success rate in meeting performance for all tasks.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All of the staff that worked on assigned tasks have been proficient in their fields				
Department Contact	Lori Birschbach-Tober				
User Department	Public Works				
Date	8/9/2021				



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 6464/Event #1093	TYPE: RFB	ESTIMATE: \$750,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: May 27, 2021	NUMBER OF RESPONSES: 13/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Snow Removal Equipment	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREFER % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Oshkosh Defense, LLC 2307 Oregon Street Oshkosh, WI 54902	Bid Bond Travelers Casualty 5% of bid amount. Missing Ohio Dept. of Insurance Certificate of Compliance	\$101,667.00 \$637,513.00 did not quote all items	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		& Financial Statement of Bonding Company		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ CK/AP			SBE: _____ % MBE: _____ % WBE: _____ % Total % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: <hr/>		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. J. A. LaRue, Inc 3003 Watt Avenue Quebec City, QC, Canada, G1X 3W2	Check/Desjardins- BNY Mellon Trust of Delaware #650557939 \$31,000.00	\$619,948.00	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___% MBE: ___% WBE: ___% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ CK/AP					

Transaction ID:

3.	M-B Company, Inc. 201 MB Lane Chilton, WI 53014	Bid Bond / Check Bid Bond Travelers Casualty \$500.00	Actual Bid Amount (enter "N/A" if RFP or RFQ \$663,936.00 \$663,937.00	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
						Subcontractor Name(s):			
						SBE/MBE/WBE Prime: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	
						Total %		SBE: ___% MBE: ___% WBE: ___%	
						SBE/MBE/WBE Comply: (Y/N)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
						SBE/MBE/WBE Comments and Initials:			

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ CK/AP					

Transaction ID:

4.	Kodiak America, LLC. 1350 Pomerelle Avenue Burley, ID 83318	Bid Bond / Check Bid Bond Travelers Casualty 5% of Bid amount Missing Ohio Dept. of Insurance Certificate of Compliance & Financial Statement of Bonding Company	Actual Bid Amount (enter "N/A" if RFP or RFQ. \$735,060.12	Buyer Administrative Review: OPD Buyer Initials Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ CK/AP					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
5. Wausau Equipment Company 1905 S. Moorland Road New Berlin, WI 53151		NO BID	OPD Buyer Initials: CK/AP			<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td></td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: _____ % MBE: _____ % WBE: _____ %</td> </tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td></td> </tr> </table>	Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: _____ % MBE: _____ % WBE: _____ %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:			
Subcontractor Name(s):																		
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																	
Total %	SBE: _____ % MBE: _____ % WBE: _____ %																	
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																	
SBE/MBE/WBE Comments and Initials:																		

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0245

Sponsored by: County Executive Budish/Department of Public Works/ Division of County Engineer	A Resolution authorizing an award on RQ6464 to M-B Companies in the amount not-to-exceed \$545,550.00 for the purchase of snow removal equipment for the County Airport; authorizing the County Executive to execute Purchase Order No. 21003532 and all other documents consistent this award; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer has recommended an award on RQ6464, Purchase Order No. 21003532 to M-B Companies in the amount not-to-exceed \$545,550.00 for the purchase of snow removal equipment for the County Airport; and

WHEREAS, the primary goal of this project is to provide snow removal equipment for Public Works; and

WHEREAS, this project is funded 100% by FAA Grant; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RQ6464, Purchase Order No. 21003532 to M-B Companies in the amount not-to-exceed \$545,550.00 for the purchase of snow removal equipment for the County Airport.

SECTION 2. That the County Executive is authorized to execute Purchase Order No. 21003532 and all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the

expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

Title: Public Works/2021/M-B Companies/RQ6464/Event 1093/Purchase Order/Snow Removal Equipment

Scope of Work Summary

Public Works is requesting approval of a purchase order with M-B Companies for the anticipated cost of \$545,550.00. The anticipated start date is approximately 1 year as this equipment is custom built.

The primary goal of the project is to provide Snow Removal Equipment for Public Works.

Procurement

The procurement method for this project was RFB. The total value of the RFB is \$545,550.00

The procurement method was closed on May 27, 2021. Award delay explanation:

- a. Public Works had to wait for the FAA to approve the purchase.
- b. PO was awarded 8.31.21, however, there was a system issue taking the Event to a PO that wasn't resolved until 9.15.21

Contractor and Project Information

M-B Companies
201 MB Lane
Chilton, WI 53014

Project Status and Planning

The project occurs one time.

Funding

The project is funded 100% by a FAA Grant. For processing purposes, it is current marked as being paid by Airport Capital Projects Funds, PW700200.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	6464
Infor/Lawson PO# Code (if applicable):	21003532 RFB
Event #	1093 (did not convert to a PO properly due to ex-buyer #) Cherwell per INFOR direction stated to create the purchase order in PO20.
PO#	21003532

X I certify that I have followed the current purchasing policies and procedures and no items being purchased under this requisition have been ordered or received.

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Briefing Memo	Department tw	Clerk of the Board
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Required Documents for All Purchase Orders (ALL Non-Contract Purchases)

			Department initials	Purchasing
IG#	14.0091 REG	12.31.22	tw	OK
Debarment/Suspension Verified	Date:	8.30.21 9/24/2021	tw	OK (revised uploaded 9/24/2021)
Auditor’s Finding	Date:	9.7.21 8/30/2021	tw	OK
Vendor’s Submission * (or Bid Tabulation) Other bidders submissions are uploaded	Awarded &		tw	OK
Independent Contractor (I.C.) Requirement	Date:	8.19.21	tw	OK
Checklist		9.23.21	tw	OK

9/23/2021: Attach e-mail correspondence of Notice of Intent letter, as letter attached not individually addressed to bidders; Per department solicitation worksheet, Federal Funds used – must attach revised Debarment form that the federal debarment/suspension list has been checked & re-date. Briefing memo: The project is funded 100% by a FAA Grant.

Required Documents Dependent upon Procurement Type

			Department initials	Purchasing
Annual Non-Competitive Bid Contract Statement (only needed if not going to BOC or Council for approval)	Date:	n/a	tw	
Bid Specification Packet (& add#1, #2)			tw	OK
Tabulation Sheet and/or Evaluation/Scoring Summary			tw	OK
Notice of Intent to Award Letter			tw	OK (upload complete 9/23/2021)
Award Letter			tw	OK
Diversity Documents				N/A
Justification Form (if exemption and purchase over \$5k)				
State Contract Cover Sheet				
Cooperative Purchase Contract Cover Sheet				
Sole Source Affidavit				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Sole Source Justification		
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		
Prior RFP Exemption/Alternative Procurement Approval Letter		
Furniture Request Form		
Proof of Public Notice publication		
Invoice (for items already purchased but not approved)		
*If a second effort is necessary, attach screen shots of the first and second effort Informal bid “bid ending date” and “bid available date” from the vendor Tab		

*If State Contract or Cooperative purchase, must have the contract number and expiration date listed

Reviewed by Law		
		Department initials
Exhibits		
Matrix Law Screen shot	PWD-2669 – Risk Mgt	tw
COI	n/a	tw
Workers’ Compensation Insurance	n/a	tw
Performance Bond	n/a	tw

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Vendor Information

Vendor Name	Dollar Amount
M-B Companies	\$545,550.00

Requisitions up to & including \$5,000.00 will be reviewed by the assigned purchasing agent in the Department of Purchasing. If all requirements are met, the item can be approved by DoP without additional consideration. For the following items the OnBase Agenda Action form must be completed. The item will be held until it is approved by the Board of Control.

- Requisitions over \$5,000.00
- Requisition submitted in which the item has been ordered and/or received

Tabulation Of Bids

Event # : 1093

Version: 2

Name: RQ6464 - Airport Snow Removal Equip

Description: RQ6464 - Airport Snow Removal Equipment

Open Date: 05/10/2021 08:30:51 AM

Close Date: 05/27/2021 11:00:59 AM

Estimate: 875,000.00 USD

Supplier	Bid Amount	% Over / Under
M-B COINC 201 MB Lane Chilton, WI 53014	545,550.00000	-37.65143%
Oshkosh Defense, LLC 2307 Oregon Street Oshkosh, WI 54902	535,845.00000	-38.76057%
Kodiak America LLC 1350 Pomerelle Ave Burley, ID 83318	558,500.00000	-36.17143%
J. A. Larue Inc. 3003 Watt Avenue Quebec City, QB G1X 3W2	619,948.00000	-29.14880%

Items

Item: 1

Description: Airport Snow Removal Equipment

UOM: EA

Quantity: 1.00

Tabulation Of Bids For Event # 1093: RQ6464 - Airport Snow Removal Equip

	Quantity	Unit Price	Extended Amount
M-B COINC	1.00	545,550.00	545,550.00
Oshkosh Defense, LLC	1.00	535,845.00	535,845.00
Kodiak America LLC	1.00	558,500.00	558,500.00
J. A. Larue Inc.	1.00	619,948.00	619,948.00



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 6464/Event #1093	TYPE: RFB	ESTIMATE: \$750,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: May 27, 2021	NUMBER OF RESPONSES: 13/5
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Snow Removal Equipment	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/WBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/WBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Oshkosh Defense, LLC 2307 Oregon Street Oshkosh, WI 54902	Bid Bond Travelers Casualty 5% of bid amount	\$409,667.00 \$637,513.00 did not quote all items	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. J. A. LaRue, Inc 3003 Watt Avenue Quebec City, QC, Canada, G1X 3W2	Check/Desjardins- BNY Mellon Trust of Delaware #650557939 \$31,000.00	\$619,948.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)	
3. M-B Company, Inc. 201 MB Lane Chilton, WI 53014	Bid Bond Travelers Casualty \$500.00	\$663,936.00 \$663,937.00	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE SBE: ___% MBE: ___% WBE: ___% <input type="checkbox"/> Yes <input type="checkbox"/> No	award base only \$545,530.00 award only 9/15/21	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4. Kodiak America, LLC 1350 Pomerelle Avenue Burley, ID 83318	Bid Bond Travelers Casualty 5% of Bid amount Missing Ohio Dept. of Insurance Certificate of Compliance & Financial Statement of Bonding Company	\$735,060.12	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No.

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input checked="" type="checkbox"/> Yes/Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5. Wausau Equipment Company 1905 S. Moorland Road New Berlin, WI 53151		NO BID	OPD Buyer Initials: _____			Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		

Transaction ID:

6.		Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: _____ NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): _____ SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					
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Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
7.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: _____ NCA: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): _____ SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____			Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
8.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: _____ NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): _____ SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidders / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____			SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
9.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
10.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___% MBE: ___% WBE: ___% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0246

Sponsored by: County Executive Budish/Department of Development	A Resolution; authorizing Contract No. 1904 with Fund for Our Economic Future of Northeast Ohio, as fiscal agent, in the amount not-to-exceed \$1,450,000.00 to support workforce innovation and coordination in healthcare, manufacturing, information technology and hospitality sectors in connection with the Workforce Connect Development Program for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended Contract No. 1904 with Fund for Our Economic Future of Northeast Ohio, as fiscal agent, in the amount not-to-exceed \$1,450,000.00 to support workforce innovation and coordination in healthcare, manufacturing, information technology and hospitality sectors in connections with the Workforce Connect Development Program for the period 1/1/2022 – 12/31/2024; and

WHEREAS, the funders collaborative will focus on the healthcare, manufacturing and IT sectors; and

WHEREAS, the primary goal for this project is to target employment of second chance/reentry workers and develop relationship among funders to be catalyst of change to the workforce system; and

WHEREAS, this project is 100% funded by the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes Contract No. 1904 with Fund for Our Economic Future of Northeast Ohio, as fiscal agent, in the

amount not-to-exceed \$1,450,000.00 to support workforce innovation and coordination in healthcare, manufacturing, information technology and hospitality sectors in connections with the Workforce Connect Development Program for the period 1/1/2022 – 12/31/2024.

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

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

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

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

Yeas:

Nays:

_____ County Council President	_____ Date
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_____ County Executive	_____ Date
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_____ Clerk of Council	_____ Date
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First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Title: Department of Development
2022-2024
Fund for the Economic Future of NEO
RFP Exemption
Fund for the Economic Future of NEO 2022-2024

Scope of Work Summary

The Department of Development is requesting approval of a contract with Fund for the Economic Future of NEO for the anticipated cost \$1,450,000.00.

This project was previously approved in 2019 via Resolution 2018-0138.

The Fund for the Economic Future of NEO is being contracted as the Fiscal Sponsor of the Cuyahoga Workforce Funders Group (CCWFG) to continue to drive system changes in workforce development. The emphasis is on strengthening the workforce pipeline, assisting workers with employment barriers to connect to employers and build alignment among public, private and philanthropic funders. The anticipated start-completion dates are 1/1/2022 and 12/31/2024.

The primary goals of the project are (list 2 to 3 goals).

- Target employment of “second chance”/reentry workers
- Develop relationships among funders to be catalyst of change to the workforce system
- Workforce development in Manufacturing, Healthcare, IT and Hospitality sectors

Procurement

An RFP Exemption is being requested for this contract. Since 2019 the Fund for Economic Future of NEO has filled the role of fiscal sponsor. They are positioned to develop relationships among community partners and employers.

The total value of the is \$1,450,000.00.

Contractor and Project Information

Fund for Our Economic Future
4415 Euclid Avenue, Suite 203
Cleveland, OH 44103
Council District – 7

The project will have an impact in all Council Districts.

Bethia Burke - President

Project Status and Planning

The project reoccurs every few years. The project’s term will commence on January 1, 2022 and conclude December 31, 2024.

Funding

The project is funded 100% by the General Fund.

Payment is made annual through submitted invoices.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	N/A
CM Contract#	1904

	Department initials	Clerk of the Board
Briefing Memo	CF	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing

				Department initials	Purchasing
Justification Form				CF	OK Jgas 10-13/2021
IG#	19-0013-REG	31DEC2023		CF	OK Jgas 10-13/2021
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:			N/A	N/A Per DOP director, Catherine Tkachyk, email dated 8/31/2021: 1)If the item goes to Board of Control or County Council for a vote, the form is not required. This includes the items listed on the consent agenda as already purchased as they are voted on.
Debarment/Suspension Verified	Date:	10/1/2021		CF	OK Jgas 10-13/2021 dated within 60 days.
Auditor’s Finding	Date:	10/1/2021		CF	OK Jgas 10-13/2021 dated within 60 days.
Vendor’s Submission				CF	OK Jgas 10-13/2021
Independent Contractor (I.C.) Requirement	Date:	6/28/2021		CF	OK Jgas 10-13/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i> FUND FOR OUR ECONOMIC FUTURE OF NEO 27-0606927 4415 Euclid Avenue, Suit 203 Cleveland, OH 44103 Carolyn Cleveland 216-456-9811	N/A	
Contract Evaluation – <i>if required</i>	CF	OK Jgas 10-13/2021
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	CF	OK Jgas 10-13/2021

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law

	Department initials
Agreement/Contract and Exhibits	CF
Matrix Law Screen shot	CF
COI	CF
Workers' Compensation Insurance	CF

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022 – 12/31/2022	DV220110	55130	DEVECD001	\$725,000.00
1/1/2023 – 12/31/2023	DV220110	55130	DEVECD001	\$362,500.00
1/1/2024 – 12/31/2024	DV220110	55130	DEVECD001	\$362,500.00
			TOTAL	\$1,450,000.00

Contract History CE/AG# (if applicable)	CM-1621 / CE1900142-01
Infor/Lawson PO# and PO Code (if applicable)	SOLC
Lawson RQ# (if applicable)	44628
CM Contract#	1621

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,000,000.00		1/1/2019-12/31/2021	09/13/2018	R2018-0138
Prior Amendment Amounts (list separately)		\$100,000.00	1/1/2019-12/31/2021	06/24/2019	BC2019-478
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount	\$1,100,000.00	\$			

Purchasing Use Only:

Prior Resolutions:	R2018-0138 dated 09/13/2018; BC2019-478 dated 06/24/2019.
CM#:	1904
Vendor Name:	Fund for Our Economic Future of Northeast Ohio
ftp:	1/1/2022 – 12/31/2024
Amount:	NTE 1,450,000.00
History/CE:	CM-1621 / CE1099142-01
EL:	OK
Procurement Notes:	Contract with Fund for Our Economic Future of Northeast Ohio to serve as fiscal sponsor for "Workforce Connect" development program ftp of 1/1/2022 – 12/31/2024 in the amount NTE \$1,450,000.00. An RFP exemption for this procurement was requested.
Purchasing Buyer approval:	Jgas 10/13/2021

CONTRACT EVALUATION FORM

Contractor	Fund for Our Economic Future of NEO				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1621				
RQ#	DV-19-44628				
Time Period of Original Contract	January 1, 2019 to December 31, 2021				
Background Statement	The Department of Development contracted with the Fund for our Economic Future to serve as fiscal sponsor and to monitor the creation of up to 3 sector partnership intermediaries for workforce development.				
Service Description	Provides funding to support the manufacturing, health care, and information technology sector partnerships.				
Performance Indicators	Each of the three sector partnerships was to select a “backbone” organization, form employer groups, and develop specific programs to improve talent attraction in its respective sector.				
Actual Performance versus performance indicators (include statistics):	Despite the unexpected COVID-19 pandemic, each sector partnership did form and employer group, select a backbone organization, and develop and start to implement specific programs.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The three sector partnerships fulfilled their initial work plans to organize employer groups, select backbone organizations, and develop and start to implement programs, despite COVID-19.				
Department Contact	Paul Herdeg, Director (216) 443-7257				
User Department	Development				
Date	October 4, 2021				

EXHIBIT I – Statement of Work

**Cuyahoga County Workforce Funders Group
2022-24 Strategic Direction**

OVERVIEW

Cuyahoga County Workforce Funders Group’s (Funders Group) second strategic phase (2022-24) will focus on scaling impacts of Workforce Connect for workers and businesses and strengthening the collective and individual ability of public and civic sector funders to drive change to critical systems-level issues impacting Cuyahoga County’s workforce system. Much has changed in the region (and the world) since the launch of the Funders Group in 2015. Evolving civic, political, and business leadership; the stark impact of the coronavirus pandemic; and social uprisings fueled by racial injustice have pushed the Funders Group to revisit its strategies. In Phase II, the Funders Group remains highly aligned to Cuyahoga County’s Five-Year Economic Development Plan, including continued emphasis on strengthening workforce pipelines, assisting workers with employment barriers to connect to careers that pay family-sustaining wages and building alignment among public, private and philanthropic funders. The requested commitment from the County is \$1,450,000 over three years (2022-24), to accelerate impacts of the Manufacturing, Healthcare and IT sector partnerships (\$1,100,000) and support workforce innovation and coordination in the Hospitality sector (\$350,000).

FUNDERS GROUP’S NORTH STAR

We continue to strive for a workforce system that centers diversity, equity and inclusion. We are committed to investing deeply in proven strategies and scaling them for greater impact. We aspire to elevate key learnings and successes from our collective effort to push for policy and funding reforms that create greater access to opportunity for diverse talent, robust business growth, and a competitive region.



The Funders Group leverages the individual and collective influence, investments, and insights of its members to drive system change and equitable outcomes in workforce development.¹



We envision a highly skilled, valued, and talented workforce in Cuyahoga County that fuels business growth and competitiveness, vibrant communities and thriving families.



Collaboration
Learning
Equity
Inclusion
Excellence
Transparency
Accountability

¹ Workforce development is the coordination of public and private sector policies and programs that strengthen family-sustaining career paths, enhance training/supports that help adults and youth connect to, advance and thrive in careers (with particular focus on two years of training or less) and actively support employers to source and retain workers they need to compete and grow, to meet needs for today and in the future. Workforce development not only targets an individual’s or employer’s skills needs, it also addresses structural inequities and barriers that block access and advancement in family-sustaining careers, such as from employer hiring practices, racial bias or transportation access.

FUNDERS GROUP DESIRED COLLECTIVE IMPACT

- **Closing the talent (demand-supply) gap** in Northeast Ohio’s in-demand industries to ensure businesses have the talent they need to grow and prosper.
- **Family sustaining jobs and career opportunities** for workers, especially for those who face barriers to sustained, quality employment.
- **Closing the racial income and employment gap** faced by Black and Latinx workers in Cuyahoga County by addressing employer practices and policies that impact workforce diversity, racial equity and inclusion.
- **Greater coordination** among workforce funders demonstrated by shared goals and strategic, aligned and coordinated investments in Cuyahoga County’s workforce system to drive long-term structural improvements.

CORE STRATEGIES

- **Sustain and scale impact of sector partnerships (Workforce Connect)** to address critical talent gaps in key industries, including continuing to collectively invest in intermediary capacity, and supporting innovative efforts that can improve and/or accelerate impacts for workers and businesses, especially those that can bolster multiple sector partnerships through a single investment.
- **Foster shared, active learning among Funders Group members** to unlock the collective and individual actions members can take to drive workforce systems change, including elevating and championing local and national workforce innovations and practices that are ripe for local collective and/or individual action.
- **Leverage the many roles of the Funders Group (advocate, thought leader, convenor)** to transform Cuyahoga County’s workforce development system in alignment with our mission, vision and values.

KEY ROLES

	Funders Group	Fund for Our Economic Future (fiscal sponsor)
Support & Track Progress	Provide mentorship, technical assistance, resources and support to sector partnerships to drive desired impacts	
	Monitor and assess progress	
Payments	Set terms and conditions of payment, including accountability for progress	Issue payments
	Approve payment release; provided that the Cuyahoga County Department of Development reserves the right in its sole discretion, to prohibit the use of any County funds as a part of any payment	
Governance	Approve and modify budgets	Records keeping (e.g., executed conflict of interest)
	Approve communication plans.	Aggregated pooled funds

	Ensure alignment with workforce funders group governance processes (e.g. membership, leadership)	
Competitive Procurement Processes	Draft procurement documents (e.g., request for proposals (RFP)) Determine selection process Select supporting contractors or relevant grantees	Receive Responses Execute agreements with supporting contractor(s) and selected sector partnership intermediary(ies)
Other	Communicate with public as appropriate	Report on financials to funders

EXHIBIT II – FUNDERS GROUP BUDGET

Funders Group’s pooled funds will be managed flexibly and nimbly to advance this three-year strategy. The following represents a starting point budget, which will be reviewed and revised regularly as appropriate.

Minimum Budget represents the projected budget in which the County’s contribution to Funders Group Core Strategies (\$1,100,000) is equivalent to 40% of the Funders Group Core Strategies Subtotal, and contributions of other Funders Group members and additional funders aligning resources (at minimum \$1,650,000) are equivalent to 60% of the Core Strategies Subtotal. This budget includes only support for sustaining and scaling impacts of sector partnerships and facilitation.

Preferred Budget represents the projected budget to fully implement the Funders Group Strategic Direction for 2022-24.

Workforce Funders Group Projected Expenditures 2022-2024; <i>Minimum Budget & Preferred Budget</i>	<i>Minimum Budget</i>				<i>Preferred Budget</i>
	Year 1 2022	Year 2 2023	Year 2 2024	Total Minimum	Total Preferred
<i>Funders Group Core Strategies</i>					
Sustain and scale impacts of sector partnerships (Manufacturing, Healthcare, IT)	\$700,000	\$800,000	\$900,000	\$2,400,000	\$2,400,000
Best practices research & resources					\$60,000 – \$180,000
Policy and narrative change support					\$25,000 – 50,000
(Support) Facilitation	\$117,000	\$117,000	\$116,000	\$350,000	\$450,000
(Support) Communications					\$90,000
Funders Group Core Strategies Subtotal	\$817,000	\$917,000	\$1,016,000	\$2,750,000	\$3,025,000– \$3,170,000
<i>Hospitality Sector</i>					
Hospitality sector workforce innovation & coordination	\$175,000	\$125,000	\$50,000	\$350,000	\$350,000
Funders Group Total Projected Expenditures	\$992,000	\$1,042,000	\$1,066,000	\$3,100,000	\$3,375,000– \$3,520,000

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0247

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division	A Resolution authorizing an amendment to Contract No. 1631 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period of 7/1/2016 – 6/30/2021 to extend the time period to 6/30/2022, and for additional funds in the amount not-to-exceed \$600,000.00; 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.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Division has recommended an amendment to Contract No. 1631 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period of 7/1/2016 – 6/30/2021 to extend the time period to 6/30/2022, and for additional funds in the amount not-to-exceed \$600,000.00; and

WHEREAS, the primary goals of the project are to provide an intensive, evidenced model to felony level adjudicated youth and their families and to decrease the chances of this population being sent to the Ohio Department of Youth Services (ODYS); and

WHEREAS, the project is funded 100% by the Targeted RECLAIM Ohio Grant fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 1631 with Applewood Centers, Inc. for Multisystemic Therapy/Multisystemic Therapy-Problem Sexual Behavior Services for adjudicated youth for the period of 7/1/2016 – 6/30/2021 to extend the time period to 6/30/2022, and for additional funds in the amount not-to-exceed \$600,000.00.

_____, 20__

Title: Juvenile Court FY2020 Contract Amendment with Applewood Centers, Inc. for Multi-Systemic Therapy & Multi-Systemic Therapy-Problem Sexual Behavior (MST/MST-PSB)

Scope of Work Summary

Juvenile Court requesting approval of an amendment for the anticipated cost \$600,000.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

BC2016-784

BC2017-581

BC2018-266

R2019-728

R2021-0027

Describe the exact services being provided. The vendor provides MST and MST-PSB services to the Court's felony level adjudicated youth. The anticipated amended start-completion dates are July 1, 2021 through June 30, 2022.

The primary goals of the project are (list 2 to 3 goals).

To provide an intensive, evidenced model to felony level adjudicated youth and their families.

To decrease the chances of this population being sent to the Ohio Department of Youth Services (ODYS).

Procurement

The proposed contract received an RFP exemption in 2016.

Contractor and Project Information

Applewood Centers, Inc. 22001 Fairmount Boulevard

Shaker Heights, Ohio 44118

The President of Applewood Centers, Inc. is Adam G. Jacobs.

Project Status and Planning

The project is an extension of an existing project.

The project's term has already begun. State the time-line and reason for late submission of the item. This amendment is late based upon the fact that this is a grant funded project. The Court does not receive notification of the grant award until shortly before it begins and then we have to await approval. Once we receive the official award, index codes must also be requested.

Funding

The project is funded 100% by the Court's Targeted RECLAIM Ohio Grant.

The schedule of payments is monthly.

The project is an amendment to a contract. This amendment changes the value of the contract and the time period and is the 5th amendment of the contract. The history of the amendments is:

2017 - \$400,000.00

2018 - \$450,000.00

2019 - \$550,000.00

2020 - ~~\$550,000.00~~ \$600,000.00

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	37757
Infor/Lawson PO# Code (if applicable):	CNV1
CM Contract#	1631

	Department	Clerk of the Board
Briefing Memo	TLB	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					Department initials	OPD
Justification Form					TLB	
IG#	12-0518				TLB	
Annual Non-Competitive Bid Contract Statement	Date:	7/14/2021			TLB	
Debarment/Suspension Verified	Date:	7/23/2021			TLB	
Auditor’s Finding	Date:				TLB	
Vendor’s Submission					N/A	
W-9 – <i>if required</i>	Tax ID#	34-0714571	Date:	2/19/2021	TLB	
Independent Contractor (I.C.) Requirement			Date:	7/8/2021	TLB	
Amendment and Exhibits					TLB	
<i>Cover - Master amendments only</i>					N/A	
Contract Evaluation					TLB	
Matrix Law Screen shot (documenting approval of Contract Amendment; COI; Workers’ Compensation Certificate; Bid Guaranty and Contract Bond)					TLB	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					TLB	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					TLB	
Original Executed Contract (<i>containing insurance terms</i>) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>					TLB	
Checklist Verification					TLB	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2021 – 12/31/2021	JC330100	55130	JC-22-ODYS-TRMH	\$300,000.00
1/1/2022 - 06/30/2022	JC330100	55130	JC-22-ODYS-TRMH	\$300,000.00
			TOTAL	\$600,000.00

Current Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	
BuySpeed or Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$600,000.00				
Prior Amendment Amounts (list separately)		\$300,000.00			BC2016-784
		\$600,000.00		7/31/2017	BC2017-561
		\$450,000.00		4/30/2018	BC2018-266
		\$550,000.00		10/7/2019	R2019-728
		\$600,000.00		1/26/2021	R2021-0027
Pending Amendment		\$600,000.00			
Total Amendments		\$2,375,000.00			
Total Contact Amount		\$2,975,000.00			

OPD Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	

2 | Page

Revised 9/17/2020

Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

EL:	
Procurement Notes:	

OPD Buyer approval:

CONTRACT EVALUATION FORM

Contractor	Applewood Centers, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1600252-03 CONV				
RQ#	37494				
Time Period of Original Contract	July 1, 2016 through June 30, 2020				
Background Statement	N/A				
Service Description	The primary goal of the project is to provide Multisystemic Therapy and Multisystemic Therapy-Problem Sexual Behavior services for adjudicated youth who would otherwise be committed to the Ohio Department of Youth Services. MST-PSB services provide community based in home family therapy to help families become more self-sufficient.				
Performance Indicators	(1) 90% of youth admitted to the program during the fiscal year will successfully complete the program as evidenced by being maintained in the community and successfully engaged in an educational program (2) 59 adjudicated youth will be served during the fiscal year (3) 100% of referred youth will be contacted within twenty four (24) hours of the referral receipt (4) 100% of referred youth/families will have their first meeting within two (2) to three (3) days of the vendors first family contact (5) 100% of referred youth will have their ISP plans completed within three (3) to four (4) sessions with the family (6) 90% of referred youth will not have new charges filed while active in the program.				
Actual Performance versus performance indicators (include statistics):	Between July 1, 2019 and December 31, 2019, this program discharged 27 youth. 60% of youth completed programming successfully, and 85% of youth remained in the family home at the time of discharge.				
Rating of Overall Performance of Contractor	Superior	Rating of Overall Performance of Contractor	Superior	Rating of Overall Performance of Contractor	Superior
Select One (X)		Select One (X)		Select One (X)	
Justification of Rating	The vendor works well with Court youth and families and is working towards meeting all their contract goals.				
Department Contact	Sarah A. Baker				

User Department	Cuyahoga County Court of Common Pleas, Juvenile Court Division
Date	Monday, August 31, 2020

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0218

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2020/2021 Biennial Operating Budget for 2021 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 10, 2019, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2020/2021 (Resolution No. R2019-0224) establishing the 2020/2021 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2021 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

SECTION 1. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. General Fund		
FS100105 – Office of Budget & Management		
Other Expenses	\$	5,250,000

The Office of Budget and Management is requesting an appropriation increase in the amount of \$5,250,000. This appropriation request is for a contribution to the Ball Park Improvement Fund established under the indenture authorized by Resolution Number R2021-0219. This will reduce the County’s future obligations. Funding source is General Fund.

SECTION 2. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following appropriation transfers:

SECTION 3. That the 2020/2021 Biennial Operating Budget for 2021 be amended to provide for the following cash transfers between County funds:

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 28, 2021
Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: September 20, 2021

Re: Fiscal Agenda – 9/28/2021 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **September 28, 2021**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2020 Budget. Items of note on this agenda include:

- Request to provide appropriation increase.

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

Department	Amount Requested	Item	Funding Source	Purpose
OBM	\$5,250,000.00	A	General Fund	Appropriation Increase

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0219

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution authorizing the issuance and sale of one or more series of County sales tax revenue bonds, in an aggregate principal amount not to exceed \$202,500,000, for the purpose of paying or reimbursing the costs of reconstructing, refurbishing, renovating, upgrading, improving and equipping Progressive Field, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on the bonds, making any required reserve deposits and paying the costs of issuance in connection therewith; authorizing the preparation and use of one or more preliminary official statements and the preparation, execution and use of one or more official statements; approving and authorizing the execution of one or more trust indentures or supplemental trust indentures and one or more continuing disclosure agreements; authorizing other contracts and other actions related to and necessary for the issuance of the bonds; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County, in cooperation with Gateway Economic Development Corporation of Greater Cleveland (“Gateway”), the City of Cleveland, the Cleveland Indians Baseball Company, LLC (or any successor organization, the “Team”) and other civic partners, participated in the financing and refinancing the costs of the construction and improvement of the multi-purpose ball park now known as Progressive Field (the “Ball Park”); and

WHEREAS, the Team, as lessee and operator of the Ball Park, in cooperation with Gateway and the County, has proposed to undertake the reconstructing, refurbishing, renovating, upgrading, improving and equipping of the Ball Park (the “Project”), together with appurtenances and work incidental thereto; and

WHEREAS, the County is authorized pursuant to Section 307.023 of the Ohio Revised Code to acquire, construct, improve, maintain, operate, lease, or otherwise contract for the acquisition or use of sports facilities intended to house major league professional athletic teams, such as the Ball Park; and

WHEREAS, the Project improvements to the Ball Park constitute “permanent improvements” pursuant to Section 133.01(CC) of the Ohio Revised Code; and

WHEREAS, the County is authorized pursuant to Section 133.081 of the Ohio Revised Code to issue Sales Tax Revenue Bonds of the County for the purpose of paying all or any portion of the costs of any permanent improvement;

WHEREAS, pursuant to a resolution adopted July 6, 1987 (the “1987 County Sales Tax Resolution”), the Board of County Commissioners of the County (the “Board”), as the predecessor legislative authority to this Council, authorized the continuing levy and collection of sales and use taxes, authorized under Sections 5739.021 and 5741.021 of the Ohio Revised Code, at the rate of one percent (1%) (the “Original County Sales Tax”), and pursuant to a resolution adopted July 26, 2007 (the “2007 County Sales Tax Resolution” and, together with the 1987 County Sales Tax Resolution, the “County Sales Tax Resolutions”), the Board authorized an increase in the sales and use taxes by an additional one-quarter percent (1/4%) approved through 2027 (the “Additional County Sales Tax,” and together with the Original County Sales Tax, the “County Sales Tax”), each for the purpose of providing additional general revenues for the County; and

WHEREAS, the County, City, and Gateway are parties to the First Amended and Restated Agreement Relating to Ownership, Financing, Construction and Operation of a Sports Facility and Related Economic and Redevelopment Project by and between Cuyahoga County, the City and Gateway dated September 15, 1992 (the “Three-Party Agreement”); and

WHEREAS, the County acknowledges its role under the Three-Party Agreement and agrees, from time-to-time, and subject to appropriation, to deposit funds in the capital reserve fund to be created under the Supplemental Indenture in response to a request from Gateway regarding capital repairs;

WHEREAS, the Fiscal Officer has certified that the estimated life of the Project is at least five (5) years, and that the estimated maximum maturity of the bonds described in Section 2 is at least fifteen (15) years; and

WHEREAS, the Fiscal Officer has further certified to this Council that the maximum aggregate amount of Sales Tax Revenue Bonds, including the Series 2021 Ball Park Bonds, that will be outstanding at any time will not exceed an amount which requires or is estimated by him, as Fiscal Officer, to require payments from sales tax receipts of debt charges on the Sales Tax Revenue Bonds, including the Series 2021 Ball Park Bonds, in any calendar year in an amount exceeding the County Sales Tax as estimated by the Fiscal Officer based on general County Sales Tax Receipts averaged for the years 2019 and 2020 as required under the Sales Tax Revenue Bond Indenture; and

WHEREAS, this Council has determined that it is necessary and in the best interest of the County for the County to issue one or more series of Sales Tax Revenue Bonds for the purpose of paying or reimbursing the costs of the Project, together with appurtenances and work incidental thereto, and for the purpose of paying any capitalized interest on such bonds, to fund any required deposit to a bond reserve fund, and to pay certain costs of issuance in connection with the Series 2021 Ball Park Bonds; and

WHEREAS, the County has determined that such Sales Tax Revenue Bonds shall be issued in one or more series, in an aggregate principal amount not to exceed \$202,500,000, for the purposes herein stated and that the County shall secure such Sales Tax Revenue Bonds by one or more trust indentures or supplemental trust indentures, as provided herein; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that the usual daily operation of the County be continued and the public peace, health or safety of the County be preserved and for the further reason that funds be made available in a timely manner for the construction of the Project.

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

1. Definitions and Interpretation. As used herein, the following terms shall be defined as follows:

“Bond Counsel” means Tucker Ellis LLP.

“Bond Service Charges” means Bond Service Charges on Series 2021 Ball Park Bonds as defined in the applicable Supplemental Indenture.

“Book entry form” or “book entry system” means a form or system' under which (a) the ownership of book entry interests in Series 2021 Ball Park Bonds and the principal of and interest on the Series 2021 Ball Park Bonds may be transferred only through a book entry, and (b) physical Bond certificates in fully registered form are issued by the County only to a Depository or its nominee as registered owner, with the Series 2021 Ball Park Bonds deposited with and retained in the custody of the Depository or its agent. The book entry maintained by others than the County is the record that identifies the owners of book entry interests in those Series 2021 Ball Park Bonds and that principal and interest.

“Certificate of Award” means the one or more certificates authorized to be signed by the Fiscal Officer pursuant to Section 6, specifying and determining those terms or other matters pertaining to the Series 2021 Ball Park Bonds and their issuance, sale and delivery as this Resolution requires or authorizes to be set forth or determined therein.

“Closing Date” means the date or dates of original delivery of, and payment of the purchase price for, the Series 2021 Ball Park Bonds.

“Code” means the Internal Revenue Code of 1986, the Regulations (whether temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a Section of the Code includes any applicable successor section or provision and such applicable Regulations, rulings, announcements, notices, procedures and determinations pertinent to that Section.

“Continuing Disclosure Certificate” means the one or more certificates authorized by Section 6(c) hereof which, together with the agreements of the County set forth in that Section, shall constitute the continuing disclosure agreement made by the County for the benefit of holders and beneficial owners of the Series 2021 Ball Park Bonds in accordance with the Rule.

“County Executive” means the County Executive of the County; provided, for purposes of the signing of documents, certificates and other instruments other than the Series 2021 Ball Park Bonds and the Official Statement, County Executive includes the County Executive's Chief of Staff as the County Executive's designee pursuant to Executive Order No. E02015-0001 and any other person duly designated by the County Executive.

“County Sales Tax Bond Fund” means the County Sales Tax Bond Fund created by the Sales Tax Revenue Bond Indenture.

“County Sales Tax Receipts” means the monies received by the County from the County Sales Tax.

“County Sales Tax Revenue Fund” means the County Sales Tax Revenue Fund created by the Sales Tax Revenue Bond Indenture.

“Cuyahoga County Excise Tax Facilities Improvement Fund” means the Cuyahoga County Excise Tax Facilities Improvement Fund established pursuant to the Trust Indenture dated as of December 1, 2015 between the County and U.S. Bank National Association, as trustee thereunder.

“Depository” means The Depository Trust Company (a limited purpose trust company), New York, New York until a successor Depository shall have become such pursuant to the applicable provisions of the Sales Tax Revenue Bond Indenture and, thereafter, Depository shall mean the successor Depository. Any Depository shall be a securities depository that is a clearing agency under federal law operating and maintaining, with its participants or otherwise, a Book Entry System to record ownership of book entry interests in the Series 2021 Ball Park Bonds or Bond Service Charges thereon, and to effect transfers of book entry interests in the Series 2021 Ball Park Bonds.

“Director of Law” means the Director of Law of the County, including an interim or acting Director of Law.

“Facilities Improvement Account” means the Facilities Improvement Account established pursuant to the Excise Tax Depository Agreement, dated as of September 12, 2019 by and between the County and U.S. Bank National Association, as excise tax depository thereunder.

“Fiscal Officer” means the Fiscal Officer of the County, including an interim or acting Fiscal Officer.

“Interest Payment Dates” means, unless otherwise determined by the Fiscal Officer and specified in the Certificate of Award, January 1 and July 1 of each year during which the Series 2021 Ball Park Bonds are outstanding, commencing July 1, 2022.

“Mandatory Sinking Fund Redemption Requirements” means, as to the Series 2021 Ball Park Bonds, the deposits required to be made in respect of the mandatory redemption requirements indicated in the Sales Tax Revenue Bond Indenture.

“Original Purchaser” means such purchaser or purchasers identified as such by the County Fiscal Officer in the Certificate of Award.

“Participant” means any participant contracting with a Depository under a book entry system and includes security brokers and dealers, banks and trust companies, and clearing corporations.

“Pledged Sales Tax Revenue Bond Funds” means the County Sales Tax Bond Fund and any other funds established under the Sales Tax Revenue Bond Indenture and pledged as security for the Series 2021 Ball Park Bonds.

“Pledged Sales Tax Revenues” means, collectively, (a) the County Sales Tax Receipts and (b) all monies in the Pledged Sales Tax Revenue Bond Funds and all income and profit from the investment of those monies.

“Principal Payment Dates” means, unless otherwise determined by the Fiscal Officer and specified in the Certificate of Award, January 1 in each of the years from and including 2022 to and including 2037.

“Project Revenues” means any money and investments received in connection with the Project and pledged to one or more series of Series 2021 Ball Park Bonds, pursuant to the Sales Tax Revenue Bond Indenture.

“Purchase Agreement” means, with respect to the Series 2021 Ball Park Bonds, one or more Bond Purchase Agreements between the County and the Original Purchaser.

“Rule” means Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as it may be amended from time to time.

“Sales Tax Revenue Bonds” means the Series 2021 Ball Park Bonds and other bonds that are currently outstanding or that the County may issue in the future that are secured by the Sales Tax Revenue Bond Indenture.

“Sales Tax Revenue Bond Indenture” means the Trust Indenture dated as of December 1, 2014 between the County and the Sales Tax Revenue Bond Trustee, as amended and supplemented, including by each applicable Sales Tax Revenue Bond Supplemental Indenture.

“Sales Tax Revenue Bond Trustee” means the financial institution designated by the Fiscal Officer in the Certificate of Award, in accordance with Section 9 of this Resolution.

“Sales Tax Revenue Bond Supplemental Indenture” means each Supplemental Trust Indenture executed with respect to a series of the Series 2021 Ball Park Bonds, to be dated the first day of the month in which the Series 2021 Sales Tax Ball Park Bonds are issued, between the County and the Sales Tax Revenue Bond Trustee, and any amendment or supplement thereto.

“Series 2021 Ball Park Bonds” means the County’s Sales Tax Revenue Bonds, Series 2021 (Ball Park Improvement Project) authorized hereunder.

“Sports Facility Improvement Fund” means the Sports Facility Improvement Fund established pursuant to Supplemental Trust Indenture No. 5, dated as of October 1, 2017 by and between the County and The Huntington National Bank, as trustee thereunder.

“Sports Facility Reserve Fund” means the Sports Facility Reserve Fund established pursuant to County Ordinance No. O2020-0017.

“State” means the State of Ohio.

“Taxable Bonds” means any Series 2021 Ball Park Bonds that are not Tax-Exempt Bonds.

“Tax-Exempt Bonds” means any Series 2021 Ball Park Bonds that are issued and sold as obligations to which Section 103 of the Code applies, the interest on which is excluded from gross income for federal income tax purposes and is not an item of tax preference under Section 57 of the Code.

“Tax Status” means the status of Bonds as Tax-Exempt Bonds or Taxable Bonds.

“Term Bonds” means those Series 2021 Ball Park Bonds designated as such in the Certificate of Award, maturing on the date or dates set forth therein, bearing interest payable on each Interest Payment Date and subject to mandatory sinking fund redemption.

Any reference to this Council, the County or to its members or officers, or to other public officers, boards, commissions, departments, institutions, agencies, bodies or entities, shall include those which succeed to their functions,

duties or responsibilities by operation of law and also those who at the time may legally act in their place.

The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

2. Authorization and Determinations.

(a) It is necessary to issue Sales Tax Revenue Bonds of the County in an aggregate principal amount not to exceed \$202,500,000 (the "Series 2021 Ball Park Bonds"), which, together with other sources as described in Section 17, will be used for the purpose of paying or reimbursing the costs of the Project, funding any deposit to a Bond Reserve Fund, paying any capitalized interest on the Series 2021 Ball Park Bonds, and paying the costs of issuance in connection therewith.

(b) This Council finds and determines that the Project constitutes permanent improvements pursuant to Section 133.01(CC) of the Ohio Revised Code.

3. Bond Terms. The Series 2021 Ball Park Bonds shall be issued pursuant to the terms of the Sales Tax Revenue Bond Indenture. The Series 2021 Ball Park Bonds may be issued in one or more series, and shall be numbered in such manner as to distinguish each Series 2021 Ball Park Bond from any other Series 2021 Ball Park Bond of the same series. The Series 2021 Ball Park Bonds shall be issued in denominations of \$5,000 or multiples of \$5,000 in excess thereof, but in no case as to a particular maturity date exceeding the principal amount maturing on that date. The Series 2021 Ball Park Bonds shall be dated as determined by the Fiscal Officer, with the true interest cost on the Series 2021 Ball Park Bonds not to exceed five and one-half percent (5.50%) per year (computed on the basis of a 360-day year consisting of twelve 30-day months), provided that if any series of Series 2021 Ball Park Bonds are to be Taxable Bonds, the true interest cost on those Series 2021 Ball Park Bonds shall not exceed seven percent (7.00%) per year, payable on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award until the principal amount is paid, and shall mature on such semiannual dates or annual dates as determined by the Fiscal Officer in the Certificate of Award, provided that the final maturity of any Series 2021 Ball Park Bonds shall not be later than January 1, 2037, in accordance with Section 133.21 of the Ohio Revised Code, all as set forth in the Certificate of Award and the Sales Tax Revenue Bond Indenture.

4. Redemption Provisions. The Series 2021 Ball Park Bonds shall mature serially on such dates and in such principal amounts as are fixed by the Fiscal Officer in the Certificate of Award and the applicable Supplemental Indenture, provided that the Series 2021 Ball Park Bonds stated to mature in any year may be issued as Term Bonds payable pursuant to Mandatory Sinking Fund Redemption Requirements as hereinafter defined and further described below and as provided for in the applicable Supplemental Indenture. The Fiscal Officer shall determine in the Certificate of Award whether any of the Series 2021 Ball Park

Bonds shall be issued as Term Bonds and any dates (the “Mandatory Redemption Dates”) on which the principal amount stated above shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements rather than at stated maturity (the “Mandatory Sinking Fund Redemption Requirements”).

The Series 2021 Ball Park Bonds shall be subject to mandatory and optional redemption as provided in the applicable Supplemental Indenture.

5. Execution of Bonds. The Series 2021 Ball Park Bonds shall be designated “Cuyahoga County Sales Tax Revenue Bonds, Series 2021 (Ball Park Improvement Project)”, or such other name as may be designated in the Certificate of Award, including any additional designation that the Fiscal Officer determines is appropriate to identify the Tax Status of Any Series of Series 2021 Ball Park Bonds. The Series 2021 Ball Park Bonds shall contain a summary statement of the purposes for which they are issued; shall state that they are issued pursuant to this Resolution; shall be executed by the County Executive and the Fiscal Officer, in the name and on behalf of the County and in their official capacities, provided that either or both of those signatures may be a facsimile; shall be issued only in fully registered form; and shall be registered as to both principal and interest at the corporate trust office of the Trustee under the applicable Supplemental Indenture. The Series 2021 Ball Park Bonds shall be issued in the denominations and numbers as requested by the Original Purchaser and approved by the Fiscal Officer, and shall be numbered as determined by the Fiscal Officer.

The principal of the Series 2021 Ball Park Bonds shall be payable at maturity of the Series 2021 Ball Park Bonds upon presentation and surrender to the Trustee. Interest on any Bond shall be paid on each Interest Payment Date as defined in and as further provided in the Sales Tax Revenue Bond Indenture. The principal and interest on the Series 2021 Ball Park Bonds is payable in lawful money of the United States of America without deduction for the services of the Trustee.

No Bond shall be valid or become obligatory for any purpose unless and until an authentication certificate appearing on the Series 2021 Ball Park Bond shall have been duly endorsed by the Trustee.

6. Book-Entry System. The Series 2021 Ball Park Bonds may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized: (i) the Series 2021 Ball Park Bonds of each series may be issued in the form of a single, fully registered bond representing each maturity and interest rate and Tax Status within a maturity and registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository or its designated agent, which may be the Trustee; (ii) the beneficial owners of Series 2021 Ball Park Bonds in book entry form shall have no right to receive Series 2021 Ball Park Bonds in the form of physical securities or certificates; (iii) ownership of beneficial interests in Series 2021 Ball Park Bonds in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its

Participants; (iv) the Series 2021 Ball Park Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the County, and (v) all the foregoing shall also be in accordance with the applicable Supplemental Indenture and, in the case of Series 2021 Ball Park Bonds, Section 9.96 and Chapter 133 of the Ohio Revised Code.

If any Depository determines not to continue to act as a Depository for the Series 2021 Ball Park Bonds for use in a book entry system, the County may attempt to establish a securities depository/book entry system relationship with another qualified Depository. If the County does not or is unable to do so, the County and the Trustee, after the Trustee has made provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Series 2021 Ball Park Bonds from the Depository, and shall cause Bond certificates in registered form to be authenticated by the Trustee and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including costs of printing) of those persons requesting such issuance.

The County Executive and the Fiscal Officer are each authorized, to the extent necessary or required, to enter into any agreements, in the name and on behalf of the County, that that officer determines to be necessary in connection with a book entry system for the Series 2021 Ball Park Bonds, after determining that entering into those agreements will not endanger the funds or securities of the County.

7. Award and Sale of Bonds. The Series 2021 Ball Park Bonds shall be sold to the Original Purchaser at a purchase price and bearing interest at a rate or rates determined by the County Executive or the Fiscal Officer to be in the best interest of the County and as specified by the County Executive or the Fiscal Officer in the Certificate of Award in accordance with law, the provisions of this Resolution, and the applicable Supplemental Indenture. The County Executive or the Fiscal Officer, or both of them, shall sign the Certificate of Award evidencing that sale to the Original Purchaser, with the final purchase price, interest rate or rates, aggregate principal amount, principal amounts payable at each stated maturity, the amount of any capitalized interest, and Tax Status being set forth in the Certificate of Award and the applicable Supplemental Indenture, at a purchase price not less than 97% of par plus any accrued interest to their date of delivery. The Fiscal Officer may specify in the Certificate of Award whether any reserve fund shall be established for all or any of the Series 2021 Ball Park Bonds and, if so, the applicable reserve requirement (subject to any applicable federal tax law restrictions) and source of funding. The Fiscal Officer shall cause the Series 2021 Ball Park Bonds to be prepared, and have the Series 2021 Ball Park Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Series 2021 Ball Park Bonds if requested by the Original Purchaser, to the Original Purchaser upon payment of the purchase price. The Fiscal Officer, the County Executive, the Director of Law, the Clerk of this Council and other County officials, as appropriate, are each authorized to sign any transcript certificates, financial statements and other documents and instruments and to take

such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

If, in the judgment of the Fiscal Officer, the filing of an application for (i) a rating on any Series 2021 Ball Park Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance or other credit enhancement facility from a company or companies to better assure the payment of principal of and interest on any Series 2021 Ball Park Bonds, or (iii) a surety bond or other credit enhancement facility from a company or other companies to satisfy any reserve requirement for any Series 2021 Ball Park Bonds is in the best interest of and financially advantageous to the County, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency, company or other credit enhancement facility provider such information as may be required for the purpose. The cost of obtaining each such rating, policy, bond or credit enhancement facility, except to the extent paid by the Original Purchaser, shall be paid from the proceeds of the Series 2021 Ball Park Bonds.

They Certificate of Award shall also specify the number of series in which the Series 2021 Ball Park Bonds will be issued and the designation of each. The Series 2021 Ball Park Bonds of each series shall conform to the limitations and requirements of this Resolution, and the Series 2021 Ball Park Bonds as a whole shall conform to the limitations and requirements of this Resolution.

The County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, a Purchase Agreement for each series of Series 2021 Ball Park Bonds, with the Original Purchaser for that Series, dated as of a date to be specified in the Certificate of Award, incorporating or reflecting the Certificate of Award for that series and setting forth the terms and conditions for the sale and delivery of the Series 2021 Ball Park Bonds of that series to the Original Purchaser thereof, which the official or officials executing the Purchase Agreement and the Director of Law shall have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Purchase Agreement by those officials.

If the Series 2021 Ball Park Bonds are issued in multiple series, then each series shall conform to all the restrictions and requirements specified in this Resolution and all of the Series 2021 Ball Park Bonds, in the aggregate, shall conform to the restrictions and requirements specified in this Resolution.

8. Application of Bond Proceeds. The proceeds of the sale of the Series 2021 Ball Park Bonds shall be allocated and deposited as provided in the applicable Supplemental Indenture.

9. Appointment of Bond Trustee; Indenture. The Certificate of Award shall also designate the financial institution (each of which shall have corporate trust powers in the State and such other qualifications as the County Executive or Fiscal Officer deems appropriate) to act as the trustee (each such trustee, or a successor trustee pursuant to the applicable Supplemental Indenture, the

“Trustee”) for the Series 2021 Ball Park Bonds or for any series thereof issued under a separate Indenture. The Fiscal Officer shall provide for the payment of the services rendered and for reimbursement of expenses incurred by the Trustee pursuant to the applicable Supplemental Indenture from the proceeds of the Series 2021 Ball Park Bonds to the extent available and then from other moneys lawfully available and appropriated or to be appropriated for that purpose.

In order to secure the Series 2021 Ball Park Bonds, the County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, a trust indenture or supplemental trust indenture (each, an “Indenture”), each dated as of a date to be specified in the Certificate of Award, that the official or officials executing the Sales Tax Revenue Bond Indenture and the Director of Law have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Indenture by those officials.

10. Security for the Series 2021 Ball Park Bonds.

(a) Series 2021 Ball Park Bonds. The Series 2021 Ball Park Bonds are special obligations of the County, and the principal of and interest (and any premium) on the Series 2021 Ball Park Bonds are payable solely from the Pledged Sales Tax Revenues and the Pledged Sales Tax Revenue Bond Funds, together with other available funds of the County, and such payment is secured by a pledge of and a lien on the Pledged Sales Tax Revenues and the Pledged Sales Tax Revenue Bond Funds as provided in Chapter 133 of the Ohio Revised Code, this Resolution and the applicable Indenture.

The County has heretofore levied and covenants that it shall continue to collect the Original County Sales Tax for so long as the Series 2021 Ball Park Bonds are outstanding. The County hereby covenants and agrees that, so long as the Series 2021 Ball Park Bonds are outstanding, it shall not suffer the repeal, amendment or any other change in this Resolution or the County Sales Tax Resolutions that in any way materially and adversely affects or impairs (a) the sufficiency of the County Sales Tax Receipts levied and collected or otherwise available for the payment of the Series 2021 Ball Park Bonds or (b) the pledge or the application of the County Sales Tax Receipts to the payment of the Series 2021 Ball Park Bonds.

The Series 2021 Ball Park Bonds do not constitute a general obligation debt, or a pledge of the full faith and credit, of the State, the County, or any other political subdivision of the State, and the holders or owners of the Series 2021 Ball Park Bonds have no right to have taxes levied by the General Assembly or property taxes levied by the taxing authority of any political subdivision of the State, including the taxing authority of the County, for the payment of principal of and interest (and any premium) on the Series 2021 Ball Park Bonds. Nothing herein shall be construed as requiring the County to use or apply to the payment of principal of and interest (and any premium) on the Series 2021 Ball Park Bonds any funds or revenues from any source other than County Sales Tax Receipts.

Nothing herein, however, shall be deemed to prohibit the County, of its own volition, from using, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms, conditions or obligations of this Resolution or of the Series 2021 Ball Park Bonds.

11. Federal Tax Considerations. This Section 11 applies only to Series 2021 Ball Park Bonds that are Tax-Exempt Bonds.

The County covenants that it will use, and will restrict the use and investment of, the proceeds of the Series 2021 Ball Park Bonds in such manner and to such extent as may be necessary so that (a) the Series 2021 Ball Park Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Sections 141, 148 or 149 of the Code or (ii) be treated other than as bonds to which Section 103(a) of the Code applies, and (b) the interest on the Series 2021 Ball Park Bonds will not be treated as an item of tax preference under Section 57 of the Code.

The County further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Series 2021 Ball Park Bonds to be and to remain excluded from gross income for federal income tax purposes, and (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Series 2021 Ball Park Bonds to the governmental purpose of the borrowing, (ii) restrict the yield on investment property acquired with those proceeds, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The County Executive, the Fiscal Officer, or any other officer of the County having responsibility for issuance of the Series 2021 Ball Park Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the County with respect to the Series 2021 Ball Park Bonds as the County is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Series 2021 Ball Park Bonds or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the County, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Series 2021 Ball Park Bonds, and (c) to give one or more appropriate certificates of the County, for inclusion in the

transcript of proceedings for the Series 2021 Ball Park Bonds, setting forth the reasonable expectations of the County regarding the amount and use of all the proceeds of the Series 2021 Ball Park Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Series 2021 Ball Park Bonds. Notwithstanding the foregoing or any other provisions of this Resolution to the contrary, if the Fiscal Officer determines in the Certificate of Award that it is necessary and appropriate and in the best interests of the County for the interest on the Series 2021 Ball Park Bonds not to be excluded from gross income for federal income tax purposes, the County shall not be bound by the covenants of this Section.

12. Primary Offering Disclosure; Official Statement. The County Executive and the Fiscal Officer, in the name and on behalf of the County and in their official capacities, are authorized to (i) prepare or cause to be prepared, and to make or authorize modifications, completions or changes of or supplements to, a disclosure document in the form of one or more official statements in connection with the original issuance of the Series 2021 Ball Park Bonds, (ii) determine, and to certify or otherwise represent, when each official statement is to be “deemed final” (except for permitted omissions) by the County as of its date or is a final official statement for purposes of the Rule, (iii) use and distribute, or authorize the use and distribution of, the “deemed final” and final official statements and any supplements thereto in connection with the original issuance of the Series 2021 Ball Park Bonds, and (iv) complete and sign each final official statement as so approved, together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of the “deemed final” and final official statements as they deem necessary and appropriate.

13. Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Series 2021 Ball Park Bonds, the County agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The County Executive and the Fiscal Officer are authorized to sign and deliver one or more continuing disclosure agreements (each, a “Continuing Disclosure Agreement”), setting forth the County's undertaking to provide such information and notices dated the date of delivery of the Series 2021 Ball Park Bonds and delivered to the Original Purchaser of the Series 2021 Ball Park Bonds. The County Executive and the Fiscal Officer are, and each of them is, hereby authorized to execute and deliver, in the name and on behalf of the County, each Continuing Disclosure Agreement that the official or officials executing the Continuing Disclosure Agreement and the Director of Law shall have determined to be consistent with the purposes and requirements of this Resolution and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement or Agreements by those officials.

14. Certification and Delivery of Resolution. The Clerk of this Council is directed to deliver or cause to be delivered a certified copy of this Resolution to the Fiscal Officer.

15. Satisfaction of Conditions for Bond Issuance. This Council determines that all acts and conditions necessary to be done or performed by the County or to have been met precedent to and in the issuing of the Series 2021 Ball Park Bonds in order to make them legal, valid and binding obligations of the County have been performed and have been met, or will at the time of delivery of the Series 2021 Ball Park Bonds have been performed and have been met, in regular and due form as required by law.

16. Other Documents. The County Executive, the Fiscal Officer, the Director of Law and the Clerk of Council are each hereby authorized to take any and all other actions and to execute any and all other instruments, certificates and documents as may in their judgment be necessary, desirable, advisable or appropriate in connection with the issuance of the Series 2021 Ball Park Bonds in order to give effect to the transactions contemplated to be performed on the part of the County under this Resolution, including, but not limited to, any cooperative agreement or other agreement anticipated to be with Gateway Economic Development Corporation of Greater Cleveland, the Team, the City of Cleveland and State of Ohio, related to the Project or to revenues that may be available for the Project or for payment of Bond Service Charges on the Series 2021 Ball Park Bonds that the official or officials executing such document and the Director of Law shall have determined to be consistent with the purposes and requirements of this Resolution and necessary and appropriate in connection with the issuance and delivery of the Series 2021 Ball Park Bonds and otherwise in the best interests of the County, all of which shall be conclusively evidenced by the signing thereof by those officials. To the extent an exemption from competitive bidding is needed for anything described herein, it is hereby granted.

17. Additional Transfers and Deposits. In connection with the financing of the Project, this Council hereby authorizes the Fiscal Officer to make deposits and transfers in the amounts described in the Cooperative Agreement, from the Cuyahoga County Excise Tax Facilities Improvement Fund, the Facilities Improvement Account, the County Account of the Sports Facility Improvement Fund, and the Sports Facility Reserve Fund, County bed tax collections, County excise tax collections, the County General Fund, and any other funds of the County that are available for such purpose, as further described in the Cooperative Agreement, to the Ball Park Improvement Fund, the Capital Repair Fund and certain other funds and accounts established under the Sales Tax Revenue Bond Indenture, all pursuant to the terms of the Cooperative Agreement, and hereby appropriates such funds for such purpose.

18. Bond Counsel. This Council hereby retains the legal services of Tucker Ellis LLP as bond counsel to the County, in connection with the authorization, sale, issuance and delivery of the Series 2021 Ball Park Bonds. In providing those legal services, as an independent contractor and in an attorney-client relationship, Bond Counsel shall not exercise any administrative discretion on behalf of the County in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, or of the County, or of any other political subdivision of the State, or the execution of public trusts.

First Reading/Referred to Committee: September 28, 2021
Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

TERM SHEET FOR CLEVELAND INDIANS LEASE EXTENSION

Cleveland Mayor Frank Jackson (the “City”), Cuyahoga County Executive Armond Budish (the “County”), Chairman Ken Silliman of the Gateway Economic Development Corporation of Greater Cleveland (“Gateway”), and Cleveland Indians Baseball Company, LLC Chairman and CEO Paul Dolan (the “Team”), collectively (the “Parties”) are committed to preserving Cleveland’s Major League Baseball franchise and its ballpark for future Northeast Ohio generations, and their desire to do so is reflected in the following terms for a lease extension. The Parties understand that the terms are subject to authorization by the respective legislative bodies and boards of each participating entity and subject to the execution of a mutually agreed amended and restated lease agreement (the “Lease”) incorporating, in part, the terms of this term sheet.

1. Term.

There will be a 15-year lease term commencing January 1, 2022 and ending December 31, 2036. The lease will also contain one vesting option of either five or ten years as more fully described below.

2. Strategic Funding Approach

Progressive Field (the “Ballpark”), since 1994, has served as the home of Major League Baseball in our community. The Parties are committed to preserving and improving our Ballpark, enabling it to continue to provide the outstanding fan and community experience it has provided since 1994.

To that end, the *public* financial contributions set forth below are confined to the repair, upkeep, and appropriate modernizations needed to protect and preserve a valuable asset in the City of Cleveland. The repair and upkeep is accomplished via Gateway’s payment of all capital repairs including minor and Major Capital Repairs (“Capital Repairs”) to the Ballpark, generally—but not exclusively—guided by a 20-year Facilities Condition Assessment (“FCA”) prepared by Gateway consultants with assistance from Gateway and which shall be regularly updated by Gateway and the Team. The modernizations are accomplished pursuant to a schedule of Ballpark improvements prepared by the Team and approved by the City and County, with the public providing 2/3 of the contributions toward an improvement fund solely dedicated to the modernization of the Ballpark (the “Ballpark Improvement Fund”).

By contrast to the public’s funding of the physical facility, the Team contributions are primarily directed to the operations required to field a Major League Baseball franchise and pay certain of the public’s operating expenses associated with the Ballpark, namely routine maintenance for the Ballpark, the approved operating budget of Gateway, an additional annual Team rent payment, and property taxes for the Ballpark itself. However, as described in Section 4 below, the Team has also agreed to contribute 1/3 of the funding for the Ballpark Improvement Fund, plus any cost overruns over the original funding amount.

3. Funding Sources Table

The County will cause these approximate one-time revenues to be deposited into the Ballpark Improvement Fund with final amounts determined at the time of deposit:

- \$5,250,000 from County’s General Fund;
- \$1,060,000 from 2020 County Bed Tax Collections (60% of 1.0% Bed Tax);
- \$2,250,000 from County Account of Sports Facility Reserve ();
- \$1,050,000 from 2021 County Bed Tax Collections (60% of 1.0% Bed Tax); and
- \$2,000,000 Payment to County from Development Parcel proceeds.

The existing balance in the 2015 Excise Tax Facility Improvement Fund estimated at \$3,400,000, the 2020 excess excise tax revenues, and the 2021 excess excise tax revenues will be deposited to the Capital Repair Fund at the time of funding the Ballpark Improvement Fund to fund existing approved capital repair obligations and 2022 projected Capital Repairs at the Ballpark.

The County will issue Bonds for the difference between \$135 million and the total of the above amounts, paid by the City, County and State of Ohio funding sources listed below. The Bonds will fund the public’s share of the Ballpark Improvement Fund costs. Any funds not required for Bond debt service payments will be allocated to the payment of Capital Repairs.

FUNDING SOURCE		NATURE: FIXED OR VARIABLE	ANNUAL \$ CONTRIBUTED*	DURATION
ENTITY	TYPE			
City	Sports Facility Reserve	Fixed	3,200,000	2024-2035
City	Parking Garage Revenue	Fixed	2,000,000	2022-2036
City	50% of Indians Admission Tax	Variable	2,550,000	2022-2036
City	Garage Naming Rights	Fixed	333,000	2022-2036
City	Unspecified	Fixed	350,000	2022-2036
County	Bed Tax Increment	Variable	3,000,000	2022-2036
County	Sin Tax	Variable	2,500,000	2021-2034
County	General Fund	Fixed	2,550,000	2022-2036
State of Ohio	Unspecified	Fixed	2,000,000	2022-2036
ANNUAL PUBLIC SECTOR CONTRIBUTION*			18,483,000	

*Due to two of the funding sources not continuing for a full fifteen years, the annual total will be less in several of the years.

Collectively, the County one-time revenues and the City, County and State of Ohio annual payments shall comprise the “Estimated Public Annual Ballpark Contributions.” The Estimated Public Annual Ballpark Contributions are more fully set forth in the Ballpark Improvement Fund Public Resources & Capital Repair Deposits prepared by Stifel Nicolaus attached as Exhibit A.

In addition, the County will issue \$67.5 million of Bonds to be paid by the Team as the Team’s contribution to the Ballpark Improvement Fund pursuant to the Lease.

4. Cost Sharing Table

Gateway (using the Estimated Public Annual Ballpark Contributions set forth in Section 3) shall pay the Ballpark’s annual Capital Repairs, and Ballpark Improvement Fund expenses, and the Team shall pay Gateway operating expenses, Routine Maintenance, additional Team Rent, property taxes, and its share of Ballpark Improvement Fund costs, in the following estimated amounts:

EXPENSE ITEM	ESTIMATED ANNUAL COSTS IN \$	
	TEAM	GATEWAY
Routine Maintenance	2,200,000	0
Capital Repairs < \$500,000	0	2,000,000
Capital Repairs > \$500,000	0	4,670,000
Reserve fund for capital repairs	0	1,330,000
(Less Gateway Rent Credit)		(656,000)
Ballpark Improvement Fund		
Principal	4,500,000	9,000,000
Interest on County bonds	0	1,956,000
Interest on Team bonds	350,000	700,000
Gateway Operations	1,400,000	0
Additional Team Rent	656,000	
Gateway Property Taxes	1,100,000	0
TOTAL ESTIMATED LEASE COSTS	10,206,000	19,000,000

5. Vesting Lease Options

The Lease will contain one five-year vesting option to Gateway to extend the Lease subject to the conditions herein. The five-year vesting option will vest at the City’s and County’s option upon Gateway and the City and County demonstrating to the Team, on or before December 31, 2030, adequate and sufficient funding sources to account for an estimated \$9 million in annual Capital Repairs during years 16 through 20 of the option period and an additional \$67.5 million in Ballpark Improvement Funds to be contributed to the Ballpark Improvement Fund within one year of the public entities exercising the vesting option. If the public entities exercise the five-year vesting option as set forth herein, the Team agrees to contribute an additional \$33.75 million to the Ballpark Improvement Fund. Unless mutually agreed otherwise, an additional condition of the public exercising the

vesting option will be the provision by the public entities of private and public bond financing for the additional funds to be placed in the Ballpark Improvement Fund. The Team and the public will share in the interest costs for such financing on a 2/3 public – 1/3 Team basis. All other terms and conditions of the Lease shall remain the same during the extended Lease term.

The public entities shall also have the option to expand the term of the vesting option from five years to ten years, if Gateway, the City and County demonstrate, to the reasonable satisfaction of the Team, on or before December 31, 2031, sufficient funding sources that provide adequate funding for annual Capital Repairs and the Ballpark Improvement Fund to provide for the Ballpark's needs during the additional five year period, which if all Parties agree, shall add the 21st through 25th term years to the Lease.

6. Amended and Restated Lease

The parties agree the Lease will contain the provisions set forth in this term sheet and replace the current lease between Gateway and the Team dated September 15, 2008 (the "Current Lease") and will also contain the following additional specific terms:

- (a) the definitions of Routine Maintenance, Capital Repairs, Major Capital Repairs, and Alterations in the Current Lease will remain unchanged in the Lease;
- (b) the Lease will incorporate language requiring annual review/revision of the FCA as needed by reason of the annual budget process and full updates to the FCA not later than 2025, 2028, 2031 and 2034;
- (c) Article V, "Term," shall be amended to incorporate the revised term and striking Section 5.2 "Extension Options" and replacing it with a new Section 5.2 entitled "Vested Lease Option;" and
- (d) the Lease will also be amended and supplemented as needed to provide for terms and provisions which the parties feel are appropriate to implement this term sheet or such other provisions deemed necessary and appropriate by Gateway and the Team.

7. Gateway East Garage.

As set forth in Section 2, the City will contribute \$2 million annually from the operating revenue of the Gateway East Garage with the City covering any operating revenue deficiency sufficient to meet the \$2 million annual contribution. The City will also contribute \$333,000 in annual naming rights revenue with the City

covering any naming rights revenue deficiency sufficient to meet the \$333,000 annual contribution. For the next two years, the City will also make the Gateway East Garage available for the Team's purchase at a \$25 million purchase price. In the event the Team purchases the Gateway East Garage, the City will use the sale proceeds to fund the City's annual \$2 million commitment towards the Public's Ballpark Contributions and shall assign future naming rights sale proceeds to the Team as a 100% credit against the above-referenced \$333,000 annual payment.

8. Development Parcel

Gateway agrees to convey or cause to be conveyed, the Gateway Development Parcel to the Team in exchange for a \$2 million purchase price. Gateway or its transferee will then convey its entire share of the sale proceeds into the Ballpark Improvement Fund.

9. Ballpark Improvement Fund Projects and Timeline

The Ballpark Improvement Fund, held by the Trustee or Gateway, will be used to fund certain modernizations at the Ballpark to be overseen and disbursement to be approved by Gateway. These projects include, but are not limited to, an update and expansion of the Home Team Clubhouse to accommodate innovations in sports science and player training and treatment, a redesign and rebranding of the Terrace Club, and redesign of the right field upper deck and concourse. A complete copy of the projects to be financed with the Ballpark Improvement Fund and an estimated timeline for completion is attached hereto as Exhibit B. The Team agrees to fund any cost overruns to Ballpark Improvement Fund projects beyond the funding sources identified in Section 3 of this term sheet and the Team agrees to guarantee completion of the projects listed on Exhibit B.

(Signatures Contained on Following Page)

APPROVED BY:

Frank Jackson, Mayor, City of Cleveland

Date

Armond Budish, Cuyahoga County Executive

Date

Ken Silliman, Chairman, Gateway Economic Development
Corporation of Greater Cleveland

Date

Paul Dolan, Chairman and CEO, Cleveland Indians
Baseball Company, LLC

Date

EXHIBIT A

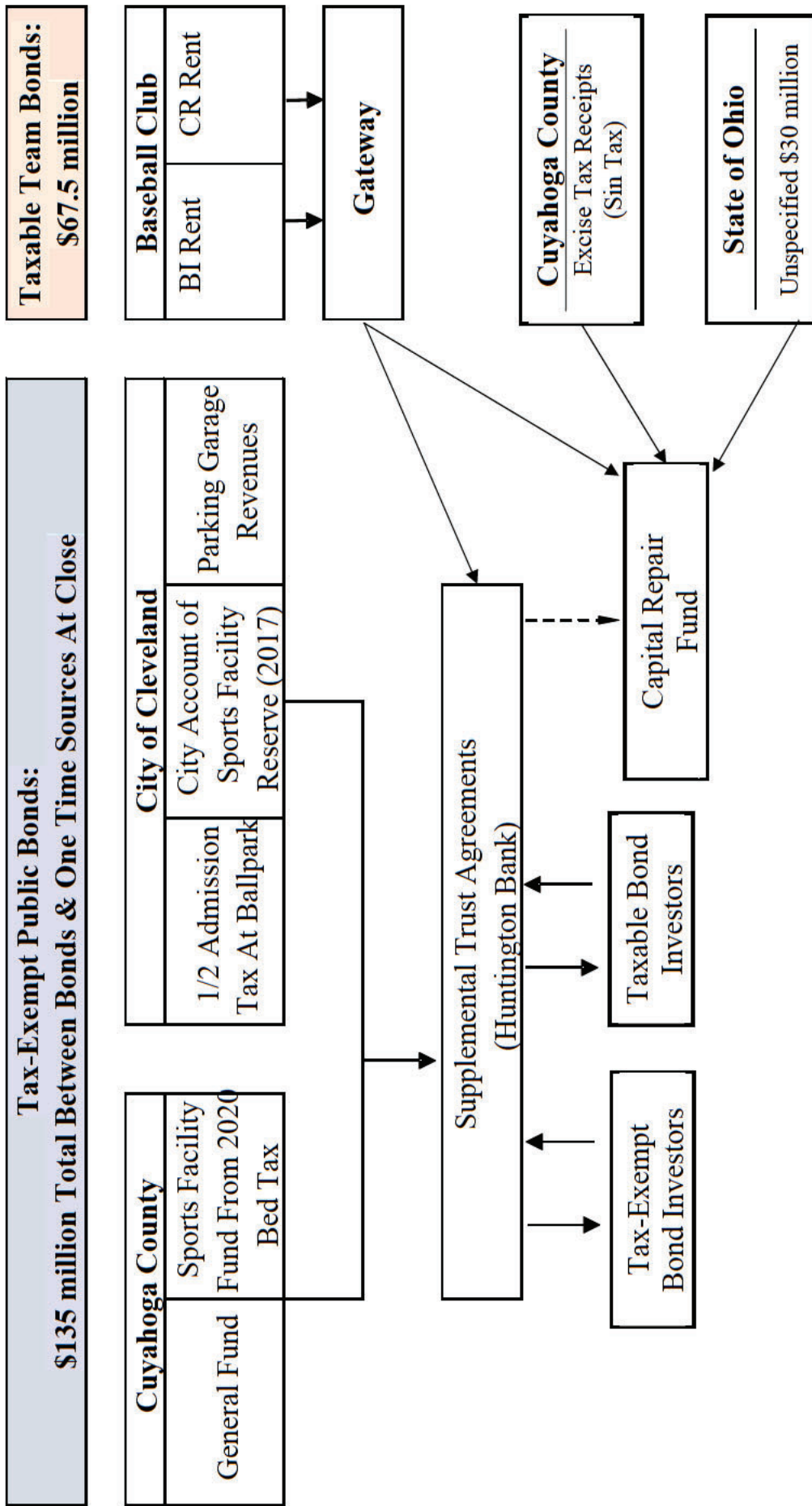


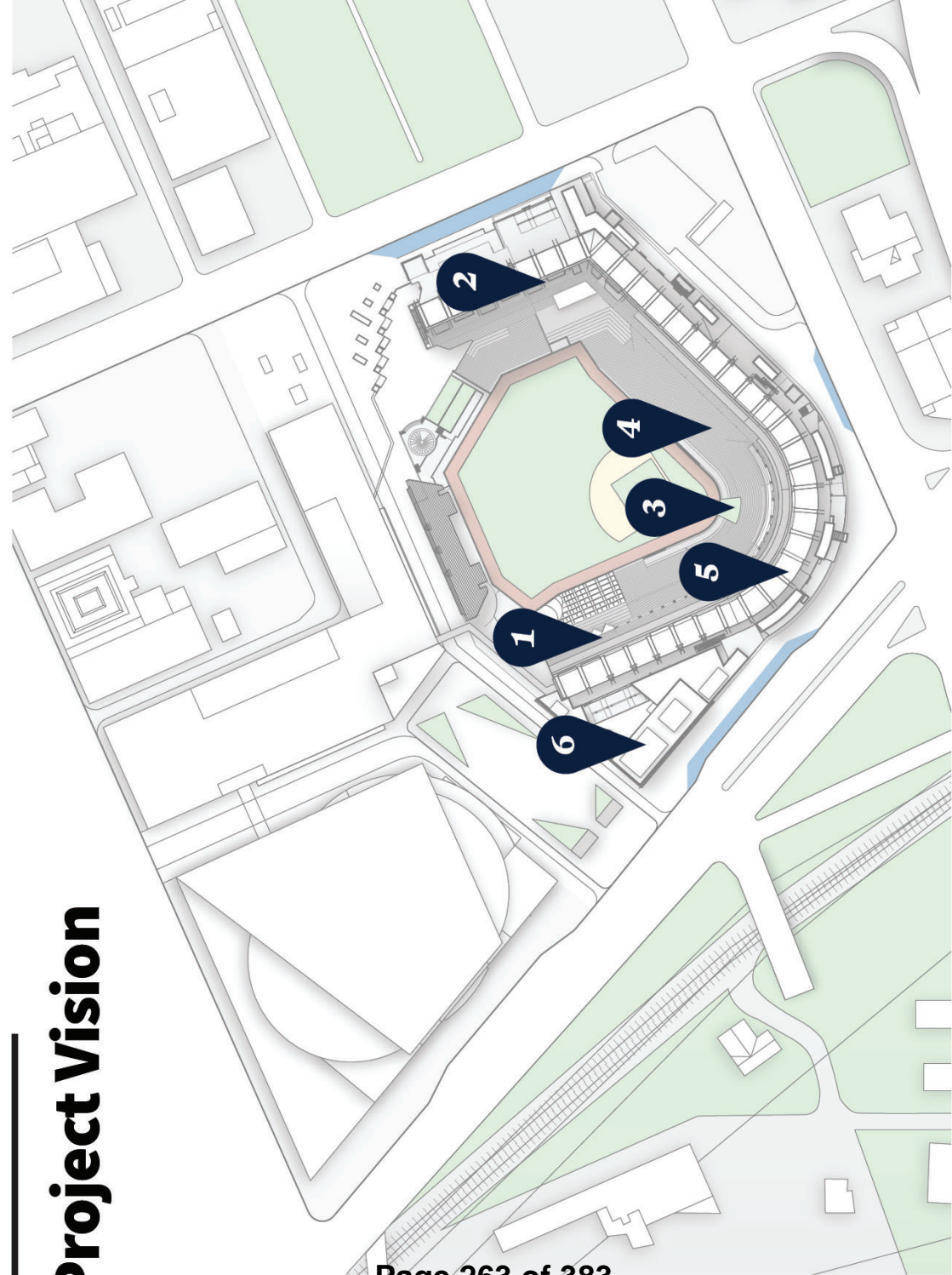
EXHIBIT B

JULY 2021

BALLPARK IMPROVEMENTS



Project Vision



1 Transformed Left Field Terraces

2 Upper Deck Re-imagined

3 Dugout Experience

4 Service Level & Clubhouse Modernization

5 Social Press Box Experience

6 Office Renovation & Connection to Gateway Plaza

Ballpark Improvement Projects

Project Cost Breakdown

estimated cost

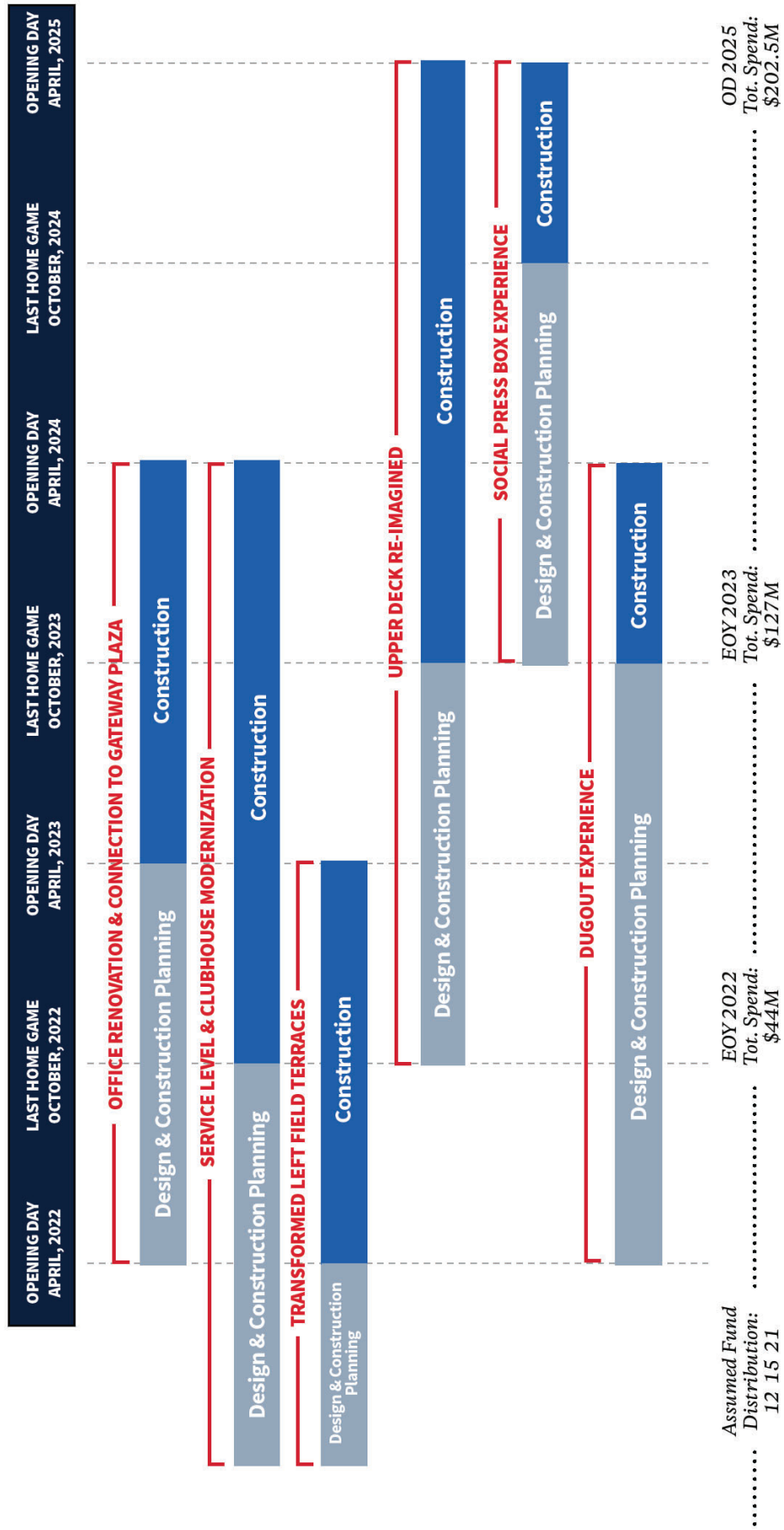
Transformed Left Field Terraces	\$33,000,000
Upper Deck Re-Imagined	\$40,000,000
Dugout Experience	\$9,000,000
Service Level & Clubhouse Modernization	\$40,150,000
Social Press Box Experience	\$20,000,000
Office Renovation & Connection to Gateway Plaza	\$42,000,000
Total	\$184,150,000
Escalation & Contingency	\$18,415,000
Grand Total	\$202,565,000

\$202.5M in Ballpark Improvements will be funded in a 2/3 (Public) 1/3 (Club) partnership.

The Club will be solely responsible for cost overruns on each project

Cost estimates have been created at Concept Phase and will be adjusted at completion of Schematic Design, Design Documentation and Construction Documentation Phases for each project.

Draft Proposed Phasing / Schedule



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0231

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for an unexpired term ending 12/31/2021 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, 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 Cheryl Bradas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for an unexpired term ending 12/31/2021; 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 Cheryl Bradas to serve on the Cuyahoga County

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0232

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2021 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) 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 Sam Thomas III to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2021 – 12/31/2023

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:

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0233

<p>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing the appropriation of real property for replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive, through the Department of Public Works, to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrants to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on October 10, 2018, this Council adopted Resolution No. R2018-0184, which authorized the County Executive to acquire the necessary Right-of-Way to proceed with the replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; and,

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of the Right-of-Way, a fair market analysis was conducted, and fee appraisals were made; and

WHEREAS, the County's agent, O. R. Colon, endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owners, but has reported that equitable settlement agreements could not be reached on the properties set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

Parcel 15 T (Temporary Easement)

Property Owner: Tony Ipsaro and Josephine Ipsaro, both deceased

Address: Vacant Land, Rockside Road, Independence, OH 44131

Mailing Address: National Park Service, 15610 Vaughn Road, Brecksville, OH 44141

Fair Market Value Estimate: \$350.00

Parcel 16 T (Temporary Easement)

Property Owners: Franck and Fric, Incorporated

Address: 7919 Old Rockside Road, Independence, OH 44131

Mailing Address: Franck & Fric, Inc., 7919 old Rockside Rd., Independence, OH 44131

Fair Market Value Estimate: \$40,292.00

Parcel 21 T (Temporary Easement)

Property Owner: Thornburg Station Holding, LLC, an Ohio Limited Liability Company

Address: Rockside Road, Valley View, Ohio

Mailing Address: 127 Public Square, 4000 Key Tower, Cleveland, OH 44114

Fair Market Value Estimate: \$17,572.00

WHEREAS, the necessity for the immediate effectiveness of this Resolution is established because federal funds are being utilized for Right-of-Way acquisition on this project and the County is required to progress on schedule for the project in order to maintain project funding deadlines; and,

WHEREAS, the Right-of-Way cannot be certified to the Ohio Department of Transportation as being ready for construction unless and until all Right-of-Way parcels have been acquired either by agreement or by the filing of a petition for appropriation together with a check in the amount of the Fair Market Value Estimate made payable to the Cuyahoga County Probate Court, in the Cuyahoga County Probate Court.

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

SECTION 1. That certain real property as required for the replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

Parcel 15 T (Temporary Easement)

Property Owner: Tony Ipsaro and Josephine Ipsaro, both deceased

Address: Vacant Land, Rockside Road, Independence, OH 44131

Mailing Address: National Park Service, 15610 Vaughn Road, Brecksville, OH 44141

Fair Market Value Estimate: \$350.00

Parcel 16 T (Temporary Easement)

Property Owners: Franck and Fric, Incorporated

Address: 7919 Old Rockside Road, Independence, OH 44131
Mailing Address: Franck & Fric, Inc., 7919 old Rockside Rd., Independence, OH 44131
Fair Market Value Estimate: \$40,292.00

Parcel 21 T (Temporary Easement)
Property Owner: Thornburg Station Holding, LLC, an Ohio Limited Liability Company
Address: Rockside Road, Valley View, Ohio
Mailing Address: 127 Public Square, 4000 Key Tower, Cleveland, OH 44114
Fair Market Value Estimate: \$17,572.00

SECTION 2. That the County Executive, through the Department of Public Works, be, and is, hereby authorized to proceed with filing the necessary action to acquire the property as described above.

SECTION 3. That the County Fiscal Officer be, and is, hereby authorized to issue monetary warrants in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrants to be deposited with the Probate Court at the time of filing the petitions to appropriate.

SECTION 4. That the Clerk of Council is hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Michael Dever, Director of Public Works and to Michael Chambers, County Fiscal Officer.

SECTION 5. That it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to assure that work on the improvement can commence during the prime construction season. Otherwise, any delay in commencement of the work may cause delay to the work and result in significant cost increases to the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

SECTION 6. That 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0234

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution authorizing an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 – 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology has recommended an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 – 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00; and

WHEREAS, the primary goal of this amendment is to continue with Mainframe LPAR Hosting services provided by the State of Ohio; and

WHEREAS, the project is funded 100% by the General Fund, Mainframe Operations; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. 968 with State of Ohio/Department of Administrative Services/Office of Information Technology for software licenses and maintenance on an IBM LPAR Mainframe for the period 3/1/2018 – 12/31/2020 to extend the time period to 8/31/2022 and for additional funds in the amount not-to-exceed \$700,000.00.

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0235

Sponsored by: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division	A Resolution making awards on RQ4810 to various providers in the total amount not-to-exceed \$1,720,659.34 for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/ Juvenile Court Division has recommended awards on RQ4810 to various providers in the total amount not-to-exceed \$1,720,659.34 for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023 as follows:

- a. Contract No. 1813 with Raven House in the amount not-to-exceed \$654,641.67;
- b. Contract No. 1814 with Life’s Right Direction, Inc. in the amount not-to-exceed \$735,829.11;
- c. Contract No. 1815 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$330,188.56; and

WHEREAS, the primary goal of this project is to provide professional and technical services to conduct programming, care and custody services for youth in a trauma-informed ODJFS certified group home setting; and

WHEREAS, this project is funded 54% by RECLAIM Grant Fund and 46% by Health and Human Service Levy Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ4810 to various providers in the total amount not-to-exceed \$1,720,659.34 for trauma informed respite and youth care center services for the period 9/1/2021 – 6/30/2023 as follows:

- a. Contract No. 1813 with Raven House in the amount not-to-exceed \$654,641.67;
- b. Contract No. 1814 with Life’s Right Direction, Inc. in the amount not-to-exceed \$735,829.11;
- c. Contract No. 1815 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$330,188.56.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 12, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0236

Sponsored by: County Executive Budish/Sheriff's Department	A Resolution making an award on RQ6987 to Schwartz Uniform Corporation in the amount not-to-exceed \$875,000.00 for furnishing uniforms for Cuyahoga County Correction Officers for the period 1/1/2022 – 13/21/2024; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Sheriff's Department has recommended an award on RQ6987 to Schwartz Uniform Corporation in the amount not-to-exceed \$875,000.00 for furnishing uniforms for Cuyahoga County Correction Officers for the period 1/1/2022 – 13/21/2024; and

WHEREAS, the primary goal of this project is complying with bargaining unit contracts to supply uniforms; and

WHEREAS, the project is funded 100% by the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ6987 to Schwartz Uniform Corporation in the amount not-to-exceed \$875,000.00 for furnishing uniforms for Cuyahoga County Correction Officers for the period 1/1/2022 – 13/21/2024.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0237

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p> <p>Co-sponsored by: Councilmember Brown</p>	<p>A Resolution authorizing an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2021 to remove Eldercare Services Institute, LLC, effective 11/9/2021 and for additional funds in the total amount not-to-exceed \$600,000.00; authorizing the County Executive to execute the amendments and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended an amendment to a Master Contract with various municipalities and providers for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2021; to remove Eldercare Services Institute, LLC, effective 11/9/2021 and for additional funds in the total amount not-to-exceed \$600,000.00 as follows:

- a) Agreement No. 13 with City of Bedford Heights for Transportation services in the amount not-to-exceed \$12,000.00;
- b) Agreement No. 127 with City of Olmsted Falls for Adult Development services in the amount not-to-exceed \$10,000.00;
- c) Agreement No. 1142 with City of Strongsville for Adult Development and Transportation services in the amount not-to-exceed \$7,000.00;
- d) Contract No. 130 with Community Partnership on Aging for Adult Development and Transportation services, no additional funds required;
- e) Agreement No. 116 with City of Euclid for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00;

- f) Agreement No. 115 with City of Lakewood for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$24,748.11;
- g) Agreement No. 145 with City of Maple Heights for Home Delivered Meals and Transportation services in the amount not-to-exceed \$25,000.00;
- h) Agreement No. 125 with City of Parma Heights for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$29,000.00;
- i) Contract No. 126 with Eliza Bryant Village for Adult Day, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00;
- j) Contract No. 993 formerly No. 32 with Phillis Wheatley Association of Cleveland, Ohio for Home Delivered Meals in the amount not-to-exceed \$38,000.00;
- k) Agreement No. 34 with City of Berea for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$43,000.00;
- l) Agreement No. 36 with City of Solon for Adult Development, Home Delivered and Transportation services in the amount not-to-exceed \$23,000.00;
- m) Contract No. 31 with Catholic Charities Corporation for Adult Development and Home Delivered in the amount not-to-exceed \$23,000.00;
- n) Contract No. 40 with Catholic Charities Corporation on behalf of the Hispanic Senior Center for Adult Development, Home Delivered and Transportation services in the amount not-to-exceed \$12,000.00;
- o) Contract No. 79 with Catholic Charities on behalf of the St. Martin dePorres Family Center for Adult Development, Home Delivered Meals and Transportation services; no additional funds required;
- p) Contract No. 20 with Catholic Charities Corporation on behalf of the St. Philip-Neri Family Center for Adult Development and Home Delivered Meals; no additional funds required;
- q) Contract No. 995 formerly No. 46 with The East End Neighborhood House Association for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$42,000.00;

- r) Contract No. 55 with The Harvard Community Services Center for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$49,000.00;
- s) Contract No. 27 with The Mandel Jewish Community Center of Cleveland for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$16,000.00;
- t) Contract No. 57 with Murtis Taylor Human Services for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$51,451.89;
- u) Contract No. 1284 formerly No. 65 with Rose Centers for Aging Well, LLC for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$52,000.00;
- v) Contract No. 138 with The Salvation Army for Adult Development, Home Delivered Meals and Transportation services; no additional funds required;
- w) Contract No. 56 with Senior Citizen Resources, Inc. for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$67,000.00;
- x) Contract No. 49 with University Settlement for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$55,800.00;
- y) Contract No. 58 with West Side Community House for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$10,000.00;

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an amendment to a Master Contract with various municipalities and providers for various services for

the Community Social Services Program for the period 1/1/2019 - 12/31/2021; to remove Eldercare Services Institute LLC, effective 11/9/2021 and for additional funds in the amount not-to-exceed \$600,000.00 as follows:

- a) Agreement No. 13 with City of Bedford Heights for Transportation services in the amount not-to-exceed \$12,000.00;
- b) Agreement No. 127 with City of Olmsted Falls for Adult Development services in the amount not-to-exceed \$10,000.00;
- c) Agreement No. 1142 with City of Strongsville for Adult Development and Transportation services in the amount not-to-exceed \$7,000.00;
- d) Contract No. 130 with Community Partnership on Aging for Adult Development and Transportation services, no additional funds required;
- e) Agreement No. 116 with City of Euclid for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00;
- f) Agreement No. 115 with City of Lakewood for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$24,748.11;
- g) Agreement No. 145 with City of Maple Heights for Home Delivered Meals and Transportation services in the amount not-to-exceed \$25,000.00;
- h) Agreement No. 125 with City of Parma Heights for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$29,000.00;
- i) Contract No. 126 with Eliza Bryant Village for Adult Day, Home Delivered Meals and Transportation services in the amount not-to-exceed \$5,000.00;
- j) Contract No. 993 formerly No. 32 with Phillis Wheatley Association of Cleveland, Ohio for Home Delivered Meals in the amount not-to-exceed \$38,000.00;
- k) Agreement No. 34 with City of Berea for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$43,000.00;
- l) Agreement No. 36 with City of Solon for Adult Development, Home Delivered and Transportation services in the amount not-to-exceed \$23,000.00;

- m) Contract No. 31 with Catholic Charities Corporation for Adult Development and Home Delivered in the amount not-to-exceed \$23,000.00;
- n) Contract No. 40 with Catholic Charities Corporation on behalf of the Hispanic Senior Center for Adult Development, Home Delivered and Transportation services in the amount not-to-exceed \$12,000.00;
- o) Contract No. 79 with Catholic Charities on behalf of the St. Martin dePorres Family Center for Adult Development, Home Delivered Meals and Transportation services; no additional funds required;
- p) Contract No. 20 with Catholic Charities Corporation on behalf of the St. Philip-Neri Family Center for Adult Development and Home Delivered Meals; no additional funds required;
- q) Contract No. 995 formerly No. 46 with The East End Neighborhood House Association for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$42,000.00;
- r) Contract No. 55 with The Harvard Community Services Center for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$49,000.00;
- s) Contract No. 27 with The Mandel Jewish Community Center of Cleveland for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$16,000.00;
- t) Contract No. 57 with Murtis Taylor Human Services for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$51,451.89;
- u) Contract No. 1284 formerly No. 65 with Rose Centers for Aging Well, LLC for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$52,000.00;
- v) Contract No. 138 with The Salvation Army for Adult Development, Home Delivered Meals and Transportation services; no additional funds required;
- w) Contract No. 56 with Senior Citizen Resources, Inc. for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$67,000.00;
- x) Contract No. 49 with University Settlement for Adult Development, Home Delivered Meals and Transportation services in the amount not-to-exceed \$55,800.00;

First Reading/Referred to Committee: October 12, 2021
Committee Assigned: Health, Human Services & Aging

Additional Sponsorship Requested: October 20, 2021

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0220

Sponsored by: County Executive Budish/Department of Public Works/Division of Finance and Planning	A Resolution authorizing the Director of Public Works to execute and submit a loan application in the amount of \$3,359,000.00 to State of Ohio, Ohio Public Works Commission to finance a portion of various Pleasant Valley Road Bridge Projects in various municipalities; authorizing the County Executive to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/Division of Finance and Planning has recommended authorizing the Director of Public Works to execute and submit a loan application in the amount of \$3,359,000.00 to State of Ohio, Ohio Public Works Commission to finance a portion of various Pleasant Valley Road Bridge Projects in various municipalities as follows:

- a) Rehabilitation of Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
- b) Rehabilitation of Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
- c) Replacement of Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View.

WHEREAS, the primary goals of this project are to replacement of three Pleasant Valley Road (CR-39) Bridges 09.03, 09.35 and 09.68 over River Road and Stream, Cuyahoga Valley Scenic Railroad, the Cuyahoga River, Canal Road, Towpath Trail and the Ohio Canal in the City of Independence and the Village of Valley View; and

WHEREAS, the anticipated start date for construction is 2022; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes the Director of Public Works to execute and submit a loan application in the amount of \$3,359,000.00 to State of Ohio, Ohio Public Works Commission to finance a portion of various Pleasant Valley Road Bridge Projects in various municipalities as follows:

- a) Rehabilitation of Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
- b) Rehabilitation of Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
- c) Replacement of Bridge No. 09.68 over Cuyahoga River in the City of Independence and Village of Valley View.

SECTION 2. That the County Executive is authorized to accept said loan, if approved, and to execute the agreement and all other documents required in connection with said loan and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 28, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio
Resolution No. R2021-0222

<p>Sponsored by: County Executive Budish/Department of Development</p>	<p>A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Manufacturing Advocacy and Growth Network for the redevelopment of a vacant building, located at 1800 East 63rd Street, City of Cleveland, for the relocation of MAGNET Manufacturing, Technology and Job Center Headquarters; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Manufacturing Advocacy and Growth Network for the redevelopment of a vacant building, located at 1800 East 63rd Street, City of Cleveland, for the relocation of MAGNET Manufacturing; and

WHEREAS, the primary goal of this loan is for the redevelopment of a vacant building into a manufacturing innovation center; and

WHEREAS, the project is anticipated to create 29 permanent jobs; and

WHEREAS, the total cost of the project is approximately \$15,958,000.00, of which the County will loan up to \$1,000,000.00 with a term of 16 years at an interest rate of 2.5% per annum; and

WHEREAS, in the case of fulfillment of the project's completion and required job creation covenants, not more than 25% of the Loan principal shall be forgiven; and

WHEREAS, on August 11, 2021, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for the loan is the General Fund and;

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to Manufacturing Advocacy and Growth Network for the redevelopment of a vacant building, located at 1800 East 63rd Street, City of Cleveland, for the relocation of MAGNET Manufacturing.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. That this Resolution shall sunset twenty-four (24) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council of Cuyahoga County, Ohio
Resolution No. R2021-0223

<p>Sponsored by: County Executive Budish/Department of Development</p>	<p>A Resolution authorizing an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to LG Blanket Mill, LLC for the redevelopment of a vacant building, located at 3160 West 33rd Street, City of Cleveland, for a mixed-use structure for the Northern Ohio Blanket Mills Project; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to LG Blanket Mill, LLC for the redevelopment of a vacant building, located at 3160 West 33rd Street, City of Cleveland, for a mixed-use structure for the Northern Ohio Blanket Mills Project; and

WHEREAS, the primary goal of this loan is for the redevelopment of a vacant building into a mixed-use structure; and

WHEREAS, the project is anticipated to create 30 permanent jobs; and

WHEREAS, the total cost of the project is approximately \$33,323,345.00, of which the County will loan up to \$1,000,000.00 with a term of 20 years at an interest rate of 2.5% per annum; and

WHEREAS, in the case of fulfillment of the project's completion and required job creation covenants, not more than 25% of the Loan principal shall be forgiven; and

WHEREAS, on August 11, 2021, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for the loan is the General Fund and;

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Fund Redevelopment and Modernization Loan in the amount not-to-exceed \$1,000,000.00 to LG Blanket Mill, LLC for the redevelopment of a vacant building, located at 3160 West 33rd Street, City of Cleveland, for a mixed-use structure for the Northern Ohio Blanket Mills Project.

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. That this Resolution shall sunset twenty-four (24) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 28, 2021
Committee(s) Assigned: Economic Development & Planning

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0225

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p>	<p>A Resolution authorizing an amendment to Agreement No. 204 with The MetroHealth System for comprehensive medical services for families involved with Division of Children and Family Services for the period 1/1/2020 – 12/31/2021, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,551,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended an amendment to Agreement No. 204 with The MetroHealth System for comprehensive medical services for families involved with Division of Children and Family Services for the period 1/1/2020 – 12/31/2021, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,551,000.00; and

WHEREAS, the primary goal of this project is to continue to offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers; and

WHEREAS, this project is 100% funded by the State Child Protective Allocation; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. 204 with The MetroHealth System for comprehensive medical services for families involved with Division of Children and Family Services for the period 1/1/2020 – 12/31/2021, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,551,000.00.

County Council of Cuyahoga County, Ohio

Ordinance No. O2021-0013

Sponsored by: County Executive Budish/Department of Equity and Inclusion	An Ordinance amending Chapter 503 of the Cuyahoga County Code: Small Business Enterprise Program Policies and Procedures to approve revised Cuyahoga County Small Business Enterprise Program Policies and Procedures, effective 11/15/2021 and adopt Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) Program Policies and Procedures, effective 11/15/2021; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Executive/Department of Equity and Inclusion has submitted a revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, effective TBD, and Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) Program Policies and Procedures, effective 11/15/2021; and

WHEREAS, the Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual was previously adopted by Council in Ordinance No. O2011-0054, as amended by Ordinance No. O2014-0002, as codified in Chapter 503 of the Cuyahoga County Code; and,

WHEREAS, in 2020 the firm of Griffin & Strong conducted a disparity study, resulting in recommendations to the County, which are being implemented in the amendment to the SBE Program Policies and Procedures and the adoption of the MBE & WBE Program Policies and Procedures; and,

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

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

SECTION 1. Chapter 503 of the Cuyahoga County Code is hereby amended to read as follows:

Section 503.01 Policies and Procedures Manual

The revised Cuyahoga County Small Business Enterprise (SBE) Program Policies and Procedures Manual, attached to Ordinance No. O2021-0013 as Exhibit A, is hereby adopted effective 11/15/2021.

The Cuyahoga County Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) Program Policies and Procedures Manual, attached to Ordinance No. O2021-0013 as Exhibit B, is hereby adopted effective 11/15/2021.

SECTION 2. Sections 503.03 through 503.05 are hereby removed. Sections 503.06, 503.07, and 503.08 are hereby renamed to 503.03, 503.04, and 503.05 respectively. Section 503.02 will remain unchanged.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 3, 2021

Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Amended in Committee: October 20, 2021

Journal _____
_____, 20

Exhibit A



COUNTY OF CUYAHOGA, OHIO

SMALL BUSINESS ENTERPRISE (SBE) PROGRAM
POLICIES AND PROCEDURES

July 2021

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APPENDIX A CUYAHOGA COUNTY SBE BIDDER'S MANUAL

I. POLICY STATEMENT

Policy Statement: It is the policy of Cuyahoga County to ensure that all businesses have the opportunity to participate fully and fairly in Cuyahoga County's procurement and contract awards.

In an effort to ameliorate the effects of past and present arbitrary barriers that small businesses have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Small Business Enterprise (SBE) Program to:

- promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County;
- encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; and
- protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

Moreover, no person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to horizontal and vertical construction including architectural engineering, new construction, rehabilitation, remodeling, and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail, and other non-professional services.

III. THE DEPARTMENT OF EQUITY AND INCLUSION

The Department of Equity and Inclusion (DEI) develops, administers, and enforces the SBE Program. DEI shall encourage equal business opportunities and achieve the policies and objectives of the SBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (2) Establishing written rules, regulations, and procedures consistent with the SBE Program;
- (3) Publishing and making public said rules, regulations, and procedures;
- (4) Maintaining outreach and assistance programs to promote equal contracting opportunities for SBE businesses that wish to contract with the Cuyahoga County and educating vendors and contractors on the SBE Program, SBE Goals, and Good Faith Efforts Criteria;
- (5) Establishing, enhancing, and maintaining relationships with agencies and stakeholders in the area;
- (6) Maintaining a current database of available SBEs and making this database accessible to interested parties;
- (7) Monitoring and collecting data and information on the utilization of SBEs in Cuyahoga County's procurement activities that allows a comprehensive review of the impact of the SBE Program;
- (8) Establishing and assessing the reasonableness of SBE participation goals for Cuyahoga County procurements;
- (9) Attending pre-bid/proposal conferences for all procurement solicitations by Cuyahoga County;
- (10) Attending kick-off meetings for major projects;
- (11) Participating on evaluation panels for request for proposals and requests for qualifications;
- (12) Investigating written complaints related to the SBE Program;
- (13) Mediating payment disputes between prime contractors and SBE sub-contractors
- (14) Notifying affected parties in writing as to the right to review and appeal an adverse decision by DEI;
- (15) Monitoring Cuyahoga County's purchasing activities and determining compliance with SBE program policies and procedures;
- (16) Preparing annual reports on the SBE Program;
- (17) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (18) Developing and revising SBE Program policies and procedures to implement current best practices and maintaining records of SBE Program activities; and
- (19) Performing other tasks as may be required to fulfill the above-stated duties of DEI.

Authority to Investigate Discriminatory Practices: A Participant's written complaint of discrimination shall be forwarded to the Commission on Human Rights for investigation and determination under Title XV of the County Code. Further, such investigations may be initiated by referral to the Commission on Human Rights when DEI receives information, which provides a reasonable basis to believe that an individual contractor seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts and purchases awarded by Cuyahoga County.

All firms submitting applications for SBE consideration must be certified prior to submission of a bid or proposal.

Applications for certification will be on standard forms provided by Cuyahoga County and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified SBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control, and operation. In addition to the applications for certification, vendors seeking SBE certification shall also submit documentation demonstrating eligibility for certification, managerial control, and operational control. This documentation includes, but is not limited to, federal business tax returns, federal personal tax returns, proof of capital investment or contribution, corporate documents (i.e., Articles of Incorporation, Share Ledger, Corporate Bylaws...), bank signature card, current lease/rental agreement or property taxes for business location, business licenses, worker's compensation certificate and proof of identification for all who own 5% or more of the business.

The Director of DEI shall grant certification of an approved SBE Business for a period of two (2) years. The Director may grant a provisional certification prior to specific bids or proposals. All companies must recertify their business depending on the expiration date of their certificate which in most instances is the anniversary of their certification. Should provisional certification be granted to a business and that business be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the SBE participation percentage goal of the original proposal or specifications.

If a business is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by DEI for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Small Business Enterprise:

1. To become eligible for the SBE Program, a business firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year and that majority ownership has at least one (1) year of work experience relevant to the business' certification category, and that its annual gross revenues or its' total workforce are at or less than the amounts established by the Small Business Administration.
2. A business applying for SBE certification must establish that it has a physical presence located within the geographical limits of Cuyahoga County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.

3. SBE ownership and control shall be real, substantial, and continuing and shall go beyond the “pro forma” ownership as reflected in the ownership document. The SBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
4. SBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the SBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements, or charter requirements for cumulative voting rights or otherwise that prevent the business owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
5. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers, for the purpose of this part, are deemed to be controlling the business.
6. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation. If a business denied certification due to securities held in trust appeals to and is granted a waiver of this eligibility requirement by the Grievance Hearing Board, then the waiver granted by the Grievance Hearing Board shall remain in effect for that business provided that the ownership structure remains unchanged.
7. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
8. In addition to the above standards, special consideration shall be given to the following circumstances in determining eligibility for certification:
 - a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.
 - b. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
 - c. Any relationship between a SBE and any other business which is not a SBE business or belonging to a non-SBE business, which has an interest in the SBE business is carefully reviewed to determine if the interest of the non- SBE business conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

DEI shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement,

which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

1. The applicant should have some experience in the industry for which certification is being sought.
2. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
3. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

DEI shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant’s control, thereby preventing the applicant from making those decisions, which affect the future of the business.
2. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - a) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - b) Authority to negotiate and signature authority for insurance and/or bonds.
 - c) Authority to negotiate for banking services.
 - d) Authority to hire and fire employees.
3. Agreements for support services that do not lessen the applicant’s control of the company are permitted as long as the applicant’s power to manage the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, DEI will continue to encourage, monitor, and track SBE business participation in the procurement process through the SBE participation goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of SBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall thirty percent (30%) subcontracting goal for SBE Participation in County procurements. If desired, Cuyahoga County may establish a revised overall SBE Participation Goal for Cuyahoga County. To establish a revised SBE overall goal, Cuyahoga County shall conduct an analysis of SBE participation in county purchasing activities. First, Cuyahoga County shall evaluate the levels of SBE participation for the Cuyahoga County overall procurement program for the previous year. As part of the review, Cuyahoga County may also consider data regarding SBE participation for the past three (3) fiscal years for a more accurate portrayal of SBE participation. Secondly, DEI shall review available SBE totals and percentages for the Cuyahoga County area. Based on the data, DEI shall make a recommendation for a revised overall SBE Participation Goal for review and approval by the County Executive and County Council.

Procedure for Establishing Individual Goals: To achieve the overall goal for SBE participation, the Director of DEI will establish SBE goals on a contract-by-contract basis based on an analysis of market availability and a commercially useful function within the contract. The Director of DEI may also waive the SBE goals for particular procurements as outlined in Section IX. (1).

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual SBE goals:

- 1) The total dollar value of the subcontract may be counted toward determining the specified goals. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.
- 2) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of the different programs.
- 3) Contract goals will only be established on those contracts that have subcontracting opportunities for SBE participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of the SBEs to perform the particular type of work) and functionality within the contract.

SBE Participation in Meeting Goals: All Participants, including SBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all SBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an SBE will be counted towards any goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain a SBE goal, the Participant may only count said SBE subcontractor or sub-subcontractor work once toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to SBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.
- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the SBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
 - i) The nature and amount of supplies to be furnished;

- ii) Whether the SBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
- iii) Whether the SBE actually performs, manages, and supervises the work to furnish the supplies; and
- iv) Whether the SBE business intends to purchase supplies from a non-SBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. WAIVERS AND WAIVER OF NON-COMPLIANCE WITH SBE GOAL

1. This SBE Program policy may be waived for the following:
 - a) “Sole Source” procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - b) County purchases from political subdivisions/government entities;
 - c) County purchases off state contracts, off federal contracts, and from joint purchasing programs;
 - d) The acquisition of any interest in real property including lease holdings;
 - e) Direct and indirect employee payments including payroll expenditures, pensions, and unemployment compensation and other employee-related expenditures;
 - f) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Department of Equity and Inclusion and approval by the Cuyahoga County Executive and Cuyahoga County Council;
 - g) Purchases and contracts being procured using Informal RFBs, RFPs, and RFQs (estimated total value \$1,000.01-\$49,999.99): As part of its solicitation process, the department shall also solicit bids/proposals from County certified SBEs when available. To determine SBE availability, at least two (2) business days in advance of the posting/advertisement period, the department shall check the list of County certified SBEs on the County’s website (<https://opd.cuyahogacounty.us/en-US/listing.aspx>) and/or contact the Department of Equity and Inclusion for a list of pertinent County certified SBEs. For these transactions, when the department solicits bids/proposal/qualifications through the vendor email notification system (currently the Infor Strategic Sourcing Module) in accordance with County Code Section 501.12 E, the department shall notify the pertinent available SBEs using the vendor email notification system of the purchasing and contracting opportunity. Also, if required, as part of the additional solicitation efforts, the department shall also notify the pertinent available SBEs.

2. Application for Waiver. If the Contractor, consultant, supplier, or vendor does not meet the project goals, the bidder or offer or may seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals shall include full documentary evidence of the Participant’s good faith efforts to meet the project goals and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the Diversity Program to substantiate good faith efforts. (See the Good Faith Effort Certification, SBE-3, 2 pages, in the attached Bidder’s Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.

3. Waiver for Detriment to Public Health, Safety or Financial Welfare. The Director of DEI may waive SBE Program goals if the same causes a detriment to public health, safety, or the financial welfare of the County. The SBE Program goals may also be waived in the event available SBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) SBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached Bidder's Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the address and contact information for the geographical locations eligible for Cuyahoga County certification on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goals.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to DEI. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by DEI.

Other Information and Data: DEI may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

**A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA
REQUIRED BY THIS PROGRAM AND REQUESTED BY DEI SHALL SUBJECT THE
PARTICIPANT TO HAVING A
PROPOSAL OR BID DEEMED NON-RESPONSIVE.**

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting DEI or reviewing the database on the website at <https://opd.cuyahogacounty.us/en-US/listing.aspx>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements (including any offers to assist interested SBEs in obtaining bonding or insurance); and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, DEI will determine whether the Participant has made reasonable good faith efforts to obtain SBEs participation as part of its bid or proposal. DEI may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

DEI will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondences and responses thereto, emails, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the attached Bidder’s Manual) ONLY if the SBE Participation Goal is not met. The completed document must contain an original signature, notarizations, and date of signature. Along with the completed Good Faith Effort Certification, participants shall also submit additional documentation demonstrating a good faith effort (as detailed above in *Required Documentation*).

Administrative Reconsideration: If DEI determines that the apparent successful vendor is non-compliant on meeting the SBE participation goal and has not demonstrated good faith efforts to obtain SBE participation, prior to awarding the contract/purchase, the user department shall notify the apparent successful vendor of the determination of non-compliance by emailing the primary contact detailed in the vendor's bid/proposal. The apparent successful vendor shall have the right to request an administrative reconsideration of the non-compliance determination. The administrative reconsideration can be a "no meeting" reconsideration or "meeting" reconsideration (virtual or in-person). The request for an administrative reconsideration must be submitted within three (3) business days of the notification of non-compliance and in the format of an email to DEI at dei@cuyahogacounty.us. Upon receipt of the request for the administrative reconsideration by the apparent successful vendor, DEI shall forward the request to the Administrative Reconsideration Panel. The panel shall consist of at least three (3) but not more than five (5) County employees appointed by the Cuyahoga County Executive. The request for administrative reconsideration shall detail the pertinent RFB/RFP/RFQ (i.e., title, description...), type of administrative reconsideration requested (i.e., no meeting or meeting), and any written documentation or arguments concerning the issue of non-compliance. DEI shall provide a summary of its Good Faith Effort evaluation and supporting documentation. The Administrative Reconsideration Panel shall publish a schedule that includes deadlines and provides for a frequency of no less than twice per calendar month. The Administrative Reconsideration Panel will evaluate the information provided by the apparent successful vendor and DEI and issue a written decision approving or disapproving of DEI's determination on non-compliance for the matter. A quorum for "no meeting" or "meeting" administrative reconsideration shall be the majority (i.e., greater than 50%) of the appointed panel and an affirmative vote by the majority (i.e., greater than 50%) of the panel present for the administrative reconsideration is required for action. The Administrative Reconsideration Panel shall adopt its own rules of procedure consistent with SBE Policies and Procedures. The result of the administrative reconsideration is not administratively appealable.

XII. AWARD OF CONTRACTS

Award of Contract: Proposals/bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. For RFPs and RFQs, once the scope of work and/or price, terms, and conditions have been finalized but in advance of submission for approval by the pertinent contracting authority, the department shall confirm with DEI that the proposed contract/purchase is compliant with the SBE participation goals and/or Good Faith Efforts requirements. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is SBE compliant; provided, however, that such SBE compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,000.01 – 1,000,000	10% up to max \$80,000 (10-8)	50,000.01 – 80,000
1,000,000.01 – 3,000,000	8% up to max \$210,000 (8-7)	80,000.01 – 210,000
3,000,000.01 – 5,000,000	7% up to max \$250,000 (7-5)	210,000.01 – 250,000
>5,000,000	\$250,000 maximum (≤ 5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Department of Equity and Inclusion Authorization to Monitor: DEI shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

DEI shall monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service, and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

DEI will provide written reports on an annual basis. DEI’s report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period.

Participant’s Post-Award Reporting: Participants who are awarded contracts must submit reports on a monthly basis during the course of, at the end of the contract, and as requested by DEI. Participants shall comply with all reporting requirements related to SBE utilization including, but not limited to, completing on-line reporting of payments made to SBE subcontractors and other subcontractors. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. At the end of the contract, the final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBEs designation of the subcontractor if any. DEI reserves the right to audit a contract for SBE participation at its discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc. Participants shall contact DEI if concerns arise related to its ability to meet the SBE goals and to seek guidance on available options to meet the goals.

SBE Subcontractor, Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to DEI immediately. Prior approval by the Director of DEI is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to DEI statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

DEI will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify DEI immediately, and in writing, of the SBE’s inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm,

dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, DEI may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, DEI may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of **all** subcontractors and sub-consultants (i.e., non-SBEs and SBEs). For all subcontractors and sub-consultants used, the prime contractor shall provide the following information: contact information, ethnicity/race/gender of ownership, summary of scope of work provided, and total payments for said scope of work. This report shall include all modifications/amendments/change orders. The prime contractors/consultants shall provide justification and documentation for SBE participation shortfalls.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to DEI who will notify the Grievance Hearing Board. The Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts not previously reviewed by the Administrative Reconsideration Panel, and any other grievances called by the provisions of this program.

Grievance Hearing Board: The Grievance Hearing Board consists of the following five (5) members:

- Three (3) appointed by the County Executive, from time-to-time;
- Two (2) County Council Members appointed by the President of County Council

The Grievance Hearing Board meets as required to hear grievances pertaining to the SBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of the DEI determination or decision by filing a written Request for Review with DEI within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other SBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, DEI shall forward the request for review to the Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include DEI and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of DEI's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal, or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal, or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (1) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (2) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (3) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (4) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (5) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (6) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with County authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation, however, may come from the Grievance Hearing Board or DEI.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable County ordinances, state laws, and federal laws.

- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:
- (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or DEI with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or DEI; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (3) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent representations to Cuyahoga County. Cuyahoga County may impose sanctions against any person making such false representation in connection with the SBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of SBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of SBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair, and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (i) Understanding the purpose of the Program.
- (ii) Understanding the benefits of doing business with SBEs.
- (iii) Understanding how the Program is administered.
- (iv) Developing innovative techniques to increase SBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County’s contracts are available to the widest feasible universe of willing, available, and qualified businesses, DEI shall develop and engage in outreach designed to increase public awareness of the SBE Program, SBE Participation Goals, and SBE Good Faith Effort Criteria. This outreach may consist of any of the following:

- (1) Public Awareness of the Program. To increase the visibility of DEI and to increase the awareness of the Program, DEI shall disseminate at community events, trade shows, and other appropriate business functions, and publish on its website information describing the Program. Any Program updates shall be published within five (5) business days. This information shall also identify ongoing contracting opportunities. DEI will actively participate in the various advocacy groups to provide constant feedback and to keep SBEs abreast of the Programs and contracting opportunities.
- (2) Outreach to Contractors and Vendors. DEI shall conduct outreach to vendors and contractors desiring to do business with Cuyahoga County. The intent of this outreach is to support the SBE Program and promote effective procurement by educating businesses on the SBE Program, SBE Goals, and SBE Good Faith Efforts Criteria
- (3) Outreach to SBEs. DEI shall assist the SBE businesses by providing workshops and seminars on the SBE Program, SBE Goals, SBE Good Faith Efforts Criteria, and Cuyahoga County’s procurement policies and procedures.
- (4) 24-month Purchasing and Contracting Forecast. DEI shall work with Cuyahoga County departments and agencies to prepare and update biannually a 24-month purchasing and contracting forecasts (including annually reoccurring purchases). For the initial forecast and each biannual update of the forecast, County departments/agencies shall compile a purchasing and contracting forecast for the upcoming 24-month period and submit said forecast to DEI. The forecast shall include for each item the originating/lead department, a brief description, estimated amount, and estimated solicitation/advertisement date. The forecast shall also detail purchases and/or contracts that will be procured using the Small Business Set Aside Program which enables County certified small business enterprises to compete against each other for the item award. DEI shall combine the individual forecasts into one forecast and post the combined forecast on the DEI website biannually.

In addition, County departments and agencies shall coordinate with DEI to expand the Small Business Set Aside Program. Specifically, as part of the creation and biannual updates of their forecasts, County departments and agencies shall provide a forecast of contracts and purchases that will be procured using the Small Business Set Aside Program. The County departments and agencies and DEI shall use the following criteria to evaluate and select the contracts and purchases for procurement using the Small Business Set Aside Program:

SELECTION CRITERIA	SUMMARY
FUNDING SOURCE REQUIREMENTS & RESTRICTIONS	County agencies leverage County funds with a multitude of other funding sources (i.e., federal, state, grants, loans...). This enables the County to maximize the return on its investments. However, some of the funding sources may have requirements that will limit the County's ability to fully enact its diversity/inclusion initiatives. When evaluating the eligibility of contracts or services for the SBE Set Aside Program, funding source requirements and restrictions will be assessed.
SCOPE OF WORK	When evaluating the eligibility of contracts or services for the SBE Set Aside Program, the scope of work will be assessed. Contracts or services selected will: <ul style="list-style-type: none"> • be typical of the industry in size and scope • be of simpler or of typical complexity • have typical/standard delivery requirements • have typical periods of performance for the industry
COMPETITIVE ENVIRONMENT	While providing opportunities for SBE vendors to participate in the County procurement process, the County must still maximize the return on its resources. As such, when evaluating the eligibility of contracts or services for the SBE Set Aside Program, at the time of selection, contracts or services must have at least three (3) County certified SBE vendors that provide the scope of work/goods being procured. The size of the pool of pertinent County certified SBE vendors will be re-confirmed at the time of advertisement.
PERFORMANCE BOND AND INSURANCE REQUIREMENTS	Performance bond and insurance requirements are frequently mentioned as obstacles to small businesses in participating in government contracts. When evaluating the eligibility of contracts or services for the SBE Set Aside Program, contracts, or services with lower than or typical performance bond and insurance requirements will be selected.

- (5) 30-day minimum Bid/RFP/RFQ Solicitation/Advertisement Period. All reasonable efforts shall be made to post formal bids/RFPs/RFQs for goods and/or services on the County website for no fewer than 30 days prior to the bid/RFP/RFQ opening. Reasonable efforts include, but are not limited to, County departments and agencies initiating the procurement process for bids, RFPs, and RFQs in ample time to complete pre-advertisement tasks (includes completion of procurement specifications, developing estimated costs by NIGP code for the pertinent scopes of work for the procurement, determination of diversity goals by DEI, finalizing the specification packet...) to enable the posting of bids, RFPs, and RFQs for no fewer than 30 days prior to the bid/RFP/RFQ opening date. Furthermore, reasonable efforts include, but are not limited to, County departments and agencies exhausting other options (such as working to accelerate the internal bid/proposal/qualification review process and contract negotiation) to meet contract and purchase award deadlines before shortening the solicitation/advertisement period. In brief, shortening the solicitation/advertisement period to less than 30 days shall not be the default, initial, or only option evaluated and/or exercised to accelerate the procurement timeline.

XVII. BOND WAIVER PROGRAM

Cuyahoga County's Department of Law's Risk Management Division administers a bond waiver program in accordance with County Code Section 508.02.

XVIII. GRADUATION BY SBE PROGRAM PARTICIPANTS

If a certified and otherwise eligible SBE achieves annual gross revenues or similar indicators of business size for three (3) consecutive years in its respective industry in excess of the pertinent SBA Size Standards for its certification category, then it shall be deemed to have overcome the effects of size and to have reached a competitive status in the marketplace. Upon achievement of such status, said firm(s) shall be graduated from the program and shall thereafter be ineligible for utilization to fulfill enforceable SBE Program participation goals. A graduated SBE may not subsequently re-enter the program unless, after the expiration of two calendar years, the SBE demonstrates:

1. that its annual gross receipts have declined to levels below those as set forth above and;
2. that during said two calendar years it was unable to achieve meaningful participation in Cuyahoga County contracts and/or in the public and private sectors of the larger local economy despite its good faith efforts to do so.

XIX. SEVERABILITY

If any of the provisions set forth in this Program or any section, subsection, paragraph, sentence, clause, phrase, or word thereof shall be found to be invalid, illegal, or unenforceable for any reason, the application of the remainder of this Program shall not be affected by such invalidity.

XX. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases, and abbreviations shall have the following meanings:

“Administrative Reconsideration Panel”: shall mean the panel of County employees appointed by the County Executive that at the request of the apparent successful vendor reviews a non-compliance determination made by DEI.

“Certification”: shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts and purchases awarded by Cuyahoga County.

“Commercially Useful Function”: shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a “conduit”, “front” or “pass-through” for another business shall not be deemed to perform a commercially useful function. In determining whether a business is

performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the SBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the SBE actually performs, manages, and supervises the work;
- iv) Whether the SBE intends to purchase commodities and/or services from a non-SBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, a SBE subcontractor may enter into second tier subcontracts. If a SBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-SBE inconsistent with standard industry practices, the SBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of SBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against SBEs.

“DEI”: shall mean the Department of Equity and Inclusion, which is responsible for administration of the SBE Program.

“Department”: Shall mean a department, division or elected official’s office which solicits bids and/or proposals through the Purchasing Department.

“Goal”: shall mean an aspirational effort to attain a certain level of SBE participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available SBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve a SBE goal and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control, and activity of a SBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-SBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the SBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Minority Business Enterprise” (“MBE”): shall mean an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American, or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by DEI.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of this Program.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation, or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Purchasing Department”: shall mean the Cuyahoga County department responsible for the purchase of goods and services required for all offices of Cuyahoga County, other than separate political subdivisions.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of a MBE or WBE goal is a primary example of a race-conscious measure.

“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is

not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by DEI, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in the Small Business Enterprise Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with SBEs which is less than would be expected based on SBE availability in the County.

“Women Business Enterprise” (“WBE”): means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by DEI.

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BIDDERS' MANUAL

Small Business Enterprise (SBE) Program

The goal of the SBE Program is to support and encourage inclusion by creating positive partnerships in County contracting and other procurement opportunities. The SBE Program will achieve this goal by providing and supporting opportunities for SBEs to grow and thereby compete effectively in the general environment for contracting opportunities.

THE SBE SUBCONTRACTOR PARTICIPATION GOAL
FOR THIS BID/PROPOSAL IS

{ENTER SBE %} %

OF THE CONTRACT AWARD

Cuyahoga County
Is an Equal Opportunity Employer

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REQUIRED FORMS:

- Covenant of Non-Discrimination (SBE-1)
- SBE Subcontractor Participation Plan (SBE-2)
- Good Faith Effort Certification (SBE-3, 2 pages)
- Sample of Completed SBE forms (4 pages)

INSTRUCTIONS TO BIDDERS

I. SBE Certifications

Only those certified by the Cuyahoga County's Department of Equity and Inclusion (DEI) shall be eligible for the fulfillment of the SBE participation goal. SBE listings may be obtained from the Department of Equity and Inclusion (DEI). If a SBE elects to compete for County business without being certified by Cuyahoga County as such, they may do so, but any bid/proposal submitted will not be counted towards fulfillment of the SBE participation goal.

A SBE desiring certification with Cuyahoga County must complete the certification application. SBE applications may be obtained from the:

Department of Equity and Inclusion
2079 East Ninth St., 2nd Floor
Cleveland, Ohio 44115
(216) 443-7230

II. SBE Set Aside Program

The goal of the Small Business Enterprise Set Aside Program is to support small businesses by creating contracts and other procurement opportunities exclusively for participation by Cuyahoga County Certified small business enterprise. The Small Business Enterprise Set Aside Program will achieve and support opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities. This program may also include MBE/WBE goals.

III. SBE Participation Goal

The SBE Participation goal can be achieved in the following manner(s):

1. A prime vendor subcontracts with one or more certified SBEs to meet or exceed the goal;
2. A prime vendor subcontracts with one or more certified companies in an amount short of the goal, but submits a complete Good Faith Effort (further described below);
3. A certified SBE company who bids as a prime contractor subcontracts a portion of the work to another certified SBE. Certified SBEs who are bidding as prime contractors will receive a credit for up to 20% of the SBE participation goal. However, the certified SBE must secure additional certified SBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the SBE goal.

IV. Mandatory Bidding Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 1) **Covenant of Non-Discrimination**: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (SBE-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 2) **SBE Subcontractor Participation Plan**: Each Participant must submit a duly executed Subcontractor Participation Plan (SBE-2, found in the attached Bidder's Manual) for each SBE subcontractor proposed. Copies and/or facsimiles of SBE-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified SBEs who are bidding as prime contractors MUST complete and submit the top portion of Form SBE-2 to guarantee the 20% SBE credit.
 - b) SBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form SBE-2.
 - c) Prime vendors are **PROHIBITED** from using SBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the SBE Participation Goal. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a SBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established SBE Participation Goal.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, **the prime contractor** shall be required to report this use to DEI. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No SBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by DEI.

Other Information and Data: DEI may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY DEI SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

V. Good Faith Efforts

Aggressive “Good Faith Efforts” to include SBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to SBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential SBEs. SBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available SBEs may be obtained by contacting DEI or reviewing the database on the website at <https://opd.cuyahogacounty.us/en-US/listing.aspx> .

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (1) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (2) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (3) Information as to the Participant’s bonding requirements; and
- (4) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, DEI will determine whether the Participant has made reasonable good faith efforts to obtain SBE participation as part of its bid or proposal. DEI may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

DEI will consider a completed Good Faith Effort Certification (SBE-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain SBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondences and responses thereto, emails, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (SBE-3, found in the Bidder’s Manual) ONLY if the SBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist (as detailed above in *Required Documentation*). The completed document must contain an original signature, notarizations, and date of signature.

Administrative Reconsideration: If DEI determines that the apparent successful vendor is non-compliant on meeting the SBE participation goal and has not demonstrated good faith efforts to obtain SBE participation, prior to awarding the contract/purchase, the user department shall notify the apparent successful vendor of the determination of non-compliance by emailing the primary contact detailed in the vendor's bid/proposal. The apparent successful vendor shall have the right to request an administrative reconsideration of the non-compliance determination. The administrative reconsideration can be a "no meeting" reconsideration or "meeting" reconsideration (virtual or in-person). The request for an administrative reconsideration must be submitted within three (3) business days of the notification of non-compliance and in the format of an email to DEI at dei@cuyahogacounty.us. Upon receipt of the request for the administrative reconsideration by the apparent successful vendor, DEI shall forward the request to the Administrative Reconsideration Panel. The panel shall consist of at least three (3) but not more than five (5) County employees appointed by the Cuyahoga County Executive. The request for administrative reconsideration shall detail the pertinent RFB/RFP/RFQ (i.e., title, description...), type of administrative reconsideration requested (i.e., no meeting or meeting), and any written documentation or arguments concerning the issue of non-compliance. DEI shall provide a summary of its Good Faith Effort evaluation and supporting documentation. The Administrative Reconsideration Panel shall publish a schedule that includes deadlines and provides for a frequency of no less than twice per calendar month. The Administrative Reconsideration Panel will evaluate the information provided by the apparent successful vendor and DEI and issue a written decision approving or disapproving of DEI's determination on non-compliance for the matter. A quorum for "no meeting" or "meeting" administrative reconsideration shall be the majority (i.e., greater than 50%) of the appointed panel and an affirmative vote by the majority (i.e., greater than 50%) of the panel present for the administrative reconsideration is required for action. The Administrative Reconsideration Panel shall adopt its own rules of procedure consistent with SBE Policies and Procedures. The result of the administrative reconsideration is not administratively appealable.

VI. Award of Contracts

Award of Contract: Proposals/bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. For RFPs and RFQs, once the scope of work and/or price, terms, and conditions have been finalized but in advance of submission for approval by the pertinent contracting authority, the department shall confirm with DEI that the proposed contract/purchase is compliant with the SBE participation goals and/or Good Faith Efforts requirements. If an awarded contract is later amended for additional dollars, SBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is compliant with the applicable SBE goals, provided, however, that such compliance shall not be considered if the difference between the SBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,000.01 – 1,000,000	10% up to max \$80,000 (10-8)	50,000.01 – 80,000
1,000,000.01 – 3,000,000	8% up to max \$210,000 (8-7)	80,000.01 – 210,000
3,000,000.01 – 5,000,000	7% up to max \$250,000 (7-5)	210,000.01 – 250,000
>5,000,000	\$250,000 maximum (≤ 5)	250,000 maximum

VII. Monitoring and Post-Award Reporting

Department of Equity and Inclusion Authorization to Monitor: DEI shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

DEI shall monitor the participation of SBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service, and commodity to determine whether there is utilization of SBEs in a manner that is proportionate to the established goal.

DEI will provide written reports on an annual basis. DEI's report shall contain a summary of the purchases and contracts placed with SBEs for the period and the relative percentage to the total of purchases and contracts for that period.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports on a monthly basis during the course of, at the end of the contract, and as requested by DEI. Participants shall comply with all reporting requirements related to SBE utilization including, but not limited to, completing on-line reporting of payments made to SBE subcontractors and other subcontractors. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. At the end of the contract, the final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the SBEs designation of the subcontractor if any. DEI reserves the right to audit a contract for SBE participation at its discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc. Participants shall contact DEI if concerns arise related to its ability to meet the SBE goals and to seek guidance on available options to meet the goals.

SBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of SBE subcontractors to DEI immediately. Prior approval by the Director of DEI is required for SBE substitutions/replacements. For reporting purposes, the prime contractor shall report to DEI statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the SBE Subcontractor Participation Plan form (SBE-2).

DEI will require a Participant to make good faith efforts to replace a SBE that is terminated or has otherwise failed to complete its work on a contract with another SBE to the extent needed to meet the contract SBE Participation Goal. The Participant must notify DEI immediately, and in writing, of the SBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the SBE firm, the contact, the phone number, the scope of work initially assigned to the SBE firm,

dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the SBE's withdrawal.

The Participant will be given five (5) business days to find a SBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute SBE and to provide copies of SBE Subcontractor Participation Plan (SBE-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, DEI may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, DEI may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor SBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of **all** subcontractors and sub-consultants (i.e., non-SBEs and SBEs). For all subcontractors and sub-consultants used, the prime contractor shall provide the following information: contact information, ethnicity/race/gender of ownership, summary of scope of work provided, and total payments for said scope of work. This report shall include all modifications/amendments/change orders. The prime contractors/consultants shall provide justification and documentation for SBE participation shortfalls.

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REQUIRED DOCUMENTS

The following forms regarding the SBE Program must be completed and submitted with bids/proposals:

- COVENANT OF NON-DISCRIMINATION (SBE-1)
- SBE SUBCONTRACTOR PARTICIPATION PLAN (SBE-2)
- GOOD FAITH EFFORT CERTIFICATION (SBE-3, 2 PAGES)

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COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprises (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands, and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ E-MAIL _____

PRIME FIRM OWNED BY: NON-MBE/WBE/SBE SBE SMALL BUSINESS ENTERPRISE
MBE MINORITY BUSINESS ENTERPRISE WBE WOMEN BUSINESS ENTERPRISE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE (PLEASE CIRCLE ONE): \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY SBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY DEPARTMENT OF EQUITY AND INCLUSION)

NAME OF SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE AREA CODE (____) _____
 SMALL BUSINESS SBE MINORITY BUSINESS MBE WOMEN BUSINESS WBE

*******NOTE: MUST BE A COUNTY CERTIFIED SBE *******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids/proposals NOT meeting the SBE goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of (_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): _____

- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Goal. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have contacted DEI or website to obtain a list of SBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have attended the pre-bid/proposal conference.
- I/We have **provided a written explanation for rejection of any potential** SBE subcontractor or vendor to DEI. When the SBE subcontractor rejection is due to unreasonably high pricing, I/We have provided supporting documentation.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have conducted discussions with interested SBEs in good faith and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

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**** SAMPLE FORMS ****

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Small Business Enterprise (hereinafter "SBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands, and agrees to make a Good Faith Effort to solicit SBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe
(Original Signature of Company Representative Identified Above)

February 1, 2021
(Date)

SBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH SBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ 500,000.00

BUSINESS NAME OF PRIME BIDDER ABC COMPANY, INC

ADDRESS 111 MAIN STREET

CITY ANYWHERE STATE OHIO ZIP CODE 44000

TELEPHONE (216) 555-5555 E-MAIL ABCCOMPANY@YAHOO.COM

PRIME FIRM OWNED BY: NON-MBE/WBE/SBE SBE SMALL BUSINESS ENTERPRISE
MBE MINORITY BUSINESS ENTERPRISE WBE WOMEN BUSINESS ENTERPRISE

(B) AMOUNT TO BE SUBCONTRACTED TO SBE (PLEASE CIRCLE ONE): \$ 50,000.00 PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: 10 %

SCOPE OF WORK PROVIDED BY SBE: ELECTRICAL CONTRACTING SERVICES

PRIME BIDDER'S NAME JOHN DOE TITLE PRESIDENT/OWNER
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE JOHN DOE FEBRUARY 1, 2021
(DATE OF SIGNATURE)

SBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY DEPARTMENT OF EQUITY AND INCLUSION)

NAME OF SUBCONTRACTOR ELECTRIFYING ELECTRIC COMPANY

ADDRESS 456 MAIN STREET

CITY ANYWHERE STATE OHIO ZIP CODE 44000

TELEPHONE AREA CODE (216) 555-5551 SMALL BUSINESS SBE MINORITY BUSINESS MBE WOMEN BUSINESS WBE

*****NOTE MUST BE A COUNTY CERTIFIED SBE*****

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SUBCONTRACTOR'S NAME TOM EDISON TITLE PRESIDENT/OWNER
(TYPE OR PRINT)

SUBCONTRACTOR'S SIGNATURE TOM EDISON FEBRUARY 1, 2021
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting Diversity goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the SBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (John Doe), (President, Owner) of (ABC Company, Inc.)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- x I/We are requesting a FULL/PARTIAL WAIVER of the SBE Participation Goal for the following reason(s): We are requesting a partial waiver of the SBE Goal as we were only able to meet 10% of the 15% goal. We were unable to find a SBE to meet the additional 5% required.
- I/We are a non-profit agency and are requesting a FULL WAIVER of the SBE Participation Goal. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have contacted DEI or website to obtain a list of the Diversity listing to appropriate to the bid/proposal.
- x I/We delivered written notice to available certified SBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have attended the pre-bid/proposal conference.
- x I/We have **provided a written explanation for rejection of any potential** SBE subcontractor or vendor to DEI. When the SBE subcontractor rejection is due to unreasonably high pricing, I/We have provided supporting documentation.
- x I/We have actively solicited, through sending letters, emails or initiating personal contact, SBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of SBEs for the Cuyahoga County contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have conducted discussions with interested SBEs in good faith and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- x I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all SBEs contacted to participate that declined or were not chosen:

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2021 \$25,000 (5%) January 18, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2021 \$25,000 (5%) January 19, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappeal January 16, 2021 \$25,000 (5%) January 17, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of SBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Efforts to promote Diversity participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County SBE Program.

John Doe
Printed/Typed Name of Company Official

February 1, 2021
Date

John Doe
Signature (Must be Original)

President, Owner
Title of Company Official

ABC Company, Inc.
Full Company Name

111 Main Street
Mailing Address

216-555-5555
Area Code/ Phone Number

Anywhere, OH 44000
City, State, Zip

Nancy Notarious
Notary Public

December 31, 2023
My Commission Expires

PLEASE NOTE: Failure to properly complete and submit **SBE-1, SBE-2, and SBE-3 (if applicable)** will result in bids/proposals being **ruled non-responsive**.

Exhibit B



COUNTY OF CUYAHOGA, OHIO

MINORITY BUSINESS ENTERPRISE (MBE)
& WOMEN BUSINESS ENTERPRISE (WBE)
PROGRAM
POLICIES AND PROCEDURES

July 2021

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APPENDIX A CUYAHOGA COUNTY MBE/WBE BIDDER'S MANUAL

I. POLICY STATEMENT

Policy Statement: It is the policy of Cuyahoga County to ensure that all businesses have the opportunity to participate fully and fairly in Cuyahoga County's procurement and contract awards.

In an effort to ameliorate the effects of past and present arbitrary barriers that minority- and women-owned businesses have in contracting with Cuyahoga County, Cuyahoga County hereby adopts this Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) program to:

- promote and encourage full and open competition in the procurement of goods and services by Cuyahoga County;
- encourage all Cuyahoga County personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; and
- protect Cuyahoga County from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the Cuyahoga County economy.

Moreover, no person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award or modification of a contract between a vendor or contractor and Cuyahoga County where said contract is paid for, in whole or in part, with monetary appropriations by Cuyahoga County.

II. PROGRAM SCOPE AND APPLICABILITY

The following categories provide an overview and summary of the nature and types of Cuyahoga County purchasing and contracting:

Category A – Construction, Architectural and Engineering: Includes any and all contracting relating to horizontal and vertical construction including architectural engineering, new construction, rehabilitation, remodeling, and repairs.

Category B - Commodities: Includes the purchase of all goods, equipment, food, office and other supplies, art, furniture, textbooks and other materials for education, and other tangible personal property not associated with the services identified in Categories A, B or C.

Category C - Professional Services: Includes the purchase of any or all services for which applicable selection criteria may require a Participant to possess a license or other certificate of competency such as accounting, auditing, landscape architecture, engineering, insurance, laboratory, legal, lifeguard, medical, dental, nursing, and student transportation.

Category D – Business Services: Includes the procurement of advertising, printing, non-construction repairs, janitorial services, training seminars and workshops, computer and information systems, security, shipping and mailing, microfiche and microfilm, courier, storage, travel, consulting, retail, and other non-professional services.

III. THE DEPARTMENT OF EQUITY AND INCLUSION

The Department of Equity and Inclusion (DEI) develops, administers, and enforces the MBE/WBE Program. DEI shall encourage equal business opportunities and achieve the policies and objectives of the MBE/WBE Program by:

- (1) Administering and enforcing Cuyahoga County policies;
- (20) Establishing written rules, regulations, and procedures consistent with the MBE/WBE Program;
- (21) Publishing and making public said rules, regulations, and procedures;
- (22) Maintaining outreach and assistance programs to promote equal contracting opportunities for MBE/WBE businesses that wish to contract with the Cuyahoga County and educating vendors and contractors on the MBE/WBE Program, MBE/WBE Goals, and Good Faith Efforts Criteria;
- (23) Establishing, enhancing, and maintaining relationships with agencies and stakeholders in the area;
- (24) Maintaining a current database of available MBE/WBEs and making this database accessible to interested parties;
- (25) Monitoring and collecting data and information on the utilization of MBE/WBEs in Cuyahoga County's procurement activities that allows a comprehensive review of the impact of the MBE/WBE Program;
- (26) Establishing and assessing the reasonableness of MBE/WBE participation goals for Cuyahoga County procurements;
- (27) Attending pre-bid/proposal conferences for all procurement solicitations by Cuyahoga County;
- (28) Attending kick-off meetings for major projects;
- (29) Participating on evaluation panels for request for proposals and requests for qualifications;
- (30) Investigating written complaints related to the MBE/WBE Program;
- (31) Mediating payment disputes between prime contractors and MBE/WBE sub-contractors
- (32) Notifying affected parties in writing as to the right to review and appeal an adverse decision by DEI;
- (33) Monitoring Cuyahoga County's purchasing activities and determining compliance with MBE/WBE program policies and procedures;
- (34) Preparing annual reports on the MBE/WBE Program;
- (35) Reviewing and determining whether a contractor or vendor has failed to implement its contractual agreements and commitments regarding this policy;
- (36) Developing and revising MBE/WBE Program policies and procedures to implement current best practices and maintaining records of MBE/WBE Program activities; and
- (37) Performing other tasks as may be required to fulfill the above-stated duties of DEI.

Authority to Investigate Discriminatory Practices: A Participant's written complaint of discrimination shall be forwarded to the Commission on Human Rights for investigation and determination under Title XV of the County Code. Further, such investigations may be initiated by referral to the Commission on Human Rights when DEI receives information, which provides a reasonable basis to believe that an individual contractor

seeking to contract or contracting with Cuyahoga County may be engaging in public or private discriminatory conduct.

IV. CERTIFICATION

Certification: Certification is the process that ensures that a particular business may become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts and purchases awarded by Cuyahoga County.

All firms submitting applications for MBE/WBE consideration must be certified prior to submission of a bid or proposal.

Applications for certification will be on standard forms provided by the Cuyahoga County and will include, but will not be limited to, primary business location, evidence of ownership, control, operation, and experience. The application shall be in the form of an affidavit and shall be signed by the applicant; such signature to be notarized by an officer duly authorized to notarize signatures. All certified MBE/WBE firms will be required to update their listing continually including changes of addresses, telephone numbers and changes of ownership, control, and operation. In addition to the applications for certification, vendors seeking MBE/WBE certification shall also submit documentation demonstrating eligibility for certification, managerial control, and operational control. This documentation includes, but is not limited to, federal business tax returns, federal personal tax returns, proof of capital investment or contribution, corporate documents (i.e., Articles of Incorporation, Share Ledger, Corporate Bylaws...), bank signature card, current lease/rental agreement or property taxes for business location, business licenses, worker's compensation certificate and proof of identification for all who own 5% or more of the business.

The Director of DEI shall grant certification of an approved MBE/WBE Business for a period of two (2) years. The Director may grant a provisional certification prior to specific bids or proposals. All companies must recertify their business depending on the expiration date of their certificate which in most instances is the anniversary of their certification. Should provisional certification be granted to a business and that business be awarded a prime contract and the provisional certification is later rescinded, that business is obligated to meet the MBE/WBE participation percentage goal of the original proposal or specifications. Cuyahoga County has a reciprocal certification agreement with the State of Ohio, Department of Administrative Services, on behalf of its Equal Opportunity Division for the Minority Business Enterprise Program.

If a business is denied certification on the basis of information submitted, the company cannot reapply for certification for a period of one (1) year from the date of the notice or denial, provided that such company shall have the right to appeal such denial and to be certified if such appeal is decided in its favor as provided herein. Certification records will be maintained by DEI for a period of five (5) years.

V. ELIGIBILITY STANDARDS FOR CERTIFICATION

The following standards will be used to determine whether a firm is eligible to be certified as a Minority Enterprise Business and/or Women Business Enterprise:

2. To become eligible for the MBE/WBE Program, a business firm must demonstrate that it has been in continuous operation in the category or the related category for which it is requesting certification for one year and that majority ownership has at least one (1) year of work experience relevant to the business' certification category. A business applying for MBE certification must establish that it is an

individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American, or Asian-Indian American. A business applying for WBE certification must establish that it is an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more women.

9. A business applying for MBE/WBE certification must establish that it has a physical presence located within the geographical limits of Cuyahoga County, Geauga County, Lake County, Lorain County, and Medina County. Mailbox facilities or other similar arrangements alone do not constitute a physical presence.
10. MBE/WBE ownership and control shall be real, substantial, and continuing and shall go beyond the “pro forma” ownership as reflected in the ownership document. The MBE/WBE owners shall share in the risks and profits commensurate with their ownership interest as demonstrated by an examination of the substance rather than form of arrangements.
11. MBE/WBE owners shall possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy, and operation. The firm shall not be subject to any formal or informal restrictions that limit the customary discretion of the MBE/WBE owners. There shall be no restrictions through, for example, by-law provisions, partnerships, arrangements, or charter requirements for cumulative voting rights or otherwise that prevent the business owners, without the cooperating or vote of any owner who is not listed, from making a business decision of the firm.
12. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire managers can, for the purpose of this part, be deemed to be controlling the business.
13. All securities that constitute ownership and/or control of a corporation shall be held directly by the owners. No securities held in trust, or by any guardian for a minor, shall be considered as held by an owner in determining the ownership or control of a corporation. If a business denied certification due to securities held in trust appeals to and is granted a waiver of this eligibility requirement by the Grievance Hearing Board, then the waiver granted by the Grievance Hearing Board shall remain in effect for that business provided that the ownership structure remains unchanged.
14. The contribution of capital or expertise by the owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to firm, or the mere participation as an employee, rather than as a manager.
15. In addition to the above standards, special consideration shall be given to the following circumstances in determining eligibility for certification:
 - a. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.
 - d. A previous and/or continuing employer-employee relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
 - e. Any relationship between a MBE/WBE and any other business which is not a MBE/WBE business or belonging to a non-MBE/WBE business, which has an interest in the MBE/WBE business is carefully reviewed to determine if the interest of the non-

MBE/WBE business conflicts with the ownership and control requirements of this section.

VI. OPERATIONAL CONTROL

DEI shall review the extent of “operational” control. The primary consideration in determining operational control and the extent to which the applicant actually operates the business will rest upon the peculiarities in the industry of which the business is a part. For example, for small contractors, it is reasonable to expect the applicant to be knowledgeable of all aspects of the business. This may not apply to large contractors who have the assets and personnel to specialize. Accordingly, in order to clarify the level of operational involvement, which an applicant must have in a business for it to be considered eligible, the following criteria are put forth, but are not intended to be all inclusive.

1. The applicant should have some experience in the industry for which certification is being sought.
4. The applicant should show that basic decisions pertaining to the daily operations of business can be independently made. This means the applicant must possess the knowledge to weigh all advice given and to make an independent determination.
5. The applicant should have some technical competence in the industry in which certification is being sought. Technical competence in this sense does not mean expert knowledge. It does mean the applicant should have a working knowledge of the technical requirements of the business needed to operate in the industry.

VII. MANAGERIAL CONTROL

DEI shall review the extent of “managerial” control. Managerial control means that the applicant has the demonstrable ability to make independent and unilateral business decisions needed to guide the future of the business. Managerial control may be demonstrated in many ways. For an applicant to demonstrate managerial control, the following criteria are put forth, but are not intended to be all-inclusive:

1. Articles of incorporation, corporate bylaws and partnership agreements or other agreements shall be free of restrictive language, which would dilute the applicant’s control, thereby preventing the applicant from making those decisions, which affect the future of the business.
4. The applicant shall be able to show clearly through production of documents the areas of applicant control, such as, but not limited to:
 - e) Authority and responsibility to initiate and sign checks, letters of credit, and loan agreements.
 - f) Authority to negotiate and signature authority for insurance and/or bonds.
 - g) Authority to negotiate for banking services.
 - h) Authority to hire and fire employees.
5. Agreements for support services that do not lessen the applicant’s control of the company are permitted as long as the applicant’s power to manage

the company is not restricted or impaired.

VIII. THE PURPOSE AND USE OF GOALS

Definition and Purpose: Cuyahoga County maintains a compelling interest in providing equal business opportunities for all persons wishing to do business with it. Therefore, DEI will continue to encourage, monitor, and track MBE/WBE business participation in the procurement process through the MBE/WBE participation goals. Goals are not quotas, but rather a method enabling Cuyahoga County to encourage and promote inclusion of MBE/WBEs in the procurement process.

Procedure for Establishing Overall Goals: Cuyahoga County has established an overall subcontracting goal for MBE/WBE Participation in County procurements that will vary by work categories based on the latest Disparity Study.

Procedure for Establishing Individual Goals: For each procurement, the County department/agency shall provide the NIGP code and estimated cost for each scope of work within a procurement as part of the specification packet for each bid, RFP, and RFQ to DEI in advance of the desired solicitation/award initiation date to enable DEI ample time to determine the MBE/WBE participation goals for the procurement. To achieve the overall goal for MBE/WBE participation, the Director of DEI will establish MBE/WBE participation goals on a contract-by-contract basis by determining the available MBEs/WBEs using the latest Disparity Study data for each scope of work within a procurement and weighting that availability based on the percentage that scope represents within the procurement. Separate goals will be set for MBEs and WBEs. The Director of DEI may also waive the MBE/WBE goals for particular procurements as outlined in Section IX. (1).

Cuyahoga County will use the following criteria to determine the types of participation toward Cuyahoga County's overall annual MBE/WBE goals:

- 4) The total dollar value of the subcontract may be counted toward determining the specified goals. This includes the fees and commissions charged for professional services, legal counsel, manufacturers, financial consultants, and insurance agents.
- 5) Contract goals will be used to meet any portion of the annual goal. Contract goals are established so that, over the period to which the goal applies, they will cumulatively result in meeting any portion of the goal projected to be met through the use of the different programs.
- 6) Contract goals will only be established on those contracts that have subcontracting opportunities for MBE/WBE Participation. The size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of the MBE/WBEs to perform the particular type of work) and functionality within the contract.

MBE/WBE Participation in Meeting Goals: All Participants, including MBE/WBE Participants, shall make good faith efforts to attain goals through all subcontractor work.

- (1) Prime Contractors: A Prime Contractor should subcontract portions of its contract consistent with industry standards. However, all MBE/WBE subcontractors must perform a commercially useful function as defined herein. Only such participation by an MBE/WBE will be counted towards any goal.
- (2) Subcontractor Participation: Where a Prime utilizes one or more subcontractors or 2nd tier subcontractors to attain a MBE/WBE goal, the Participant may only count said MBE/WBE

subcontractor or sub-subcontractor work once toward goals. In no way shall subcontractors' or sub-subcontractors' work or dollar amount be construed to count toward said goal more than once. Only expenditures to MBE/WBE subcontractors that perform a commercially useful function in the work of that project or contract will be counted.

- (3) Supplier Participation: Where a Participant utilizes suppliers or distributors to satisfy the goal(s) in whole or in part, the MBE/WBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:
- i) The nature and amount of supplies to be furnished;
 - ii) Whether the MBE/WBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
 - iii) Whether the MBE/WBE actually performs, manages, and supervises the work to furnish the supplies; and
 - iv) Whether the MBE/WBE business intends to purchase supplies from a non-MBE/WBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). Participants will receive no credit for the dollar amount of the supply contracted from brokers.

IX. WAIVERS AND WAIVER OF NON-COMPLIANCE WITH MBE/WBE GOAL

1. This MBE/WBE Program policy may be waived for the following:
- h) "Sole Source" procurements under the Cuyahoga County ordinances which by their very nature limit the source of supply to one vendor.
 - i) County purchases from political subdivisions/government entities;
 - j) County purchases off state contracts, off federal contracts, and from joint purchasing programs;
 - k) The acquisition of any interest in real property including lease holdings;
 - l) Direct and indirect employee payments including payroll expenditures, pensions, and unemployment compensation and other employee-related expenditures;
 - m) Any other categories and subcategories of goods and services Cuyahoga County may from time to time establish as excluded contracts upon recommendation of the Director of the Department of Equity and Inclusion and approval by the Cuyahoga County Executive and Cuyahoga County Council;
 - n) Purchases and contracts being procured using Informal RFBs, RFPs, and RFQs (estimated total value \$1,000.01-\$49,999.99): As part of its solicitation process, the department shall also solicit bids/proposals from County certified MBEs/WBEs when available. To determine MBE/WBE availability, at least two (2) business days in advance of the posting/advertisement period, the department shall check the list of County certified MBEs/WBEs on the County's website (<https://opd.cuyahogacounty.us/en-US/listing.aspx>) and/or contact the Department of Equity and Inclusion for a list of pertinent County certified MBEs/WBEs. For these transactions, when the department solicits bids/proposal/qualifications through the vendor email notification system (currently the Infor Strategic Sourcing Module) in accordance with County Code Section 501.12 E, the department shall notify the pertinent available MBEs/WBEs using the vendor email notification system of the purchasing and contracting opportunity. Also, if required, as part of the additional solicitation efforts, the department shall also notify the pertinent available MBEs/WBEs.

4. Application for Waiver. If the Contractor, consultant, supplier, or vendor does not meet the project goals, the bidder or offer or may seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals shall include full documentary evidence of the Participant's good faith efforts to meet the project goals and why the request for waiver should be granted. The application shall be notarized and submitted as a part of the bid or offer. Additional explanation, affidavits, exhibits or other materials may be required by the MBE/WBE Program to substantiate good faith efforts. (See the Good Faith Effort Certification, DIV-3, 2 pages, in the attached Bidder's Manual). Waivers may also be granted for an acceptable explanation as to why the goals should be waived.
5. Waiver for Detriment to Public Health, Safety or Financial Welfare. The Director of DEI may waive MBE/WBE Program goals if the same causes a detriment to public health, safety, or the financial welfare of the County. The MBE/WBE Program goals may also be waived in the event available MBE/WBEs provide price quotes which are unreasonably high in that they exceed competitive levels beyond amounts which can be attributed to cost, overhead and profit.

X. REQUIREMENTS OF PRIME CONTRACTORS

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) Covenant of Non-Discrimination: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (DIV-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) MBE/WBE Subcontractor Participation Plan: Each Participant must submit a duly executed Subcontractor Participation Plan (DIV-2, found in the attached Bidder's Manual) for each MBE/WBE subcontractor proposed. Copies and/or facsimiles of DIV-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified MBE/WBEs who are bidding as prime contractors **MUST** complete and submit the top portion of Form DIV-2 to guarantee their portion of MBE credit or WBE credit and this can be up to 20% of the MBE participation goal or up to 20% of the WBE participation goal.
 - b) MBE/WBEs with multiple geographical locations shall enter the address and contact information for the geographical locations eligible for Cuyahoga County certification on Form DIV-2.
 - c) Prime vendors are **PROHIBITED** from using MBE/WBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the MBE/WBE Participation Goals. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a MBE/WBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established MBE/WBE Participation Goals.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, the prime contractor shall be required to report this use to DEI. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased,

and contact information. No MBE/WBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by DEI.

Other Information and Data: DEI may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

**A PARTICIPANT’S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA
REQUIRED BY THIS PROGRAM AND REQUESTED BY DEI SHALL SUBJECT THE
PARTICIPANT TO HAVING A
PROPOSAL OR BID DEEMED NON-RESPONSIVE.**

XI. GOOD FAITH EFFORTS

Aggressive “Good Faith Efforts” to include MBE/WBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to MBE/WBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential MBE/WBEs. MBE/WBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available MBE/WBEs may be obtained by contacting DEI or reviewing the database on the website at <https://opd.cuyahogacounty.us/en-US/listing.aspx>.

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (5) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (6) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (7) Information as to the Participant’s bonding requirements (including any offers to assist interested MBE/WBEs in obtaining bonding or insurance); and
- (8) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, DEI will determine whether the Participant has made reasonable good faith efforts to obtain MBE/WBEs participation as part of its bid or proposal. DEI may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

DEI will consider a completed Good Faith Effort Certification (DIV-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain MBE/WBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondences and responses thereto, emails, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (DIV-3, found in the attached Bidder's Manual) ONLY if the MBE Participation Goal and/or the WBE Participation Goal is not met. The completed document must contain an original signature, notarizations, and date of signature. Along with the completed Good Faith Effort Certification, participants shall also submit additional documentation demonstrating a good faith effort (as detailed above in *Required Documentation*).

Administrative Reconsideration: If DEI determines that the apparent successful vendor is non-compliant on meeting the MBE/WBE participation goals and has not demonstrated good faith efforts to obtain MBE/WBE participation, prior to awarding the contract/purchase, the user department shall notify the apparent successful vendor of the determination of non-compliance by emailing the primary contact detailed in the vendor's bid/proposal. The apparent successful vendor shall have the right to request an administrative reconsideration of the non-compliance determination. The administrative reconsideration can be a "no meeting" reconsideration or "meeting" reconsideration (virtual or in-person). The request for an administrative reconsideration must be submitted within three (3) business days of the notification of non-compliance and in the format of an email to DEI at dei@cuyahogacounty.us. Upon receipt of the request for the administrative reconsideration by the apparent successful vendor, DEI shall forward the request to the Administrative Reconsideration Panel. The panel shall consist of at least three (3) but not more than five (5) County employees appointed by the Cuyahoga County Executive. The request for administrative reconsideration shall detail the pertinent RFB/RFP/RFQ (i.e., title, description...), type of administrative reconsideration requested (i.e., no meeting or meeting), and any written documentation or arguments concerning the issue of non-compliance. DEI shall provide a summary of its Good Faith Effort evaluation and supporting documentation. The Administrative Reconsideration Panel shall publish a schedule that includes deadlines and provides for a frequency of no less than twice per calendar month. The Administrative Reconsideration Panel will evaluate the information provided by the apparent successful vendor and DEI and issue a written decision approving or disapproving of DEI's determination on non-compliance for the matter. A quorum for "no meeting" or "meeting" administrative reconsideration shall be the majority (i.e., greater than 50%) of the appointed panel and an affirmative vote by the majority (i.e., greater than 50%) of the panel present for the administrative reconsideration is required for action. The Administrative Reconsideration Panel shall adopt its own rules of procedure consistent with MBE/WBE Policies and Procedures. The result of the administrative reconsideration is not administratively appealable.

XII. AWARD OF CONTRACTS

Award of Contract: Proposals/bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. For RFPs and RFQs, once the scope of work and/or price, terms, and conditions have been finalized but in advance of submission for approval by the pertinent contracting authority, the department shall confirm with DEI that the proposed contract/purchase is compliant with the MBE/WBE participation goals and/or Good Faith Efforts requirements. If an awarded contract is later amended for additional dollars, MBE/WBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is MBE/WBE compliant; provided, however, that such MBE/WBE compliance shall not be considered if the difference between the MBE/WBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,000.01 – 1,000,000	10% up to max \$80,000 (10-8)	50,000.01 – 80,000
1,000,000.01 – 3,000,000	8% up to max \$210,000 (8-7)	80,000.01 – 210,000
3,000,000.01 – 5,000,000	7% up to max \$250,000 (7-5)	210,000.01 – 250,000
>5,000,000	\$250,000 maximum (≤5)	250,000 maximum

XIII. MONITORING AND POST-AWARD REPORTING

Department of Equity and Inclusion Authorization to Monitor: DEI shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

DEI shall monitor the participation of MBE/WBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service, and commodity to determine whether there is utilization of MBE/WBEs in a manner that is proportionate to the established goal.

DEI will provide written reports on an annual basis. DEI’s report shall contain a summary of the purchases and contracts placed with MBE/WBEs for the period and the relative percentage to the total of purchases and contracts for that period.

Participant’s Post-Award Reporting: Participants who are awarded contracts must submit reports on a monthly basis during the course of, at the end of the contract, and as requested by DEI. Participants shall comply with all reporting requirements related to MBE/WBE utilization including, but not limited to, completing on-line reporting of payments made to MBE/WBE subcontractors and other subcontractors. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. At the end of the contract, the final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the MBE/WBEs designation of the subcontractor if any. DEI reserves the right to audit a contract for MBE/WBE participation at its discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc. Participants shall contact DEI if concerns arise related to its ability to meet the MBE/WBE goals and to seek guidance on available options to meet the goals.

MBE/WBE Subcontractor, Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of MBE/WBE subcontractors to DEI immediately. Prior approval by the Director of DEI is required for MBE/WBE substitutions/replacements. For reporting purposes, the prime contractor shall report to DEI statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the MBE/WBE Subcontractor Participation Plan form (DIV-2).

DEI will require a Participant to make good faith efforts to replace a MBE/WBE that is terminated or has otherwise failed to complete its work on a contract with another MBE/WBE to the extent needed to meet the contract MBE/WBE Participation Goal. The Participant must notify DEI immediately, and in writing, of the

MBE/WBE's inability or unwillingness to perform and provide reasonable documentation. The request should include at a minimum: the name of the MBE/WBE firm, the contact, the phone number, the scope of work initially assigned to the MBE/WBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the MBE/WBE's withdrawal.

The Participant will be given five (5) business days to find a MBE/WBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute MBE/WBE and to provide copies of MBE/WBE Subcontractor Participation Plan (DIV-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, DEI may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, DEI may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor MBE/WBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of **all** subcontractors and sub-consultants (i.e., non-MBE/WBEs and MBE/WBEs). For all subcontractors and sub-consultants used, the prime contractor shall provide the following information: contact information, ethnicity/race/gender of ownership, summary of scope of work provided, and total payments for said scope of work. This report shall include all modifications/amendments/change orders. The prime contractors/consultants shall provide justification and documentation for MBE/WBE participation shortfalls.

XIV. GRIEVANCE PROCESS

Any Participant or other party allegedly aggrieved by the provisions of this program may submit a written complaint to DEI who will notify the Grievance Hearing Board. The Grievance Hearing Board is empowered to hear all grievances concerning certification, de-certification, goal complaints, good faith efforts not previously reviewed by the Administrative Reconsideration Panel, and any other grievances called by the provisions of this program.

Grievance Hearing Board: The Grievance Hearing Board consists of the following five (5) members:

- Three (3) appointed by the County Executive, from time-to-time;
- Two (2) County Council Members appointed by the President of County Council

The Grievance Hearing Board meets as required to hear grievances pertaining to the MBE/WBE Program. A meeting quorum of this board consists of four (4) members. An affirmative vote by at least three (3) members is required for action items.

Request for Review: An allegedly aggrieved party may seek review of the DEI determination or decision by filing a written Request for Review with DEI within five (5) days of receipt of the Determination of Non-Compliance, certification denial, recertification denial, or other MBE/WBE decision.

Scheduling the Hearing/Notice of Hearing: Upon receipt of the request for review from the allegedly aggrieved party, DEI shall forward the request for review to the Grievance Hearing Board within three (3) business days of receipt and proceed with scheduling the hearing. Every effort shall be made to hold the hearing no more than twenty (20) days from the date of receipt of the request for review. All external parties shall be sent a written notice by registered mail which shall state the date, time, and place of the hearing.

Hearing: The hearings shall be informal. Participants shall include DEI and the allegedly aggrieved person(s), or a representative of the allegedly aggrieved person. Said hearing shall comply with State of Ohio law relative to the Open Meetings Act.

Decision: The Grievance Hearing Board shall issue a decision at the conclusion of the hearing which may approve or disapprove of DEI's decision or determination.

Exhaustion of Legal Remedies: An aggrieved person or entity must comply with the review process as outlined herein. Once a person or entity has exhausted the administrative remedies outlined in the Program, that person or entity may seek any other statutory, legal, or equitable remedies that may be available. Failure to exhaust all administrative remedies listed above is an affirmative defense to any statutory, legal, or equitable proceeding that may arise.

XV. SANCTIONS AND PENALTIES FOR NON-COMPLIANCE

Cuyahoga County shall have the authority and power to enforce the provisions of this Program. Failure of a participant to comply with the requirements shall subject it to administrative sanctions. In addition, a violation of this Program shall constitute a material breach of contract enforceable at law or in equity, as will all other contract provisions, including the imposition of penalties. The following sanctions and penalties are established for the enforcement of this Program:

- (7) Determination of Non-Responsiveness: In addition to standard factors in its evaluation, Cuyahoga County may declare a bid or proposal non-responsive where it is determined that a Participant has not filed with Cuyahoga County a duly executed Covenant of Non-Discrimination or any other document as required by this Program.
- (8) Limited Suspension: For falsifications, misrepresentations, deception to obtain a contract, Cuyahoga County may remove a Participant from its list of eligible firms entitled to do business with Cuyahoga County.
- (9) Rejection of Future Proposals: Cuyahoga County may reject any or all future Proposals of a Participant until such time as the Participant demonstrates that it is or shall come into compliance.
- (10) Withholding Payment: Cuyahoga County may withhold payment, until such time as the Participant demonstrates that it is or shall come into compliance.
- (11) Cancellation of Contract: Cuyahoga County may declare a contract null and void where, after such contract has been awarded, an investigation determines that the Participant's documents contain false, fictitious, or fraudulent information.
- (12) Permanent Debarment: For repeated violations, Cuyahoga County may remove a Participant from its list of firms entitled to do business with Cuyahoga County indefinitely.

Guidelines for Imposition of Sanctions: The authority and power for imposition of sanctions and penalties shall lie with County authorities and elected/appointed officials as outlined in the County Charter, County Ordinances, state laws, and federal laws. The recommendation, however, may come from the Grievance Hearing Board or DEI.

- (1) General: Sanctions may be recommended if there is evidence of specific conduct on the part of the Participant that is inconsistent with or in direct opposition to the applicable provisions of this Program. Furthermore, the imposition and enforcement of sanctions shall be consistent with applicable County ordinances, state laws, and federal laws.
- (2) Severity of Sanctions: In determining the length of any suspension, Cuyahoga County shall consider the following factors:
 - (i) Whether the failure to comply with applicable requirements involved intentional conduct or, alternatively, may be reasonably concluded to have resulted from a misunderstanding on the part of the Participant of the duties imposed on them by this Program;
 - (ii) The number of specific incidences of failure by the Participant to comply;
 - (iii) Whether the Participant has been previously suspended;
 - (iv) Whether the Participant has failed or refused to provide Cuyahoga County or DEI with any information required or requested by this Program;
 - (v) Whether the Participant has materially misrepresented any applicable facts in any filing or communication to Cuyahoga County or DEI; and
 - (vi) Whether any subsequent restructuring of the Participant's business or other action has been undertaken to cure the deficiencies in meeting applicable requirements.
- (4) Length of Suspension: Suspensions may be for any length of time. Cuyahoga County may impose suspensions in excess of one year in cases involving intentional or fraudulent misrepresentation or concealment of material facts, multiple acts in breach of the Program, cases where the Participant has been previously suspended, or other similarly situated misconduct.

Prohibition Against False Statements: It shall be unlawful for any person, knowingly and willfully and with intent to mislead or to make any false or fraudulent representations to Cuyahoga County. Cuyahoga County may impose sanctions against any person making such false representation in connection with the MBE/WBE Program.

XVI. TRAINING AND OUTREACH STRATEGIES

Training: Cuyahoga County remains committed to implementing a program that increases the participation of MBE/WBEs in Cuyahoga County's procurement opportunities. To ensure that all Cuyahoga County employees involved in purchasing decisions are appropriately informed, certain personnel would undergo training to increase sensitivity regarding the utilization of MBE/WBEs. Internal training shall ensure that all staff with purchasing authority have the capacity and capability to engage in a consistent, fair, and open procurement process. Training sessions shall occur periodically. The objective of the training is to effectively communicate the importance of the Program and the mechanics of how the Program operates. The training shall address the following topics, among others:

- (v) Understanding the purpose of the Program.
- (vi) Understanding the benefits of doing business with MBEs/WBEs.

- (vii) Understanding how the Program is administered.
- (viii) Developing innovative techniques to increase MBE/WBE participation.

Outreach Program: To ensure that opportunities to participate in Cuyahoga County's contracts are available to the widest feasible universe of willing, available, and qualified businesses, DEI shall develop and engage in outreach designed to increase public awareness of the MBE/WBE Program, MBE/WBE Participation Goals, and MBE/WBE Good Faith Effort Criteria. This outreach may consist of any of the following:

- (6) Public Awareness of the Program. To increase the visibility of DEI and to increase the awareness of the Program, DEI shall disseminate at community events, trade shows, and other appropriate business functions, and publish on its website information describing the Program. Any Program updates shall be published within five (5) business days. This information shall also identify ongoing contracting opportunities. DEI will actively participate in the various advocacy groups to provide constant feedback and to keep MBE/WBEs abreast of the Programs and contracting opportunities.
- (7) Outreach to Contractors and Vendors. DEI shall conduct outreach to vendors and contractors desiring to do business with Cuyahoga County. The intent of this outreach is to support the MBE/WBE Program and promote effective procurement by educating businesses on the MBE/WBE Program, MBE/WBE Goals, and MBE/WBE Good Faith Efforts Criteria
- (8) Outreach to MBE/WBEs. DEI shall assist the MBE/WBE businesses by providing workshops and seminars on the MBE/WBE Program, MBE/WBE Goals, MBE/WBE Good Faith Efforts Criteria, and Cuyahoga County's procurement policies and procedures.
- (9) 24-month Purchasing and Contracting Forecast. DEI shall work with Cuyahoga County departments and agencies to prepare and update biannually a 24-month purchasing and contracting forecasts (including annually reoccurring purchases). For the initial forecast and each biannual update of the forecast, County departments/agencies shall compile a purchasing and contracting forecast for the upcoming 24-month period and submit said forecast to DEI. The forecast shall include for each item the originating/lead department, a brief description, estimated amount, and estimated solicitation/advertisement date. The forecast shall also detail purchases and/or contracts that will be procured using the Small Business Set Aside Program which enables County certified small business enterprises to compete against each other for the item award. DEI shall combine the individual forecasts into one forecast and post the combined forecast on the DEI website biannually.

In addition, County departments and agencies shall coordinate with DEI to expand the Small Business Set Aside Program. Specifically, as part of the creation and biannual updates of their forecasts, County departments and agencies shall provide a forecast of contracts and purchases that will be procured using the Small Business Set Aside Program. The County departments and agencies and DEI shall use the following criteria to evaluate and select the contracts and purchases for procurement using the Small Business Set Aside Program:

SELECTION CRITERIA	SUMMARY
FUNDING SOURCE REQUIREMENTS & RESTRICTIONS	County agencies leverage County funds with a multitude of other funding sources (i.e., federal, state, grants, loans...). This enables the County to maximize the return on its investments. However, some of the funding sources may have requirements that will limit the County's ability to fully enact its diversity/inclusion initiatives. When evaluating the eligibility of contracts or services for the SBE Set Aside Program, funding source requirements and restrictions will be assessed.
SCOPE OF WORK	When evaluating the eligibility of contracts or services for the SBE Set Aside Program, the scope of work will be assessed. Contracts or services selected will: <ul style="list-style-type: none"> • be typical of the industry in size and scope • be of simpler or of typical complexity • have typical/standard delivery requirements • have typical periods of performance for the industry
COMPETITIVE ENVIRONMENT	While providing opportunities for SBE vendors to participate in the County procurement process, the County must still maximize the return on its resources. As such, when evaluating the eligibility of contracts or services for the SBE Set Aside Program, at the time of selection, contracts or services must have at least three (3) County certified SBE vendors that provide the scope of work/goods being procured. The size of the pool of pertinent County certified SBE vendors will be re-confirmed at the time of advertisement.
PERFORMANCE BOND AND INSURANCE REQUIREMENTS	Performance bond and insurance requirements are frequently mentioned as obstacles to small businesses in participating in government contracts. When evaluating the eligibility of contracts or services for the SBE Set Aside Program, contracts, or services with lower than or typical performance bond and insurance requirements will be selected.

- (10) 30-day minimum Bid/RFP/RFQ Solicitation/Advertisement Period. All reasonable efforts shall be made to post formal bids/RFPs/RFQs for goods and/or services on the County website for no fewer than 30 days prior to the bid/RFP/RFQ opening. Reasonable efforts include, but are not limited to, County departments and agencies initiating the procurement process for bids, RFPs, and RFQs in ample time to complete pre-advertisement tasks (includes completion of procurement specifications, developing estimated costs by NIGP code for the pertinent scopes of work for the procurement, determination of diversity goals by DEI, finalizing the specification packet...) to enable the posting of bids, RFPs, and RFQs for no fewer than 30 days prior to the bid/RFP/RFQ opening date. Reasonable efforts include, but are not limited to, County departments and agencies exhausting other options (such as working to accelerate the internal bid/proposal/qualification review process and contract negotiation) to meet contract and purchase award deadlines before shortening the solicitation/advertisement period. In brief, shortening the solicitation/advertisement period to less than 30 days shall not be the default, initial, or only option evaluated and/or exercised to accelerate the procurement timeline.

XVII. BOND WAIVER PROGRAM

Cuyahoga County's Department of Law's Risk Management Division administers a bond waiver program in accordance with County Code Section 508.02.

XVIII. SEVERABILITY

If any of the provisions set forth in this Program or any section, subsection, paragraph, sentence, clause, phrase, or word thereof shall be found to be invalid, illegal, or unenforceable for any reason, the application of the remainder of this Program shall not be affected by such invalidity.

XIX. DEFINITIONS

For the purpose of this Program, the following words, terms, phrases, and abbreviations shall have the following meanings:

"Administrative Reconsideration Panel": shall mean the panel of County employees appointed by the County Executive that at the request of the apparent successful vendor reviews a non-compliance determination made by DEI.

"Certification": shall mean the qualifying process that ensures buyers and local, state, and federal agencies that a particular business is eligible to become a part of a pool of vendors identified for the purpose of increasing opportunities with respect to contracts and purchases awarded by Cuyahoga County.

"Commercially Useful Function": shall mean the performance of real and actual services by a Participant who contracts with Cuyahoga County, or subcontracts with another business enterprise which contracts with Cuyahoga County. A business enterprise serving as a "conduit", "front" or "pass-through" for another business shall not be deemed to perform a commercially useful function. In determining whether a business is performing a commercially useful function, factors, including but not limited to the following, will be considered:

- i) The nature and amount of work contracted;
- ii) Whether the MBE/WBE has the skill and expertise to perform work for which it has been certified;
- iii) Whether the MBE/WBE actually performs, manages, and supervises the work;
- iv) Whether the MBE/WBE intends to purchase commodities and/or services from a non-MBE/WBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards the fulfillment of a goal;
- v) Standard industry practices relating to the use of the subcontractors. Consistent with standard industry practices, a MBE/WBE subcontractor may enter into second tier subcontracts. If a MBE/WBE subcontractor subcontracts a significantly greater portion of the work of its

subcontract to a non-MBE/WBE inconsistent with standard industry practices, the MBE/WBE subcontractor shall be presumed not to be performing a commercially useful function.

“Compliance”: shall mean the condition existing when a Participant has met the requirements of this Program.

“Conduit”: shall mean a business which purchases goods or services that are not normally purchased or sold as part of its daily business from another business(es) for the sole purpose of resale to Cuyahoga County or a contractor doing business with Cuyahoga County.

“Contract”: shall mean any mutually binding legal obligation of Cuyahoga County created to acquire some good and/or service from one or more Participants, which is paid or which is to be paid for, in whole or in part, with monetary appropriations of Cuyahoga County. In this context, the terms “contracting”, “purchasing”, and “procurement” are synonymous and refer to the process or processes under which Cuyahoga County undertakes such acquisitions.

“Cuyahoga County”: shall mean the government agency which provides public contracting to increase quality of life in the County.

“Covenant of Non-Discrimination”: shall mean, collectively, one or more contractual affirmative promises (1) to adopt the policies of Cuyahoga County relating to the participation of MBE/WBEs in the procurement process; (2) to undertake certain good faith efforts to solicit SBEs participation; and (3) not to otherwise engage in discriminatory conduct against MBE/WBEs.

“DEI”: shall mean the Department of Equity and Inclusion, which is responsible for administration of the MBE/WBE Program.

“Department”: Shall mean a department, division or elected official’s office which solicits bids and/or proposals through the Purchasing Department.

“Goal”: shall mean an aspirational effort to attain a certain level of MBE/WBE participation on contracts awarded by the Cuyahoga County based on subcontracting opportunities and available MBE/WBEs to perform.

“Good Faith Efforts”: shall mean the aggressive actions of a Participant undertaken in earnest to achieve MBE/WBE goals and ensure that it does not discriminate in its contracting practices.

“Independent”: shall mean that with respect to the ownership, control, and activity of a MBE/WBE, the business shall operate separate and apart from the ownership, control or undue influence of another business owned and controlled by one or more non-MBE/WBEs.

“Joint Venture”: shall mean an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Ohio. This joint venture would carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the MBE/WBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

“Minority Business Enterprise” (“MBE”): shall mean an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American, or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners as determined by DEI.

“Manufacturer”: shall mean an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Participant or Cuyahoga County.

“Non-Compliance”: shall mean the condition that exists when a Participant has failed to meet the requirements of this Program.

“Office”: shall mean that a business enterprise with an established place of business in the Cuyahoga County area at which one or more of its employees is regularly based and that such place of business has a substantial role in the business’ performance of a commercially useful function as herein defined. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.

“Participant”: shall mean any contractor, vendor, supplier, or other person, partnership, joint venture, corporation, or other business entity that submits a bid or proposal to Cuyahoga County or expressed interest in submitting a bid or proposal in response to competitive solicitation issued by Cuyahoga County or who has been awarded a contract by Cuyahoga County.

“Project Owner”: shall mean the representative of Cuyahoga County that enters into agreement or contracts with a firm for services or supplies or any other item which shall cause a disbursement of funds from Cuyahoga County.

“Proposal”: shall mean a quotation, proposal, bid or offer by a Participant to perform or provide labor, materials, supplies, or services to Cuyahoga County in response to competitive solicitation issued by Cuyahoga County.

“Purchasing Department”: shall mean the Cuyahoga County department responsible for the purchase of goods and services required for all offices of Cuyahoga County, other than separate political subdivisions.

“Race/Gender-Conscious”: shall mean any governmental or legislative policy or programmatic action that uses race or gender as criteria for participation. The use of a MBE or WBE goal is a primary example of a race-conscious measure.

“Race/Gender-Neutral”: shall mean any governmental or legislative policy or a programmatic action in which race or gender is not among, or the specific criteria for participation. While benefiting MBEs and WBEs, it is not solely focused on MBE or WBE firms and can be used to assist all small businesses. For example, small business outreach programs, technical assistance programs, mobilization fees, bonding assistance and prompt payment provisions can assist a wide variety of small businesses, not just MBEs and WBEs.

“Responsible”: shall reference a Participant’s integrity, compliance with public policy, and record of past performance and financial and technical resources. A Participant must meet certain requirements to be considered a responsible bidder.

“Responsive”: shall mean that a bid must comply in all material respects, both to the method and timeliness of submission and to the substance of any resulting contract, so that all Participants may stand on an equal footing and the integrity of the competitive bidding system may be maintained.

“Small Business Enterprise” (“SBE”): shall refer to a firm that is certified by DEI, submitted an application and has been accepted as a firm eligible to take advantage of affirmative action efforts established in the Small Business Enterprise Program.

“Underutilization”: shall mean the percentage of dollars spent by Cuyahoga County with MBE/WBEs which is less than would be expected based on MBE/WBE availability in the County.

“Women Business Enterprise” (“WBE”): means an individual, domestic corporation, sole proprietorship, partnership, joint venture, entity, or company that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners as determined by DEI.

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BIDDERS' MANUAL

Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Program

The goal of the MBE/WBE Program is to support and encourage inclusion by creating positive partnerships in County contracting and other procurement opportunities. The MBE/WBE Program will achieve this goal by providing and supporting opportunities for MBE/WBEs to grow and thereby compete effectively in the general environment for contracting opportunities.

THE MBE/WBE PARTICIPATION GOALS FOR THIS BID/PROPOSAL:

MARK "X" for applicable category	CATEGORY	GOALS
	Construction	MBE: % WBE: %
	Architecture & Engineering	MBE: % WBE: %
	Professional Services	MBE: % WBE: %
	Other Services	MBE: % WBE: %
	Goods and Supplies	MBE: % WBE: %

Cuyahoga County
Is an Equal Opportunity Employer

MBE/WBE BIDDERS' MANUAL

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REQUIRED FORMS:

- Covenant of Non-Discrimination (DIV-1)
- MBE/WBE Subcontractor Participation Plan (DIV-2)
- Good Faith Effort Certification (DIV-3, 2 pages)
- Sample of Completed MBE/WBE forms (4 pages)

INSTRUCTIONS TO BIDDERS

II. MBE/WBE Certifications

Only those certified by the Cuyahoga County's Department of Equity and Inclusion (DEI) shall be eligible for the fulfillment of the MBE/WBE participation goal. MBE and/or WBE listings may be obtained from the Department of Equity and Inclusion (DEI). If a MBE and/or WBE elects to compete for County business without being certified by Cuyahoga County as such, they may do so, but any bid/proposal submitted will not be counted towards fulfillment of the MBE/WBE participation goals.

A MBE/WBE desiring certification with Cuyahoga County must complete the certification application. MBE/WBE applications may be obtained from the:

Department of Equity and Inclusion
2079 East Ninth St., 2nd Floor
Cleveland, Ohio 44115
(216) 443-7230

II. SBE Set Aside Program

The goal of the Small Business Enterprise Set Aside Program is to support small businesses by creating contracts and other procurement opportunities exclusively for participation by Cuyahoga County Certified small business enterprise. The Small Business Enterprise Set Aside Program will achieve and support opportunities for small firms to grow and thereby compete effectively in the general environment for contracting opportunities. This program may also include MBE/WBE goals.

III. MBE/WBE Participation Goal

The MBE/WBE Participation goals can be achieved in the following manner(s):

4. A prime vendor subcontracts with one or more certified MBE/WBEs to meet or exceed the goal;
5. A prime vendor subcontracts with one or more certified companies in an amount short of the goal, but submits a complete Good Faith Effort (further described below);
6. A certified MBE/WBE company who bids as a prime contractor subcontracts a portion of the work to another certified MBE/WBE. Certified MBE/WBEs who are bidding as prime contractors will receive a credit for up to 20% of the MBE participation goal or for up to 20% of the WBE participation goal. However, the certified MBE/WBE must secure additional certified MBE/WBE subcontractor participation and/or seek a waiver based on Good Faith Effort (further described below) for any remaining balance of the MBE/WBE goals.

IV. Mandatory Bidding Requirements for Prime Contractors

In consideration of the right and privilege to submit a bid or proposal on construction projects and other contracts with Cuyahoga County, at the time of submitting a proposal or bid, each participant shall be required to present appropriate documentation. The documents described below must be completed and signed by each Participant before a proposal or bid can be considered responsive:

- 3) **Covenant of Non-Discrimination**: Each Participant must submit a duly executed and attested Covenant of Non-Discrimination (DIV-1, found in the attached Bidder's Manual). This written instrument shall contain promises, declarations and/or affirmations made by the Participant. The completed document must contain an original signature and date of signature.
- 4) **MBE/WBE Subcontractor Participation Plan**: Each Participant must submit a duly executed Subcontractor Participation Plan (DIV-2, found in the attached Bidder's Manual) for each MBE/WBE subcontractor proposed. Copies and/or facsimiles of DIV-2 submitted with bids/proposals are acceptable BUT all required signatures must be dated as indicated. Also, please note the following:
 - a) Certified MBE/WBEs who are bidding as prime contractors MUST complete and submit the top portion of Form DIV-2 to guarantee their portion of MBE credit or WBE credit and this can be up to 20% of the MBE participation goal or up to 20% of the WBE participation goal.
 - b) MBE/WBEs with multiple geographical locations shall enter the Cuyahoga County address and contact information on Form DIV-2.
 - c) Prime vendors are **PROHIBITED** from using MBE/WBE(s) with whom the prime vendor has a familial relationship, joint or co-ownership, common partners, officers, or a shareholder relationship to meet the MBE/WBE Participation Goals. Hence, on Cuyahoga County projects/contracts, any portion of work subcontracted to a MBE/WBE vendor by a prime vendor that meets the above-mentioned criteria will **NOT** count towards the achievement of the established MBE/WBE Participation Goals.

Use of 2nd Tier Subcontractors: In the event that a subcontractor portions out work and utilizes the services of a sub-subcontractor or vendor, **the prime contractor** shall be required to report this use to DEI. For reporting purposes, the prime contractor shall report statistical data for the sub-subcontractor or sub-vendor, including race, gender, business size, area of specialization, dollar value, description of services or products purchased, and contact information. No MBE/WBE subcontractor will be permitted to subcontract more than 25% of their subcontract work (based on dollar value) without prior approval by DEI.

Other Information and Data: DEI may request additional information and data prior to a contract award. This information may include, but is not limited to, information regarding business ownership of all subcontractors to be utilized on the project, all of which shall reflect the race, gender, location, size, and area of specialization and structure of the identified businesses.

A PARTICIPANT'S FAILURE OR REFUSAL TO PROVIDE INFORMATION AND DATA REQUIRED BY THIS PROGRAM AND REQUESTED BY DEI SHALL SUBJECT THE PARTICIPANT TO HAVING A PROPOSAL OR BID DEEMED NON-RESPONSIVE.

V. Good Faith Efforts

Aggressive “Good Faith Efforts” to include MBE/WBEs in the procurement process are required of all Participants. These Good Faith Efforts should be in addition to the Participant’s regular and customary solicitation process of contact with potential subcontractors and/or vendors.

Written Notice to MBE/WBEs: To demonstrate good faith efforts, a Participant shall deliver written or electronic notice to potential, MBE/WBEs. MBE/WBEs should be contacted not less than one (1) week before the bid or proposal due date. Names, addresses, and telephone numbers for available MBE/WBEs may be obtained by contacting DEI or reviewing the database on the website at <https://opd.cuyahogacounty.us/en-US/listing.aspx> .

The written or electronic notice sent to potential subcontractors or vendors shall contain the following:

- (5) Sufficient information about the plans, specifications, and relevant terms and conditions of the solicitation. This should include information about the work which will be subcontracted or the goods which will be obtained from subcontractors and suppliers;
- (6) A contact person knowledgeable of the project scope documents, within the Participant’s office, to answer questions about the conditions of the contract;
- (7) Information as to the Participant’s bonding requirements; and
- (8) The deadline for price quotations.

Evaluation of Good Faith Efforts: In evaluating good faith efforts, DEI will determine whether the Participant has made reasonable good faith efforts to obtain MBE/WBE participation as part of its bid or proposal. DEI may evaluate not only the different kinds of efforts made by a Participant, but also the quantity and intensity of those efforts.

DEI will consider a completed Good Faith Effort Certification (DIV-3, 2 pages, found in the attached Bidder’s Manual), as evidence of a Participant’s good faith in trying to obtain MBE/WBE participation in a bid or proposal.

Required Documentation: To demonstrate good faith efforts, Participants shall keep detailed records of all correspondences and responses thereto, emails, logs of all telephone calls made and received regarding the project or contract, confirmation receipts for fax transmissions, receipts from registered or certified mail, copies of advertisements in publications and other media, and other relevant papers required by this Program.

Good Faith Effort Certification: Participant must submit a completed Good Faith Certification (DIV-3, found in the Bidder’s Manual) ONLY if the MBE Participation Goal and/or the WBE Participation Goal is not met. Additional documentation demonstrating a good faith effort must accompany the checklist (as detailed above in *Required Documentation*). The completed document must contain an original signature, notarizations, and date of signature.

Administrative Reconsideration: If DEI determines that the apparent successful vendor is non-compliant on meeting the MBE/WBE participation goals and has not demonstrated good faith efforts to obtain MBE/WBE participation, prior to awarding the contract/purchase, the user department shall notify the apparent successful vendor of the determination of non-compliance by emailing the primary contact detailed in the vendor's bid/proposal. The apparent successful vendor shall have the right to request an administrative reconsideration of the non-compliance determination. The administrative reconsideration can be a "no meeting" reconsideration or "meeting" reconsideration (virtual or in-person). The request for an administrative reconsideration must be submitted within three (3) business days of the notification of non-compliance and in the format of an email to DEI at dei@cuyahogacounty.us. Upon receipt of the request for the administrative reconsideration by the apparent successful vendor, DEI shall forward the request to the Administrative Reconsideration Panel. The panel shall consist of at least three (3) but not more than five (5) County employees appointed by the Cuyahoga County Executive. The request for administrative reconsideration shall detail the pertinent RFB/RFP/Rfq (i.e., title, description...), type of administrative reconsideration requested (i.e., no meeting or meeting), and any written documentation or arguments concerning the issue of non-compliance. DEI shall provide a summary of its Good Faith Effort evaluation and supporting documentation. The Administrative Reconsideration Panel shall publish a schedule that includes deadlines and provides for a frequency of no less than twice per calendar month. The Administrative Reconsideration Panel will evaluate the information provided by the apparent successful vendor and DEI and issue a written decision approving or disapproving of DEI's determination on non-compliance for the matter. A quorum for "no meeting" or "meeting" administrative reconsideration shall be the majority (i.e., greater than 50%) of the appointed panel and an affirmative vote by the majority (i.e., greater than 50%) of the panel present for the administrative reconsideration is required for action. The Administrative Reconsideration Panel shall adopt its own rules of procedure consistent with MBE/WBE Policies and Procedures. The result of the administrative reconsideration is not administratively appealable.

VI. Award of Contracts

Award of Contract: Proposals/bids may be rejected and projects re-submitted for the sole purpose of attaining goals where no "good faith effort" has been demonstrated. Cuyahoga County reserves the right to determine the action to be taken on the contract if a goal is not met, including rejecting any or all bids or proposals. For RFPs and RFQs, once the scope of work and/or price, terms, and conditions have been finalized but in advance of submission for approval by the pertinent contracting authority, the department shall confirm with DEI that the proposed contract/purchase is compliant with the MBE/WBE participation goals and/or Good Faith Efforts requirements. If an awarded contract is later amended for additional dollars, MBE/WBE subcontractor participation should still reflect the percentage of dollars originally contracted for.

When evaluating a bid to determine the lowest and best bid, the County may consider, in addition to all of the other factors set forth in the instructions to bidders, whether a bid is compliant with the applicable MBE/WBE goals, provided, however, that such compliance shall not be considered if the difference between the MBE/WBE-compliant bid and the lowest responsive bid is more than the price preference specified below.

Lowest Bid Received Range (\$)	Price Preference (%) & Limit	Price Preference (\$)
0 – 500,000	10%	0 – 50,000
500,000.01 – 1,000,000	10% up to max \$80,000 (10-8)	50,000.01 – 80,000
1,000,000.01 – 3,000,000	8% up to max \$210,000 (8-7)	80,000.01 – 210,000
3,000,000.01 – 5,000,000	7% up to max \$250,000 (7-5)	210,000.01 – 250,000
>5,000,000	\$250,000 maximum (≤ 5)	250,000 maximum

VII. Monitoring and Post-Award Reporting

Department of Equity and Inclusion Authorization to Monitor: DEI shall be authorized to collect from all Participants such data and information as is necessary to monitor this Program. This information may include information as to business ownership, supplier information, subcontractor information, all of which shall reflect the contract information, race, gender, business location, and size of the identified businesses.

DEI shall monitor the participation of MBE/WBEs in the procurement of goods and services for Cuyahoga County. Such monitoring shall include, but is not necessarily limited to, a statistical analysis of each construction trade, business service, professional service, and commodity to determine whether there is utilization of MBE/WBEs in a manner that is proportionate to the established goal.

DEI will provide written reports on an annual basis. DEI's report shall contain a summary of the purchases and contracts placed with MBE/WBEs for the period and the relative percentage to the total of purchases and contracts for that period.

Participant's Post-Award Reporting: Participants who are awarded contracts must submit reports on a monthly basis during the course of, at the end of the contract, and as requested by DEI. Participants shall comply with all reporting requirements related to MBE/WBE utilization including, but not limited to, completing on-line reporting of payments made to MBE/WBE subcontractors and other subcontractors. These reports shall summarize the number and dollar amounts of payments made during the term of the contract to subcontractors. At the end of the contract, the final report shall summarize the number and dollar amounts of payments made during the term of the contract to all subcontractors and shall reflect the MBE/WBEs designation of the subcontractor if any. DEI reserves the right to audit a contract for MBE/WBE participation at its discretion during any phase of the project. An audit would include but not be limited to: on site reviews, desk reviews, requests for cancelled checks, requests for invoices, certified payroll reports, etc. Participants shall contact DEI if concerns arise related to its ability to meet the MBE/WBE goals and to seek guidance on available options to meet the goals.

MBE/WBE Subcontractor Substitutions or Replacements: The prime contractor shall report any replacements or substitutions of the use of MBE/WBE subcontractors to DEI immediately. Prior approval by the Director of DEI is required for MBE/WBE substitutions/replacements. For reporting purposes, the prime contractor shall report to DEI statistical data pertaining to the new subcontractor, including race, gender, business size, area of specialization, and contact information on the MBE/WBE Subcontractor Participation Plan form (DIV-2).

DEI will require a Participant to make good faith efforts to replace a MBE/WBE that is terminated or has otherwise failed to complete its work on a contract with another MBE/WBE to the extent needed to meet the contract MBE/WBE Participation Goal. The Participant must notify DEI immediately, and in writing, of the MBE/WBE's inability or unwillingness to perform and provide reasonable documentation. The request should

include at a minimum: the name of the MBE/WBE firm, the contact, the phone number, the scope of work initially assigned to the MBE/WBE firm, dollars paid to date, percent of scope completed, and the reason for the substitution request including documentation of the MBE/WBE's withdrawal.

The Participant will be given five (5) business days to find a MBE/WBE substitution if the request is granted. In this situation, the Participant will be required to obtain prior approval of the substitute MBE/WBE and to provide copies of MBE/WBE Subcontractor Participation Plan (DIV-2) or documentation of good faith efforts.

If the Participant fails or refuses to comply in the time specified, DEI may issue a recommendation to stop all or part of payment and/or work until satisfactory action has been taken. If the Participant still fails to comply, DEI may issue a recommendation of termination of the contract.

Contractors' Closeout Activity Reports: To further monitor MBE/WBE participation, closeout activity reports will be required from project prime contractors and prime consultants identifying activities of **all** subcontractors and sub-consultants (i.e., non-MBE/WBEs and MBE/WBEs). For all subcontractors and sub-consultants used, the prime contractor shall provide the following information: contact information, ethnicity/race/gender of ownership, summary of scope of work provided, and total payments for said scope of work. This report shall include all modifications/amendments/change orders. The prime contractors/consultants shall provide justification and documentation for MBE/WBE participation shortfalls.

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REQUIRED DOCUMENTS

The following forms regarding the MBE/WBE Program must be completed and submitted with bids/proposals:

- COVENANT OF NON-DISCRIMINATION (DIV-1)
- MBE/WBE SUBCONTRACTOR PARTICIPATION PLAN (DIV-2)
- GOOD FAITH EFFORT CERTIFICATION (DIV-3, 2 PAGES)

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COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (_____),
Name(s)
(_____), (_____),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Minority Business Enterprises and Women Business Enterprises (hereinafter "MBE/WBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands, and agrees to make a Good Faith Effort to solicit MBE/WBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

(Original Signature of Company Representative Identified Above)

(Date)

MBE/WBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH MBE/WBE Subcontractor Proposed)

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ _____

BUSINESS NAME OF PRIME BIDDER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ E-MAIL _____

PRIME FIRM OWNED BY: NON-MBE/WBE/SBE SBE SMALL BUSINESS ENTERPRISE
MBE MINORITY BUSINESS ENTERPRISE WBE WOMEN BUSINESS ENTERPRISE

(B) AMOUNT TO BE SUBCONTRACTED TO MBE/WBE (PLEASE CIRCLE ONE): \$ _____ PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: _____ %

SCOPE OF WORK PROVIDED BY MBE/WBE: _____

PRIME BIDDER'S NAME _____ TITLE _____
(TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE _____
(DATE OF SIGNATURE)

MBE/WBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY DEPARTMENT OF EQUITY AND INCLUSION)

NAME OF SUBCONTRACTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____
TELEPHONE AREA CODE () _____
 SMALL BUSINESS SBE MINORITY BUSINESS MBE WOMEN BUSINESS WBE

*******NOTE: MUST BE A COUNTY CERTIFIED MBE/WBE *******

THE UNDERSIGNED HEREWITH AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SUBCONTRACTOR'S NAME _____ TITLE _____
(TYPE OR PRINT)

SUBCONTRACTOR'S SIGNATURE _____
(DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids/proposals NOT meeting the MBE/WBE goals or requesting full or partial waiver)

Pursuant to the requirements for bidders under the MBE/WBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (_____), (_____) of (_____)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- I/We are requesting a FULL/PARTIAL WAIVER of the MBE WBE Participation Goal for the following reason(s): _____

- I/We are a non-profit agency and are requesting a FULL WAIVER of the MBE/WBE Goal. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have contacted DEI or website to obtain a list of MBE/WBEs appropriate to the bid/proposal.
- I/We delivered written notice to available certified MBE/WBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have attended the pre-bid/proposal conference.
- I/We have **provided a written explanation for rejection of any potential** MBE/WBE subcontractor or vendor to DEI. When the MBE/WBE subcontractor rejection is due to unreasonably high pricing, I/We have provided supporting documentation.
- I/We have actively solicited, through sending letters, emails or initiating personal contact, MBE/WBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of MBE/WBEs for the Cuyahoga County contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- I/We have conducted discussions with interested MBE/WBEs in good faith and provided the same willingness to assist MBE/WBEs as has been extended to any other similarly situated subcontractor.
- I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

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**** SAMPLE FORMS ****

COVENANT OF NON-DISCRIMINATION

(MUST be completed and submitted with ALL bids or proposals)

Know All Men By These Presents, that I/we, (John Doe),
Name(s)
(President, Owner), (ABC Company, Inc.),
Title(s) Name of Company

(hereinafter "Company"), in consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by Cuyahoga County, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with any Bid/Proposal submitted to Cuyahoga County or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible Minority Business Enterprise & Women Business Enterprise (hereinafter "MBE/WBEs");

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands, and agrees to make a Good Faith Effort to solicit MBE/WBEs to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Cuyahoga County to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

John Doe
(Original Signature of Company Representative Identified Above)

February 1, 2021
(Date)

**MBE/WBE SUBCONTRACTOR PARTICIPATION PLAN
(MUST be submitted for EACH MBE/WBE Subcontractor Proposed)**

(A) TOTAL AMOUNT OF OVERALL CONTRACT BID/PROPOSAL \$ 500,000.00

BUSINESS NAME OF PRIME BIDDER ABC COMPANY, INC

ADDRESS 111 MAIN STREET

CITY ANYWHERE STATE OHIO ZIP CODE 44000

TELEPHONE (216) 555-5555 E-MAIL ABCCOMPANY@YAHOO.COM

PRIME FIRM OWNED BY: NON-MBE/WBE/SBE SBE SMALL BUSINESS ENTERPRISE
 MBE MINORITY BUSINESS ENTERPRISE WBE WOMEN BUSINESS ENTERPRISE

(B) AMOUNT TO BE SUBCONTRACTED TO MBE/WBE (PLEASE CIRCLE ONE): \$ 50,000.00 PERCENT OF TOTAL OVERALL CONTRACT BID [(B)/(A)]: 10 %

SCOPE OF WORK PROVIDED BY MBE/WBE: ELECTRICAL CONTRACTING SERVICES

PRIME BIDDER'S NAME JOHN DOE TITLE PRESIDENT/OWNER
 (TYPE OR PRINT)

PRIME BIDDER'S SIGNATURE JOHN DOE FEBRUARY 1, 2021
 (DATE OF SIGNATURE)

**MBE/WBE SUBCONTRACTOR TO BE UTILIZED
(MUST BE CERTIFIED BY THE CUYAHOGA COUNTY DEPARTMENT OF EQUITY AND INCLUSION)**

NAME OF SUBCONTRACTOR ELECTRIFYING ELECTRIC COMPANY

ADDRESS 456 MAIN STREET

CITY ANYWHERE STATE OHIO ZIP CODE 44000

TELEPHONE AREA CODE (216) 555-5551 X SMALL BUSINESS MINORITY BUSINESS WOMEN BUSINESS
 SBE MBE WBE

*******NOTE MUST BE A COUNTY CERTIFIED MBE/WBE*******

THE UNDERSIGNED HERewith AGREES TO SUBCONTRACT WITH THE ABOVE NAMED BIDDER FOR THE ABOVE SAID SERVICE(S) OR SUPPLY(IES) TO BE FURNISHED TO THE COUNTY.

SUBCONTRACTOR'S NAME TOM EDISON TITLE PRESIDENT/OWNER
 (TYPE OR PRINT)

SUBCONTRACTOR'S SIGNATURE TOM EDISON FEBRUARY 1, 2021
 (DATE OF SIGNATURE)

GOOD FAITH EFFORT CERTIFICATION

(Must be submitted with bids NOT meeting Diversity goal or requesting full or partial waiver)

Pursuant to the requirements for bidders under the MBE/WBE Program, and in consideration of the privilege to submit bids/proposals funded, in whole or in part, by Cuyahoga County,

I/We, (John Doe), (President, Owner) of (ABC Company, Inc.)
Name(s) of Person(s) Signing Below Title(s) Company Name

attest that I/We have exercised the following good faith efforts in addition to my/our regular and customary solicitation process: (Check ALL that apply and complete as indicated)

- x I/We are requesting a FULL/PARTIAL WAIVER of the MBE/WBE Participation Goal for the following reason(s): We are requesting a partial waiver of the SBE Goal as we were only able to meet 10% of the 15% goal. But we are able to meet the MBE and WBE goal We were unable to find an SBE to meet the additional 5% required.
- I/We are a non-profit agency and are requesting a FULL WAIVER of the MBE/WBE Participation Goal. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have contacted DEI or website to obtain a list of the Diversity listing to appropriate to the bid/proposal.
- x I/We delivered written notice to available certified MBE/WBEs for each potential subcontracting or supply category in the contract AND all potential subcontractors or vendors which requested information on the contract. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have provided all potential subcontractors or vendors with adequate information as to plans, specifications, relevant terms and conditions of the contract, bonding requirements, and the last date and time for receipt of price quotations. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have attended the pre-bid/proposal conference.
- x I/We have **provided a written explanation for rejection of any potential** MBE/WBE subcontractor or vendor to DEI. When the MBE/WBE subcontractor rejection is due to unreasonably high pricing, I/We have provided supporting documentation.
- x I/We have actively solicited, through sending letters, emails or initiating personal contact, MBE/WBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of MBE/WBEs for the Cuyahoga County contract under consideration. **(MUST SUBMIT/ATTACH PROOF)**
- x I/We have conducted discussions with interested MBE/WBEs in good faith and provided the same willingness to assist SBEs as has been extended to any other similarly situated subcontractor.
- x I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

If applicable, identify all MBE/WBEs contacted to participate that declined or were not chosen:

1. Perfect Plumbing Company 222 Main Street, Anywhere, OH 44000 216-555-5553
Name of Subcontractor/Vendor Address Phone
Paul Perfect January 15, 2021 \$25,000 (5%) January 18, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

2. Dan's DuctWork Company 333 Main Street, Anywhere, OH 44000 216-555-5554
Name of Subcontractor/Vendor Address Phone
Dan Handy January 18, 2021 \$25,000 (5%) January 19, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining They are no longer providing the required sub-contracting service as part of its business.

3. Dave's Landscapes Inc 444 Main Street, Anywhere, OH 44000 216-555-5556
Name of Subcontractor/Vendor Address Phone
Dave Curbappel January 16, 2021 \$25,000 (5%) January 17, 2021
Name of Contact Date of Offer to Participate Bid Amount Date Offer Declined

Reasons Given for Declining Has other commitments at this time and is unable to work with us.

(Make additional copies to extend list of MBE/WBE contacts if needed)

I/We affix my/our signature to this document to attest that I/We have exercised the above-indicated Good Faith Efforts to promote Diversity participation on the Bid/Proposal and Contract under consideration and to comply fully with the provisions of the Cuyahoga County MBE/WBE Program.

John Doe
 Printed/Typed Name of Company Official

February 1, 2021
 Date

John Doe
 Signature (Must be Original)

President, Owner
 Title of Company Official

ABC Company, Inc.
 Full Company Name

111 Main Street
 Mailing Address

216-555-5555
 Area Code/ Phone Number

Anywhere, OH 44000
 City, State, Zip

Nancy Notarious
Notary Public

December 31, 2023
My Commission Expires

PLEASE NOTE: Failure to properly complete and submit **DIV-1, DIV-2, and DIV-3 (if applicable)** will result in **bids/proposals being ruled non-responsive.**

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