



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 11, 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) December 7, 2021 Committee of the Whole Meeting [See Page 9]
 - b) December 7, 2021 Regular Meeting [See Page 12]
- 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 REFERAL TO COMMITTEE**
 - 1) R2022-0001: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become [See Page 35]

immediately effective.

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2022-0002: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 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 132]

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

- 2) R2022-0003: A Resolution approving a successor Collective Bargaining Agreement between Cuyahoga County and the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, representing approximately 41 Corrections Officer Corporals in the Sheriff's Department 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 144]

Sponsor: County Executive Budish/Sheriff's Department/ Department of Human Resources and Department of Law

- 3) R2022-0004: A Resolution extending the appointment of Interim Director of Public Safety and Justice Services Brandy Carney to March 8, 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 147]

Sponsor: County Executive Budish

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

- 1) R2022-0005: A Resolution confirming the County Executive's appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 149]

Sponsor: County Executive Budish

- 2) R2022-0006: A Resolution confirming the County Executive's reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 –1/22/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 155]

Sponsor: County Executive Budish

- 3) R2022-0007: A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective. [See Page 163]

Sponsor: County Executive Budish

- 4) R2022-0008: A Resolution declaring official intent under U.S. Treasury Regulations with respect to reimbursements from bond proceeds of temporary advances, made for payments in connection with the development of a new County jail, prior to issuance of bonds, and related matters; and declaring the necessity that this Resolution become immediately effective. [See Page 169]

Sponsor: County Executive Budish/Department of Finance/Department of Public Works

- 5) R2022-0009: A Resolution authorizing revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Agreement No. 2140 and all other documents consistent with said Resolution; [See Page 172]

and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

- 6) R2022-0010: A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 178]

Sponsor: County Executive Budish/Department of Human Resources

- 7) R2022-0011: A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 195]

Sponsor: County Executive Budish/Department of Human Resources

- 8) R2022-0012: A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent

with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 208]

Sponsor: County Executive Budish/Department of Human Resources

- 9) R2022-0013: A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 217]

Sponsor: County Executive Budish/on behalf of Court of Appeals of Ohio, Eighth Appellate District

- 10) R2022-0014: A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023; authorizing the County Executive to execute Contract No. 2120 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/Court of Common Pleas/Corrections Planning Board

- 11) R2022-0015: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 2017 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 236]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

- 12) R2022-0016: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 1876 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 245]

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

d) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2021-0282: A Resolution authorizing an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management 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 \$2,571,470.00; 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 256]

Sponsor: County Executive Budish/Department of Law

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2021-0268: A Resolution authorizing HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loans and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 266]

- a) Cuyahoga TAY in the amount not-to-exceed \$450,000.00 for the development of a new, 50-unit supportive housing building for transition-aged youth experiencing homelessness in Cuyahoga County.
- b) The Arch at Saint Michael in the amount not-to-exceed \$450,000.00 to renovate the former Central Catholic School and convent to a 46-unit, senior independent living building, located at 3146 Scranton Road in Clark-Fulton Neighborhood in the City of Cleveland.
- c) Jennings Center for Older Adults and PIRHL Developers, LLC in the amount not-to-exceed \$450,000.00 for the development of Hazelwood Court, a 53-unit senior community in City of Maple Heights.
- d) The Warner and Swasey in the amount not-to-exceed \$450,000.00 to construct 140 units for a mixed-used, mixed-income, mixed-population, historic adaptive-reuse of the former Warner and Swasey Manufacturing Plant, located at in the City of Cleveland.
- e) Benjamin Rose Institute on Aging in the amount not-to-exceed \$450,000.00 for the development of the Margaret Wagner Apartments III, to construct 20 new units of Housing and Urban Development (HUD) Section 202 Supportive Housing for the elderly, located at 2373 Euclid Heights Boulevard in City of Cleveland Heights.

Sponsors: County Executive Budish/Department of Development and Council President Jones

Committee Assignments and Chairs: Economic Development & Planning – Schron and Community Development – Stephens

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, JANUARY 25, 2022
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
TUESDAY, DECEMBER 7, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 3:02 p.m.

2. ROLL CALL

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

[Clerk's Note: Councilmembers Simon and Stephens joined the meeting during Executive Session.]

3. PUBLIC COMMENT

There were no public comments given.

4. EXECUTIVE SESSION

- a) Collective bargaining matters, including:
 - 1) a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 95 employees in the classification of Assistant Public Defender for the period 1/1/2022 - 12/31/2024

- 2) an amendment to a Collective Bargaining Agreement between Cuyahoga County and Graphic Communications Conference, Local 25M, affiliated with the International Brotherhood of Teamsters, representing approximately 4 employees in the County Print Shop for the period 2/1/2021 - 1/31/2024 to establish the terms of the COLA for 2022, and for 2023 re-openers for Health Insurance and Wages
- 3) an amendment to a Collective Bargaining Agreement between Cuyahoga County Court of Common Pleas, General Division ("County"), and the Fraternal Order of Police, Ohio Labor Council, representing approximately 163 employees working in the Probation Department for the period of 1/1/2020 - 12/31/2022 to modify the 2022 COLA set forth in Article 10 Wages
- 4) an amendment to a Collective Bargaining Agreement between Cuyahoga County and Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, affiliated with International Brotherhood of Teamsters, Local Union No. 436, representing approximately 10 employees in the classification of Deputy Dog Warden at the Department of Public Works Animal Shelter for the period 1/1/2021 - 12/31/2023 to amend Articles 37 and 38 to establish Health Insurance and Wages for 2022 and 2023 re-openers

b) Pending or imminent litigation.

A motion was made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and pending or imminent litigation and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 3:05 p.m. The following Councilmembers were present: Baker, Miller, Sweeney, Tuma, Gallagher, Conwell, Turner and Jones. [Clerk's Note: Councilmember Simon and Stephens joined the meeting during Executive Session.] The following additional attendees were present: Law Director Law Gregory Huth; Deputy Chief Law Director Nora Hurley; Director of Public Works Michael Dever; Civil Division Chief David Lambert; Common Pleas Human Resource Director Christopher Russ; Interim Human Resources Director Sheba Marshall; Human Resources and Employee and Labor Relations Director Eric Myles; Employee and Labor Relations Specialist Brian Adams; Assistant Prosecuting Attorney Brendan Healy; Assistant Prosecuting Attorney Jeanne Cappara; Public Defender Administrator Mark Budzar; Assistant Public Defender Cullen Sweeney; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Research and Policy Advisor James Boyle and Special Counsel Brendan Doyle.

At 4:19 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:19 p.m., without objection.

Mandatory Annual Ethics Training, in accordance with Section 403.01 of the Cuyahoga County Code.

After the meeting was adjourned Ms. Kathy Jackson, Training Manager for the Department of Human Resources, facilitated the 2021 mandatory ethics training for Councilmembers.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, DECEMBER 7, 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 5:14 p.m.

2. ROLL CALL

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

A motion was made by Mr. Miller, 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

There was no moment of silent meditation.

5. PUBLIC COMMENT

Mr. Grant McKay addressed Council regarding environmental issues and funding for Progressive Field.

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

6. APPROVAL OF MINUTES

- a) November 22, 2021 Committee of the Whole Meeting
- b) November 23, 2021 Committee of the Whole Meeting
- c) November 23, 2021 Regular Meeting

A motion was made by Mr. Sweeney, seconded by Mr. Tuma and approved by unanimous vote to approve the minutes from the November 22, 2021 and the November 23, 2021 Committee of the Whole and the November 23, 2021 Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no messages from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish provided an update on the unemployment rate in Cuyahoga County and stated that the unemployment numbers are very low but there is a tremendous shortage of employees and job applicants throughout all sectors of the economy. Executive Budish said businesses and governments cannot find enough workers and that makes the job of filling open positions more challenging. Mr Budish also stated that the County needs to increase our work with businesses, educational institutions and others to create and fuel a pipeline of workers to meet these challenges. Mr. Budish mentioned that the County is currently working with experts in the Community to find a solution to meet these challenges and hopes to present Council with a plan to consider earlier in the coming year.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF RESOLUTIONS OF COUNCIL 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 Resolution Nos. R2021-0283 and R2021-0284.

- 1) R2021-0283: A Resolution authorizing an amendment to Contract No. CE1800172-01 with ZCo Consulting, LLC for Independent Verification and Validation Services in connection with the Enterprise Resource Planning System Project for the period 2/2/2018 – 12/31/2021 to extend the

time period to 12/31/2022, to change the terms, effective 1/1/2022, and for additional funds in the amount not-to-exceed \$78,000.00; 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: Council President Jones

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2021-0283 was considered and adopted by unanimous vote.

- 2) R2021-0284: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 3631, representing approximately 95 employees in the classification of Assistant Public Defender for the period 1/1/2022 - 12/31/2024; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Jones on behalf of the Cuyahoga County Public Defender Commission

Clerk Richardson read Resolution No. R2021-0284 into the record. No further legislative action was taken by Council.

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

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2021-0259.

- 1) R2021-0259: A Resolution allocating capital funds in the total amount of \$1,000,000.00 in support of the Veterans Service Commission of Cuyahoga County's headquarters project; determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2021; authorizing payments to various providers, in the total

amount of \$700,024.35, for said services and programs for the period ending 12/31/2022; authorizing the County Executive to negotiate and execute any necessary agreements, contracts or other documents for same and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Jones and Councilmember Conwell

Committee Assignments and Chairs: Economic Development & Planning – Schron and Community Development – Stephens

On a motion by Ms. Stephens with a second by Mr. Miller, Resolution No. R2021-0259 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

c) CONSIDERATION OF RESOLUTIONS 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 Resolution Nos. R2021-0285, R2021-0286, R2021-0287, R2021-0288 and R2021-0289.

- 1) R2021-0285: 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, for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, and authorizing the reduction of excess budget appropriations for Fiscal Year 2021; and declaring the necessity that this Resolution become immediately effective.

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

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2021-0285. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Ms. Turner and approved by unanimous vote to substitute Resolution No. R2021-0285.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2021-0285 was considered and adopted by unanimous vote, as substituted.

- 2) R2021-0286: A Resolution approving a proposed settlement in the matter of Keenan vs. Budish, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:20-CV-1421; 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. R2021-0286 was considered and adopted by unanimous vote.

- 3) R2021-0287: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Graphic Communications Conference, Local 25M, affiliated with the International Brotherhood of Teamsters, representing approximately 4 employees in the County Print Shop for the period 2/1/2021 - 1/31/2024 to establish the terms of the COLA for 2022, and for 2023 re-openers for Health Insurance and Wages; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2021-0287 was considered and adopted by unanimous vote.

- 4) R2021-0288: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County Court of Common Pleas, General Division (“County”), and the Fraternal Order of Police, Ohio Labor Council, representing approximately 163 employees working in the Probation Department for the period 1/1/2020 - 12/31/2022 to modify the 2022 COLA set forth in Article 10 Wages; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent

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

Sponsor: County Executive Budish/Department of Law and Court of Common Pleas

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2021-0288 was considered and adopted by unanimous vote.

- 5) R2021-0289: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Excavating, Building Material, Construction Drivers, Race Track Employees, Public Employees, Manufacturing, Processing, Assembling and Installer Employees, affiliated with International Brotherhood of Teamsters, Local Union No. 436, representing approximately 10 employees in the classification of Deputy Dog Warden at the Department of Public Works Animal Shelter for the period 1/1/2021 - 12/31/2023 to amend Articles 37 and 38 to establish Health Insurance and Wages for 2022 and 2023 re-openers; directing that funds necessary to implement the amendment be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2021-0289 was considered and adopted by unanimous vote.

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

- 1) R2021-0290: A Resolution approving an additional Right-of-Way Exhibit as set forth in Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3rd Street and the Cuyahoga River in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public

Council President Jones referred Resolution No. R2021-0290 to the Public Works, Procurement & Contracting Committee.

- 2) R2021-0291: A Resolution authorizing Contract No. 1921 with SMG/Huntington Convention Center of Cleveland in the amount not-to-exceed \$379,328.00 for lease of space at Huntington Convention Center of Cleveland and the Global Center for Health Innovation, located at 1 St. Clair Avenue NE, Cleveland for jury duty operations for the Cuyahoga County Court of Common Pleas for the period 8/28/2021 – 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Jones referred Resolution No. R2021-0291 to the Public Works, Procurement & Contracting Committee.

- 3) R2021-0292: A Resolution making awards on RQ4593 to various providers in the total amount not-to-exceed \$11,092,322.00 for funding for one-time capital and programmatic costs to support delivery of services to persons with serious mental illness, serious mental illness with co-occurring substance abuse or substance abuse/addiction for the period 1/1/2022 – 6/30/2024; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Alliant Health Group in the amount not-to-exceed \$26,240.00 for the purchase of a van to transport clients and the purchase of furnishings and equipment for a sober living facility.
 - b) Community Assessment & Treatment Services, Inc. in the amount not-to-exceed \$200,000.00 for renovation of a sober living facility.

- c) Edna House for Women, Inc. in the amount not-to-exceed \$375,000.00 for renovation of property to serve as a sober living facility for women.
- d) Northern Ohio Recovery Association in the amount not-to-exceed \$28,960.00 for the purchase of furnishings for an inpatient treatment facility and the purchase of a van to transport clients.
- e) Stella Maris, Inc. in the amount not-to-exceed \$5,598,232.00 for renovations, purchase of property, and the purchase of furnishings for addiction treatment facilities.
- f) The Briermost Foundation, Inc. in the amount not-to-exceed \$665,582.00 for the purchase of property, renovation and furnishings for a sober living facility.
- g) YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$4,198,308.00 for renovations and the purchase of furnishings for an interim housing facility that provides substance use disorder treatment and mental health counseling services.

Sponsor: County Executive Budish/Department of Public Safety and Justice Services

Council President Jones referred Resolution No. R2021-0292 to the Public Safety & Justice Affairs Committee.

- 4) R2021-0293: A Resolution authorizing Contract No. 1974 with Case Western Reserve University in the amount not-to-exceed \$1,500,000.00 for fiscal agent and program operator services for the First Year Cleveland Initiative to reduce the infant mortality rates in Cuyahoga County for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute the contract and all other documents consistent 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

Council President Jones referred Resolution No. R2021-0293 to the Health, Human Services & Aging Committee.

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

- 1) R2021-0268: A Resolution authorizing HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loans and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Cuyahoga TAY in the amount not-to-exceed \$450,000.00 for the development of a new, 50-unit supportive housing building for transition-aged youth experiencing homelessness in Cuyahoga County.
 - b) The Arch at Saint Michael in the amount not-to-exceed \$450,000.00 to renovate the former Central Catholic School and convent to a 46-unit, senior independent living building, located at 3146 Scranton Road in Clark-Fulton Neighborhood in the City of Cleveland.
 - c) Jennings Center for Older Adults and PIRHL Developers, LLC in the amount not-to-exceed \$450,000.00 for the development of Hazelwood Court, a 53-unit senior community in City of Maple Heights.
 - d) The Warner and Swasey in the amount not-to-exceed \$450,000.00 to construct 140 units for a mixed-used, mixed-income, mixed-population, historic adaptive-reuse of the former Warner and Swasey Manufacturing Plant, located at in the City of Cleveland.
 - e) Benjamin Rose Institute on Aging in the amount not-to-exceed \$450,000.00 for the development of the Margaret Wagner Apartments III, to construct 20 new units of Housing and Urban Development (HUD) Section 202 Supportive Housing for the elderly, located at 2373 Euclid Heights Boulevard in City of Cleveland Heights.

Sponsors: County Executive Budish/Department of Development and Council President Jones

Committee Assignments and Chairs: Economic Development & Planning – Schron and Community Development – Stephens

Clerk Richardson read Resolution No. R2021-0268 into the record.

This item will move to the January 11, 2022 Council meeting agenda for consideration for third reading adoption.

- f) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Stephens, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D requiring three readings and 12S discharging from committee by petition, dispensing with committee review and discharging Resolution No. R2021-0256 to the full Council for consideration for final passage.

- 1) R2021-0256: A Resolution designating agreements with various eligible institutions, as public depositories of active and interim funds of Cuyahoga County in the total deposit limit amount not-to-exceed \$1,215,000,000.00 for the period 8/1/2021 – 4/1/2024, in accordance with the Uniform Depository Act of Ohio; authorizing the County Executive and/or Treasurer to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Dollar Bank, Federal Savings Bank in the deposit limit amount not-to-exceed \$50,000,000.00.
 - b) First Federal Savings and Loan Association of Lakewood in the deposit limit amount not-to-exceed \$5,000,000.00.
 - c) The Huntington National Bank in the deposit limit amount not-to-exceed \$200,000,000.00.
 - d) JP Morgan Chase Bank, N.A. in the deposit limit amount not-to-exceed \$200,000,000.00.
 - e) KeyBank National Association in the deposit limit amount not-to-exceed \$700,000,000.00.
 - f) PNC Bank in the deposit limit amount not-to-exceed \$10,000,000.00.
 - g) U.S. Bank National Association in the deposit limit amount not-to-exceed \$50,000,000.00.

Sponsor: County Executive Budish/County Treasurer

Committee Assignment and Chair: Community Development
– Stephens

Ms. Stephens introduced a proposed substitute on the floor to Resolution No. R2021-0256. Discussion ensued.

A motion was then made by Ms. Stephens, seconded by Mr. Miller and approved by unanimous vote to substitute Resolution No. R2021-0256.

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2021-0256 was considered and adopted by unanimous vote, as substituted.

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

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2021-0210, R2021-0265, R2021-0266, R2021-0267, R2021-0269, R2021-0270, R2021-0271, R2021-0273, R2021-0274, R2021-0275, R2021-0276, R2021-0277, R2021-0278, R2021-0279, R2021-0280 and R2021-0281.

- 1) R2021-0210: A Resolution authorizing a Hospital Facility Agreement in accordance with Ohio Revised Code Section 140.03 with The MetroHealth System for the transfer of various parcels of real property identified in Attachment A hereto titled in various County-related entities and currently being used for public hospital purposes, to the Board of Trustees of The MetroHealth System; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; 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

Mr. Gregory Huth, Law Director; and Mr. Michael Tobin, Vice President of Communications, Government and Community Relations with The MetroHealth System, addressed Council regarding Resolution No. R2021-0210. Discussion ensued.

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2021-0210 was considered and adopted by unanimous vote.

- 2) R2021-0265: A Resolution authorizing revenue generating Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22nd Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period 12/15/2021 – 12/14/2023; 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.

Sponsors: County Executive Budish/Department of Public Works/Division of Finance and Planning **and Council President Jones**

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

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2021-0265 was considered and adopted by unanimous vote.

- 3) R2021-0266: A Resolution making awards on RQ6380 to various providers in the total amount not-to-exceed \$1,415,000.00 for various vehicle repair parts, equipment and services for the Fleet Division for the period 12/7/2021 – 12/6/2023; 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. 1889 with Applied Maintenance Supplies & Solutions, LLC. reasonably anticipated to be \$40,000.00.
 - b) Contract No. 1890 with Car Parts Warehouse, Inc. reasonably anticipated to be \$120,000.00.
 - c) Contract No. 1891 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems reasonably anticipated to be \$26,000.00.

- d) Contract No. 1892 with Jack Doheny Company reasonably anticipated to be \$170,000.00.
- e) Contract No. 1893 with Lakefront Automotive Parts, Inc. reasonably anticipated to be \$150,000.00.
- f) Contract No. 1894 with North Coast Two-Way Radio, Inc. reasonably anticipated to be \$16,000.00.
- g) Contract No. 1895 with Northcoast Equipment Specialists, Inc. reasonably anticipated to be \$28,000.00.
- h) Contract No. 1896 with Parts Authority, LLC reasonably anticipated to be \$120,000.00.
- i) Contract No. 1897 with RH Auto & Truck Glass reasonably anticipated to be \$40,000.00.
- j) Contract No. 1898 with Rich's Towing & Service, Inc. reasonably anticipated to be \$65,000.00.
- k) Contract No. 1899 with Rieth's Automotive Supply Co., dba Fleetwise Truck Parts reasonably anticipated to be \$180,000.00.
- l) Contract No. 1900 with Rush Truck Centers of Ohio, Inc. dba Rush Truck Center, Cleveland reasonably anticipated to be \$200,000.00.
- m) Contract No. 1901 with The Goodyear Tire & Rubber Company reasonably anticipated to be \$200,000.00.
- n) Contract No. 1902 with United Towing Services, Inc. reasonably anticipated to be \$60,000.00.

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 Ms. Conwell, Resolution No. R2021-0266 was considered and adopted by unanimous vote.

- 4) R2021-0267: A Resolution authorizing an amendment to Contract No. 839 with Envision Cuyahoga, LLC for lease of office space located at 4621 Fulton Parkway, Cleveland, for use by Old Brooklyn Neighborhood Family Service Center fka Westside Neighborhood Family Service Center for the period 10/1/2006 – 1/17/2022, to extend the time period to 1/17/2027 and for additional funds in the amount not-to-exceed \$4,295,524.80; 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 Public Works and Department of Health and Human Services

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2021-0267 was considered and adopted by unanimous vote.

- 5) R2021-0269: A Resolution authorizing an amendment to Contract No. 1990 (formerly Contract No. 1333) with CHN Housing Partners for emergency rental assistance to income-eligible tenants unable to pay their full monthly rent due to the economic impact from COVID-19 for the period 4/1/2021 – 12/31/2021 for additional funds in the amount not-to-exceed \$2,494,727.40; 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.

Sponsors: County Executive Budish/Department of Development and Council President Jones

Committee Assignments and Chairs: Economic Development & Planning – Schron and Community Development – Stephens

On a motion by Ms. Stephens with a second by Ms. Conwell, Resolution No. R2021-0269 was considered and adopted by majority vote, with Ms. Simon recusing herself from the vote.

- 6) R2021-0270: A Resolution authorizing an amendment to Contract No. 2033 (formerly Contract No. 704) with Advanced Server Management Group, Inc. for print management operations for the period 1/1/2019 - 12/31/2021 to extend the time period to 12/31/2024 and for additional funds in the amount not-to-exceed \$1,110,000.00; authorizing the County Executive to execute the amendment and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Information Technology, on behalf of Department of Public Works/Division of Finance and Planning

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

On a motion by Mr. Tuma with a second by Ms. Simon, Resolution No. R2021-0270 was considered and adopted by unanimous vote.

- 7) R2021-0271: A Resolution making an award on RQ3353 with Integrated Precisions Systems, Inc. in the amount not-to-exceed \$9,884,031.00 for the Detention Center Security Project for the period 12/8/2021 – 3/30/2027; authorizing the County Executive to execute Contract No. 1992 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/on behalf of Cuyahoga County 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. Turner, Resolution No. R2021-0271 was considered and adopted by unanimous vote.

- 8) R2021-0273: A Resolution authorizing an amendment to Contract No. 366 with United Way of Greater Cleveland for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,220,450.00; 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/Cuyahoga Job and Family Services
Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Mr. Jones, Resolution No. R2021-0273 was considered and adopted by unanimous vote.

- 9) R2021-0274: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,620,682.00 for implementation and management of the Child Care Access and Quality Expansion Program for the period 1/1/2022-12/31/2023; authorizing the County Executive to execute Contract No. 1949 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2021-0274 was considered and adopted by unanimous vote.

- 10) R2021-0275: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$2,708,844.00 for management and administration of the Family Child Care Home Professional Development System for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 1918 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Mr. Tuma, Resolution No. R2021-0275 was considered and adopted by unanimous vote.

- 11) R2021-0276: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$4,442,092.00 for Special Needs Child Care Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 1917 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
Sponsor: County Executive Budish/ Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood

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

On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2021-0276 was considered and adopted by unanimous vote.

- 12) R2021-0277: A Resolution authorizing a Contract with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$1,357,008.00 for fiscal agent and administrative services in connection with Bright Beginnings System and for the creation of a Parent Support Department and related support services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 1881 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2021-0277 was considered and adopted by unanimous vote.

- 13) R2021-0278: A Resolution authorizing a Contract with Cuyahoga County Board of Health in the amount not-to-exceed \$1,539,300.00 for program administration services for the Newborn Home Visiting Program for the Invest in Children Program for the period 1/1/2020 – 12/31/2023; authorizing the County Executive to execute Contract No. 1866 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Turner**

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

On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2021-0278 was considered and adopted by unanimous vote.

- 14) R2021-0279: A Resolution authorizing a Contract with City of Cleveland, Department of Public Health in the amount not-to-exceed \$682,276.00 for prenatal and inter-conceptual care services to high-risk families in connection with the expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 1875 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/ Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood **and Councilmember Conwell**

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

On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2021-0279 was considered and adopted by unanimous vote.

- 15) R2021-0280: A Resolution making an award on RQ5806 to Oriana House, Inc. in the amount not-to-exceed \$2,100,000.00 for administration and operation of the Neighborhood Reentry Resource Center and the Adult Transition Model for the period of 7/1/2021 – 12/31/2024; authorizing the County

Executive to execute Contract No. 1983 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiative/Office of Re-entry **and Councilmembers Jones, Conwell and Miller**

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

On a motion by Ms. Simon with a second by Mr. Sweeney, Resolution No. R2021-0280 was considered and adopted by unanimous vote.

- 16) R2021-0281: A Resolution making an award on RQ5807 to Cuyahoga County Public Library in the amount not-to-exceed \$560,000.00 to oversee and administer the Cuyahoga County Sheriff's Adult Basic Education Program for inmates in the County Correctional Facilities for the period 12/7/2021 – 12/31/2024; authorizing the County Executive to execute Agreement No. 1980 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiative/Office of Re-entry **and Councilmembers Tuma, Miller, Jones and Turner**

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

On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2021-0281 was considered and adopted by unanimous vote.

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

- 1) 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.

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

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

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2021-0243 was considered and adopted by unanimous vote.

- 2) 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.

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. Sweeney, Resolution No. R2021-0244 was considered and adopted by unanimous vote.

- 3) R2021-0253: A Resolution authorizing an amendment to revenue generating Agreement No. 1864 with The Huntington National Bank, the successor in interest of FirstMerit Corporation, for the sale of naming rights for the Cleveland Convention Center for the period 11/1/2015 - 10/31/2035, to extend the time period to 10/31/2036; 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.

Sponsors: County Executive Budish/Department of Public Works **and Councilmember Turner**

Committee Assignment and Chair: Committee of the Whole – Jones

On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2021-0253 was considered and adopted by unanimous vote.

- 4) R2021-0255: A Resolution authorizing a Contract with Clark, Schaefer, Hackett & Co., in the amount not-to-exceed \$2,320,000.00 for annual audits for Calendar Years 2021-2025 for the period 9/30/2021 – 12/31/2026; authorizing the County Executive to execute Contract No. 1725 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Department

Committee Assignment and Chair: Committee of the Whole – Jones

On a motion by Mr. Miller with a second by Mr. Jones, Resolution No. R2021-0255 was considered and adopted by unanimous vote.

- 5) R2021-0257: A Resolution authorizing an amendment to Contract No. 256 with Lutheran Metropolitan Ministry for adult guardianship services for the period 1/1/2021 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$605,285.00; 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 Senior and Adult Services

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

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2021-0257 was considered and adopted by unanimous vote.

- 6) 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.

Sponsors: County Executive Budish/Fiscal Officer/Office of

Budget and Management **and Councilmembers Sweeney and Miller**

Committee Assignment and Chair: Committee of the Whole – Jones

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2021-0238. Discussion ensued.

A motion was then made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to substitute Resolution No. R2021-0238.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2021-0238 was considered and adopted by unanimous vote, as substituted.

- i) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Ordinance Nos. O2021-0018 and O2021-0019.

- 1) O2021-0018: An Ordinance amending Sections 306.01, 306.02, and 306.03 of the County Code to make any exceptions consistent with State and Federal law, and to streamline the hiring process; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources/Sheriff's Department

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

On a motion by Ms. Baker with a second by Ms. Simon, Ordinance No. O2021-0018 was considered and adopted by unanimous vote.

- 2) O2021-0019: An Ordinance providing for adoption of modifications of Cuyahoga County Non-Bargaining Salary Schedule B; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive Budish on behalf of the Personnel Review Commission

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

On a motion by Ms. Baker with a second by Mr. Miller, Ordinance No. O2021-0019 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

There were no miscellaneous Committee reports.

12. MISCELLANEOUS BUSINESS

Councilman Miller addressed Council regarding inmate incarceration rates.

- a) Mandatory Annual Ethics Training, in accordance with Section 403.01 of the Cuyahoga County Code.

[Clerk’s Note: Ms. Kathy Jackson, Training Manager for the Department of Human Resources, facilitated the 2021 mandatory ethics training for Councilmembers after the December 7, 2021 Committee of the Whole Meeting adjourned.]

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 6:26 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0001

Sponsored by: Councilmember Baker 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 December 6, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Crime Stoppers*
 Number: 12145

Pay Grade: 7A/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Employment Testing Proctor*
Class Number: 10131
Pay Grade: 3A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the essential job functions, minimum qualifications, mathematical ability, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Employment Testing Specialist*
Class Number: 14161
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Family & Children First Council Service Coordinator*
Class Number: 13151
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Section Manager, Facilities*
Class Number: 18061
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the classification function, essential job functions, minimum training and experience, certifications, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Employment Testing Specialist*
Class Number: 14162
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential

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

- Exhibit G: Class Title: *Service Desk Analyst*
Class Number: 16011
Pay Grade: 6B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential job functions, and formatting and language. A technology requirements section was added. No change to pay grade or FLSA status
- Exhibit H: Class Title: *Certified Medical Billing Specialist (Supervisor, Certified Medical Insurance)*
Class Number: 17091
Pay Grade: 9A/Exempt
* Request from department to update the essential job functions and make the position supervisory to reflect the needs of the department. Changes were made to the position purpose, distinguishing characteristics, essential job functions, minimum qualifications, and level of analysis. A technology requirement section was added.
- Exhibit I: Class Title: *Supervisor, Custodial Worker*
Class Number: 15061
Pay Grade: 6A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, physical requirements, and general formatting and language. Technology requirements section was added. The pay grade has increased from 5A to 6A.
- Exhibit J: Class Title: *Supervisor, Electronic Technician*
Class Number: 15181
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit K: Class Title: *Talent Acquisition & Employment Specialist*
Class Number: 14141
Pay Grade: 10A/Exempt (No change)

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: December 7, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.
 Nan Baker, 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 December 6, 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	
Crime Stoppers Coordinator 12145	7A Non-Exempt	Sheriff	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Employment Testing Proctor 10131	3A Non-Exempt	3A Non-Exempt (No Change)	Personnel Review Commission
Employment Testing Specialist 14161	13A Exempt	13A Exempt (No Change)	Personnel Review Commission

Family and Children First Council Service Coordinator 13151	13A Exempt	13A Exempt (No Change)	Health and Human Services
Section Manager, Facilities 18061	17A Exempt	17A Exempt (No Change)	Public Works
Senior Employment Testing Specialist 14162	14A Exempt	14A Exempt (No Change)	Personnel Review Commission
Service Desk Analyst 16011	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology
Certified Medical Billing Specialist (<i>Supervisor, Certified Medical Insurance</i>) 17091	7A Non-Exempt	9A Exempt	HHS (<i>Senior and Adult Services</i>)
Supervisor, Custodial Worker 15061	5A Non-Exempt	6A Non-Exempt	Public Works
Supervisor, Electronic Technician 15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works
Talent Acquisition & Employment Specialist 14141	10A Exempt	10A Exempt (No Change)	Human Resources

cc: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Sheba Marshall, Interim HR Director

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Andria Richardson, Clerk of Council

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12145	Crime Stoppers Coordinator	Sheriff's Department	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Sheriff's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	PG 7A \$43,264 - \$60,590.40 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Hamame, 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>
Donald Gerome, Deputy Sheriff Captain	11/18/2021	Email	Sent spec draft
Michael Engelhart and Chris Kozup	11/18/2021	Email	Copied on email for spec draft
Kelli Neal, Program Officer 4- Compensation	11/23/2021	Email	Notification of pay grade evaluation

Donald Gerome, Deputy Sheriff Captain	11/23/2021	Email	Notification of pay grade evaluation
Donald Gerome, Deputy Sheriff Captain	11/23/2021	Email	Answer questions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Stoppers Coordinator	Class Number:	12145
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to plan, direct, and implement the day-to-day operations of the Crime Stoppers Program.

Distinguishing Characteristics

This is an entry level classification that reports to the Deputy Sheriff Captain with responsibility for overseeing the Crime Stoppers program following a framework of well-defined policies, procedures, regulations, and guidelines. The incumbent exercises discretion in handling anonymous tips involving violent crimes that are committed in Cuyahoga County.

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%
- Plans, directs, coordinates the operations of the Crime Stoppers program; monitors 24-hour hotline, web, and text tips; maintains security and anonymity of tips; utilizes data system to obtain crime tips; updates data into system to document received tips; collaborates with law enforcement to send, receive, and follow up on crime cases; utilizes law enforcement database systems to research incoming tips; participates in committee-based decision-making to recommend and/or develop program operations; develops plans for implementing the selected course of action including resource and time estimates; facilitates the implementation of proposed plans.
- 10% +/- 5%
- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, and/or procedures; conducts program needs analysis; researches and initiates surveys to determine best practices and strategies; compiles results to identify areas of inadequacy in the program; researches tips received for authenticity; responds to requests for information; makes recommendations to improve direction, goals, and objectives of the program.
- 10% +/- 5%
- Maintains records; compiles, records, and updates information and documents in paper and/or electronic filing systems; establishes a recordkeeping system for documentation and retrieval; maintains and organizes confidential documents in electronic/hardcopy formats for storage and recordkeeping; utilizes scanning software to copy/scan documents to create digital images of documents.
- 5% +/- 2%
- Serves as program liaison; conducts interviews concerning the Crime Stoppers program; recommends crimes to be featured on media outlets; assists with media productions; attends meetings and seminars; assists families by offering rewards through Crime Stoppers program; meets with tipsters to make arrangements for financial reward payouts.

Crime Stoppers

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, agendas, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains office supply inventory; develops presentations; revises operational systems, policies, and/or procedures; transcribes board member decisions and requests into written correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice or a related field with one (1) year of law enforcement experience; or any 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 office machines including a computer, calculator, and multi-function printer.

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data entry software (Tipsoft).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including anonymous tips, billing reports, financial reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, and by-laws of the Crime Stoppers program.

Effective Date: TBD
Last Modified: TBD

Crime Stoppers

- Ability to prepare weekly activity reports, tip rewards, annual reports, media releases, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic terminology, and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, local and federal law enforcement, Crime Stoppers board members, other County employees, anonymous tipsters, media, community activists, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, wetness, humidity, disease, and bodily fluids.

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
10131	Employment Testing Proctor	Personnel Review Commission	Non-Exempt	3A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10131	Employment Testing Proctor	Personnel Review Commission	Non-Exempt	3A

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, minimum qualifications, mathematical ability, 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:	None
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Dept.(s) Affected:	Personnel Review Commission
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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>
Skye Gillispie – Senior Employment Testing Specialist	9/8/2021 9/9/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	10131
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined 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.

- 60% +/- 10%
 - Conducts test administration; prepares and maintains testing rooms and materials; compiles test packets; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; operates automated grading machines to grade test materials and reports results to ETS; maintains confidentiality and security of all testing materials, test logs, and other test documents.
- 40% +/- 10%
 - Performs supporting administrative duties; maintains organization of electronic testing files and documents; creates check in/check out sheets to monitor candidate attendance during testing periods; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience including at least six (6) months of customer service 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

Employment Testing Proctor

- 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), 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

- 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 graded answer sheets, interviews, reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare testing documents, lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures to large groups of people.
- Ability to communicate with supervisor, coworkers, candidates, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

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
14161	Employment Testing Specialist	Personnel Review Commission	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14161	Employment Testing Specialist	Personnel Review Commission	Exempt	13A

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, 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:	Eight
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Dept.(s) Affected:	Personnel Review Commission
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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>
George Vaughan, Manager, Employment Testing	8/11/2021 9/8/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Specialist	Class Number:	14161
FLSA:	Exempt	Pay Grade:	13A
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable selection tests for employment positions. This position works under direction of the Manager, Employment Testing and a lead worker. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbent exercises discretion in applying procedures to resolve issues.

Essential Job Functions

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

- 35% +/- 10%
- Develops employment tests for positions that require testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 30% +/- 10%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.
- 10% +/- 5%
- Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

Employment Testing Specialist

10% +/- 5%

- Coordinates test administrations; determines optimal testing dates and times by considering relevant variables; schedules test administrations; creates and sends exam announcements; assesses and coordinates request for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; briefs PRC test proctor regarding administration and remains available to answer questions/troubleshoot issues during ongoing test administrations; administers structured interviews in person or via telecommunication.

10% +/- 5%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology; 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, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine, etc.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals, and professional standards relevant to the field of industrial-organizational (I-O) Psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to I-O psychology, particularly in the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
13151	Family and Children First Council Service Coordinator	Health and Human Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13151	Family and Children First Council Service Coordinator	Health and Human Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. 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:	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):	Albert Bouchahine, Manager of Classification and Compensation Alexandra Hamame, Classification and Compensation Specialist
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robin Martin, FCFC Program Director	9/3/2021	Email	Sent spec draft
Robin Martin, FCFC Program Director	9/21/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Pay grade evaluation Request
Jim Battigaglia, Archer Consultant	10/26/2012	Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family and Children First Council Service Coordinator	Class Number:	13151
FLSA:	Exempt	Pay Grade:	13A
Department:	Health and Human Services		

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process to assist youth and their families access appropriate community services and to ensure effective coordination and delivery of services among appropriate systems. This position works under general direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

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

60% +/- 10%

- Utilizes the wraparound process to develop a tailored plan to meet client families' needs; works with Service Coordination Liaisons to identify potential clients; consults with families in need of services and support and educates them on the Service Coordination process; completes Strength Needs and Culture Assessment, Child and Adolescent Needs and Strength (CANS) assessments to gain an understanding of the family's needs, strengths, and challenges; gathers information from various departments (e.g., DCFS, Mental Health Board, Juvenile Court) that have had interactions with family to gather information of the family's experience with offered services; plans, coordinates, and facilitates Service Coordination Team Meetings with client families to gain an understanding of the family's problems and work towards developing a care plan; identifies system or resource (i.e., mental health provider, Juvenile Court, etc.) where the issues are arising and works to overcome that barrier; develops a care plan for the family by utilizing the information gained from assessments and information gathered regarding service issues; maintains proper documentation in the data management system; prepares reporting for SCT activity and outcomes; reviews, receives, and processes applications for local wraparound funding including but not limited to Family Centered Services and Supports (FCSS), local Multi-Youth (MSY), and Community Assistance; conducts training or identifies external trainers for SCT liaisons and community partners.

20% +/- 10%

- Coordinates with internal team members, community agencies direct service providers, and system liaisons on shared projects; ensures that questions that arise within the Service Coordination Team are answered; ensures that any requests for technical assistance or the attendance of individuals at specific meetings are communicated and fulfilled; participates in meetings with multi-system agency liaisons and external providers to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

10% +/- 5%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database with all current and past projects; ensures that each meeting and its related documentation is captured in the system; gives system access to individuals with proper authority; analyzes the system challenges and proposes solutions.

10% +/- 5%

- Develops new operations, systems, policies, and/or procedures for new and existing County programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in social work, psychology, or related field with six (6) years of social program administration experience including two (2) years of experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of education, training, and experience.
- Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.
- Valid driver's 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 automated 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), publishing software (Microsoft Publisher), and data management system (PeerPlace).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly reports, SCT Action Plans, Safety Plans, CANS Assessment, FCSS logs and approvals, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, administrative procedure manuals, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret terminology and language related to counseling, mental health, and juvenile court, and ability to communicate with cultural competency
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, community agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to violence.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18061	Section Manager, Facilities	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18061	Section Manager, Facilities	Public Works	Exempt	17A

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, essential job functions, minimum training and experience, certifications, and general formatting and language. Technology requirements section was added. No changes 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>
Matthew Rymer – Facility Design and Maintenance Administrator	7/7/2021 7/22/2021 9/14/2021	Email Email Email	Sent draft for review Reminder Final Reminder
Michael Dever – Director, Public Works	7/7/2021 7/22/2021 9/14/2021	Email Email Email	Sent draft for review Reminder Final Reminder
Jim Battigaglia, Archer Consultant	10/14/2021 10/28/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Manager, Facilities	Class Number:	18061
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities Design and Construction section in the Public Works Department. This classification is responsible for ensuring improvements to County facilities and buildings meet end user needs while adhering to sound architectural and engineering principles.

Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing, and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to architecture, engineering, and facilities design. The incumbent collaborates with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent works under general direction from the Administrator, Facilities and Design Maintenance. 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.

40% +/- 10%

- Plans, organizes, directs, and controls assigned functions of the facilities department in compliance with State and local laws, regulations, and architectural requirements; directs projects, programs, objectives, policies, procedures, and staffing plans in conjunction with the Department Administrators; oversees the coordination of work between internal staff and consultants toward the completion of departmental projects; approves and oversees the progress and completion of plans created by internal staff and consultants; determines project delivery schedules; develops funding strategies for projects; develops and monitors project budgets in conjunction with public works management and fiscal personnel; manages projects of high importance above 20 million dollars; advises the Director of Public Works on policy and project status; provides support and advice to other County employees regarding feasibility, budget, and scheduling of proposed building and facility improvements; interprets and applies codes, ordinances, and standards in regard to buildings and facilities.

25% +/- 10%

- Supervises and directs the work of Project Managers 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.

Section Manager, Facilities

25% +/- 10%

- Manages the use and work of consultants and contractors; reviews projects and plans to determine need for external help; reviews and evaluates requests for proposals or qualifications submitted by contractors and consultants; negotiates and reviews contract terms, scope of service, change orders, schedules, and other documents from contractors and consultants; reviews and approves contractor applications for payments and invoices prior to submittal to the fiscal department; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

10% +/- 5%

- Performs supporting administrative responsibilities; reviews documents, drawings, specifications, correspondence, and forms prepared by staff prior to issuance or submittal; tracks procurement process for progress on authorization for capital improvement projects; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in architecture, engineering, or a related field with eight (8) years previous architecture or engineering project management experience, including one (1) year of supervisory experience.
- Must possess a professional architect or professional engineer license.

Additional Requirements

- Must possess and maintain a professional architect or professional engineer license with the State of Ohio within six months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to use a variety of software including computer aided design software (AutoCAD), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), 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 to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistical analysis, geometry, algebra, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, contracts, change orders, construction financial documents, requests for proposals/qualifications, environmental or material testing reports, project work schedules, timesheets, leave requests, various functional reports, and legislative agreements.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental policy manual, the Employee Handbook, various state and federal building and construction codes, product and material codes, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, construction documents, cost estimates, requests for proposal/qualifications, project/construction schedules, change orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise administrators, 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 architectural, legal, construction, and accounting terminology and language.
- Ability to communicate with staff, section chiefs, consultants, vendors, departmental employees, the public, and county administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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
14162	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14162	Senior Employment Testing Specialist	Personnel Review Commission	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 distinguishing characteristics, essential job functions, supervisory responsibilities, 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:	Personnel Review Commission
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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>
George Vaughan, Manager, Employment Testing	8/11/2021 9/8/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Testing Specialist	Class Number:	14162
FLSA:	Exempt	Pay Grade:	14A
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification, working under direction of the Manager, Employment Testing. The employee in this class supervises Employment Testing Proctor(s) and serves as a lead worker over Employment Testing Specialists (ETs). Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 10%
- Serves as the Employment Testing Specialist team lead; takes lead on testing projects of particular complexity, priority, and visibility; reviews preliminary test plans, position descriptions, and test content developed by ETs; provides feedback and collaborates with ETs to address concerns and modify content; identifies targeted training needs of testing staff, Human Resources' (HR) personnel, and county hiring teams and recommends training needs to Manager; develops and administers training material as necessary and directed; leads and/or significantly contributes to the development of criterion-related validation studies to support validity of tests; designs and implements candidate feedback surveys on testing operations and analyzes and interprets results; assists the Manager in identifying priority projects and operational needs and coordinates project completion as directed; assumes basic day-to-day administrative responsibilities of the Manager in the Manager's absence.
- 10% +/- 5%
- Develops employment tests for positions requiring testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 5% +/- 2%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.

Senior Employment Testing Specialist

5% +/- 2%

- Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

5% +/- 2%

- Supervises and directs the work of Employment Testing Proctor(s); 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.

5% +/- 2%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Coordinates test administrations; schedules eligible candidates for test time and date; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; administers structured interviews in person or via telecommunication.

5% +/- 2%

- Reviews, recommends, and revises testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management; assists in implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Senior Employment Testing Specialist

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, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine, etc.

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.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of industrial-organizational (I-O) psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Senior Employment Testing Specialist

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work products submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to (I/O) psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
16011	Service Desk Analyst	Information Technology	Non-Exempt	6B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16011	Service Desk Analyst	Information Technology	Non-Exempt	6B

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, and 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 (4)
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Dept.(s) Affected:	Information Technology
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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>
Lorenzo Rose - Manager, IT Infrastructure and Operations	10/19/2021 11/9/2021	Email Email	Review Drafts Reminder
Jim Battigaglia, Archer Consultant	11/18/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Service Desk Analyst	Class Number:	16011
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics

This is a technical, entry level classification. Employees initially receive specific direction from management progressing to general direction with instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

80% +/- 10%

- Answers telephone calls or emails from County employees for assistance with technical problems or a service request with hardware, software, applications, telephones, or equipment supported by the Department of IT; performs minor troubleshooting (e.g., password resets, mainframe passwords resets, email access, software access, etc.); creates service tickets for issues not able to be resolved during the initial contact with the Service Desk, and relays ticket to appropriate team; creates and sends out an email notification to County employees if there is a countywide problem; handles printer requests and service calls; remotes in to users' desktops to correct issues and/or help users set up accounts or software; performs administrative tasks in Cherwell associated with managing accounts, workflows, and processes to reflect current IT policies; informs management when Severity 1 incidents occur (e.g. County wide email outage); ensures that appropriate documentation is completed.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops training materials; maintains filing system according to department procedures; manages inventory requests and records; creates identification tags and places tags on County equipment for tracking purposes; contacts vendors regarding equipment warranties for replacement parts or service.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems, or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Effective Date: 06.02.2014
Last Modified: 03.01.2017

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 Requirement

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

Supervisory Responsibilities

- No supervisory responsibilities required.

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 diagnose. 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 emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business, and information technology procedures, computer software manuals, and the Employee Handbook.
- Ability to prepare training manuals, procedures, solutions, status reports, documentation related to incidents and solutions, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with client users, co-workers, supervisor, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Service Desk Analyst

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
17091	Certified Medical Billing Specialist	Health and Human Services	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17091	Supervisor, Certified Medical Insurance	Senior and Adult Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	Request from department to update the essential job functions and make the position supervisory to reflect the needs of the department. Changes were made to the position purpose, distinguishing characteristics, essential job functions, minimum qualifications, and level of analysis. A technology requirement section was added.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 7A \$43,264.00 - \$60,590.40 PG 9A \$49,441.60 - \$69,160.00 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Darlene Wade, SPA 4	7/8/2021 8/9/2021 8/16/2021 8/18/2021 9/1/2021 10/14/2021 11/10/2021 10/17/2021	Email Email Email Email Email Email Email Email	Request Received CPQ Received Clarification Regarding Purpose of Position Draft Review Reminder Follow-up regarding title Notification of Pay grade Clarification Regarding Pay grade
Tracey Mason, Administrator, DSAS	10/17/2021	Email	Clarification regarding pay grade
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Certified Medical Insurance	Class Number:	17091
FLSA:	Exempt	Pay Grade:	9A
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to manage medical insurance claim processing and credentialing activities for the Department of Senior and Adult Services.

Distinguishing Characteristics

This is a supervisor level classification that is responsible for overseeing all medical billing activities for the Department of Senior and Adult Services. This position ensures Clinical Service programs are properly reimbursed for medical services provided to insured clients. Incumbents work under general direction of an Administrator, Social Program 4 in the form of broad goals and objectives. The incumbent exercises direction 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%
- Plans, directs, and manages medical billing credentialing and reconciliation within DSAS; ensures DSAS maintains its medical billing credentials with medical insurance companies; seeks out new credentialing opportunities from insurers; complete process to become credentialed with new medical insurance companies; prepares and analyzes insurance contracts; prepares for audits with regulatory bodies (e.g., Ohio Board of Health, WRAAA); answers inquiries and provides information regarding billing, coding, and credentialing via email, phone, and in-person meetings.
- 30% +/- 10%
- Monitors department metrics and enacts changes to improve performance; analyzes and updates the copayment structure to ensure equitable distribution across clinical programs; analyzes Explanation of Benefits (EOBs) to determine coverage and claim distribution to ensure maximum reimbursement; prepares comprehensive reports of department for stakeholders; identifies and communicates claim trends, account issues, and policy issues to management.
- 15% +/- 5%
- Develops and updates policies and procedures and ensures that medical billing practices within DSAS adhere to regulations; develops and updates procedures for claims follow-up, reconciliation, past-due accounts, and over-payment; ensures compliance with HIPAA and HITECH; ensures compliance with Medicaid and Medicare regulations and stays abreast of updates in regulations.
- 15% +/- 5%
- Supervises and directs the work of the Medical Records Technicians, Program Officer 2s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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

Supervisor, Certified Medical Insurance

and monitors employee 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.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in health information management or a related field with five (5) years of electronic health records, medical documentation, medical clerical, or medical administrative experience and one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.
- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including database software (Microsoft Access), data management systems (PeerPlace, iHaven, CareWare), email software (Microsoft Outlook), graphic design software (Microsoft Publisher), internet browsing software (Google Chrome), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including patient records, explanation of benefits (EOB), HCFA 1500 form, standardized credentialing form, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare and Medicaid Guidelines, Commercial Insurance guidelines, Fair Debt Collection practices, HIPPA guidelines, grant guidelines, and medical textbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, CMS 1500 form, flow charts, diagrams, annual medical billing report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical billing and social work terminology and language.
- Ability to communicate effectively with social service personnel, health care providers, insurance agencies, grant funding agencies, clients, insurance agents, fiscal department, and staff.

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
15061	Supervisor, Custodial Worker	Public Works	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15061	Supervisor, Custodial Worker	Public Works	Non-Exempt	6A

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, physical requirements, and general formatting and language. Technology requirements section was added. The pay grade has increased from 5A to 6A.
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No. of Employees Affected:	Seventeen (17)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 5A: \$37,128.00 – \$51,937.60 PG 6A: \$40,185.60 – \$56,284.80 All current employees are within the new pay grade pay range.
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation Alexandra Hamame, Classification and Compensation Specialist
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ben Cannon, Superintendent Building Maintenance	9/14/2021	Email	Sent class spec draft
Ben Cannon, Superintendent Building Maintenance	9/30/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Pay grade evaluation request
Jim Battigaglia, Archer Consultant	10/26/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Custodial Worker	Class Number:	15061
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Custodial Workers and to coordinate and oversee custodial work in County building(s).

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Workers in the daily operations of performing general custodial work in County buildings. Employees in this classification work under direction of the Supervisor, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
- Supervises and directs the work of Custodial Workers 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; resolves disputes between staff members or between staff members and other building employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Coordinates custodial work in County building(s) and performs general supervision and maintenance duties; inspects building and grounds for cleanliness and maintenance issues; responds to customer complaints, inquiries, and work orders; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; coordinates event scheduling and room set up.
- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates custodial equipment to perform custodial tasks or to demonstrate proper operation of equipment; inspects and maintains equipment.
- 15% +/- 5%
- Performs supporting administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; posts available overtime opportunities; orders, receives, and stocks equipment and supplies; oversees delivery of equipment and supplies; prepares and reviews work orders; maintains records of completed work orders.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of custodial experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of custodial equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, furniture shampooer, extractor, vacuums, snow blower, steam cleaners, trash compactor, pallet jack, fire extinguishers, electrostatic sanitizing gun, and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged period of time, ability to bend or twist; ability to climb; ability to crawl or crouch; ability to push and pull up to 100lbs and lift up to 50lbs.

Technology Requirements

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

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 the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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.

Supervisor, Custodial Worker

- Ability to comprehend a variety of informational documents including time sheets, payroll documents, work orders, incident reports, inspection reports, delivery slips, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, safety data sheets, equipment manuals, OSHA regulation manual, and the Employee Handbook.
- Ability to prepare payroll documents, overtime reports, incident reports, attendance records, time adjustment forms, AWOL reports, work orders, supply orders, quality progress reports, accident reports, supply inventory, equipment inventory, costing sheets, variety of logs, inspection 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, to convince and influence others, to explain procedures, to record and deliver information, and to follow instructions.
- Ability to communicate with supervisors, custodial staff, building staff, building tradesmen, contractors, other County employees, delivery drivers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, within various buildings, and outdoors.
- Work may involve exposure to temperature/weather extremes, strong odors, disease or bodily fluids, vibrations, machinery, and traffic hazards.

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
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A

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, environmental adaptability, and general formatting and language. 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:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Hamame, 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>
Francis Doherty, Senior Superintendent Facilities	10/22/2021	Email	Sent spec draft
Francis Doherty, Senior Superintendent Facilities	10/25/2021	Email	Ask Question
Jim Battigaglia, Archer Consultant	10/26/2021	Email	Pay grade evaluation Request
Jim Battigaglia, Archer Consultant	11/15/2021	Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Electronic Technician	Class Number:	15181
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisory classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

40% +/- 10%

Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages and trains staff performing data input for the work order dispatch program.

30% +/- 10%

- Supervises and directs the work of Electronic Technicians 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 responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave, and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

5% +/- 2%

- Operates and tests building automated systems, fire alarm systems and generator monitoring systems; coordinates with outside vendors to schedule yearly testing for fire alarm systems and troubleshoots any problems with the system.

Minimum Training and Experience Required to Perform Essential Job Functions

Effective Date: 1993
Last Modified: 04.13.2017

Supervisor, Electronic Technician

- Associate degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any 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 and multifunction printer.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), desktop publishing software (Adobe reader), and data entry software (Metasys and Simplex Fire System).

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 discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-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.

Supervisor, Electronic Technician

- Ability to comprehend a variety of informational documents including attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies, and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret mechanical, electrical, and engineering terminology and language.
- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, pollen, and electrical currents.

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
14141	Talent Acquisition & Employment Specialist	Human Resources	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14141	Talent Acquisition & Employment Specialist	Human Resources	Exempt	10A

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, 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:	Four (4)
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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>
Julie McNulty, Manager TA&E	8/3/2021	Email	Sent drafted specifications
Julie McNulty, Manager TA&E	8/13/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	9/9/2021	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Acquisition & Employment Specialist	Class Number:	14141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to identify, develop, and implement talent acquisition and employment projects and programs to meet the County's current and future staffing needs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and managing talent acquisition projects and assisting with talent acquisition programs under general supervision from the Manager, Talent Acquisition & Employment. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues.

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%

- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists; coordinates with hiring managers and other subject matter experts to develop an understanding of job requirements; utilizes class plan to choose appropriate classification to fill a vacant/new position; works with hiring managers to identify departmental skill gaps and identify and/or create entry employment opportunities to meet needs; assists in identifying and/or creating mechanisms to retain employees; coordinates and facilitates applicant screening processes for bargaining and unclassified positions; ensures that candidates meet the minimum qualifications by screening applications; forwards suitable candidates to hiring manager and makes recommendations if applicable; communicates with candidates regarding test notices, rejection notices, invitations to interview, offer letters; tracks vacancies to determine status and ensure timelines are met; tracks and monitors the filling of positions based on the talent acquisition goals; prepares hiring reports, hiring recommendation reports, days-to-hire reports, and other reports as needed; prepares new-hire and termination paperwork; responds to inquiries from stakeholders.

35% +/- 10%

- Supports organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives; plans for future hiring needs by building applicant sources; identifies and solicits possible internship, cooperative education, or other training programs by researching and contacting local schools, professional groups, etc. to assist in early talent identification; develops and coordinates talent acquisition outreach projects and programs, such as job fairs, veteran contacts, and vocational programs; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups, unemployment agencies, welfare co-work, community leaders, etc.); assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community-based organizations.

15% +/- 5%

- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experiences; keeps updated on new talent acquisition processes for professional development purposes; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turnover data, skill set availability, and local, state, and federal unemployment rate.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management, or organizational development; 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 including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, and other reports and records.

Talent Acquisition & Employment Specialist

- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Crime Stoppers Coordinator	12145	7A Non-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>					
Employment Testing Proctor	10131	3A Non-Exempt	3A Non-Exempt (No Change)	Personnel Review Commission	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, minimum qualifications, mathematical ability, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Employment Testing Specialist	14161	13A Exempt	13A Exempt (No Change)	Personnel Review Commission	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Family and Children First Council Service Coordinator	13151	13A Exempt	13A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
Section Manager, Facilities	18061	17A Exempt	17A Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, essential job functions, minimum training and experience, certifications, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
Senior Employment Testing Specialist	14162	14A Exempt	14A Exempt (No Change)	Personnel Review Commission	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, supervisory responsibilities, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Service Desk Analyst	16011	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, and formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

Certified Medical Billing Specialist (<i>Supervisor, Certified Medical Insurance</i>)	17091	7A Non-Exempt	9A Exempt	HHS (<i>Senior and Adult Services</i>)	Request from department to update the essential job functions and make the position supervisory to reflect the needs of the department. Changes were made to the position purpose, distinguishing characteristics, essential job functions, minimum qualifications, and level of analysis. A technology requirement section was added.
Supervisor, Custodial Worker	15061	5A Non-Exempt	6A Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, physical requirements, and general formatting and language. Technology requirements section was added. The pay grade has increased from 5A to 6A.
Supervisor, Electronic Technician	15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
Talent Acquisition & Employment Specialist	14141	10A Exempt	10A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Stoppers Coordinator	Class Number:	12145
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Department	EXHIBIT A	

Classification Function

The purpose of this classification is to plan, direct, and implement the day-to-day operations of the Crime Stoppers Program.

Distinguishing Characteristics

This is an entry level classification that reports to the Deputy Sheriff Captain with responsibility for overseeing the Crime Stoppers program following a framework of well-defined policies, procedures, regulations, and guidelines. The incumbent exercises discretion in handling anonymous tips involving violent crimes that are committed in Cuyahoga County.

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%

- Plans, directs, coordinates the operations of the Crime Stoppers program; monitors 24-hour hotline, web, and text tips; maintains security and anonymity of tips; utilizes data system to obtain crime tips; updates data into system to document received tips; collaborates with law enforcement to send, receive, and follow up on crime cases; utilizes law enforcement database systems to research incoming tips; participates in committee-based decision-making to recommend and/or develop program operations; develops plans for implementing the selected course of action including resource and time estimates; facilitates the implementation of proposed plans.

10% +/- 5%

- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, and/or procedures; conducts program needs analysis; researches and initiates surveys to determine best practices and strategies; compiles results to identify areas of inadequacy in the program; researches tips received for authenticity; responds to requests for information; makes recommendations to improve direction, goals, and objectives of the program.

10% +/- 5%

- Maintains records; compiles, records, and updates information and documents in paper and/or electronic filing systems; establishes a recordkeeping system for documentation and retrieval; maintains and organizes confidential documents in electronic/hardcopy formats for storage and recordkeeping; utilizes scanning software to copy/scan documents to create digital images of documents.

5% +/- 2%

- Serves as program liaison; conducts interviews concerning the Crime Stoppers program; recommends crimes to be featured on media outlets; assists with media productions; attends meetings and seminars; assists families by offering rewards through Crime Stoppers program; meets with tipsters to make arrangements for financial reward payouts.

Crime Stoppers

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, agendas, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains office supply inventory; develops presentations; revises operational systems, policies, and/or procedures; transcribes board member decisions and requests into written correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice or a related field with one (1) year of law enforcement experience; or any 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 office machines including a computer, calculator, and multi-function printer.

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data entry software (Tipsoft).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

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 established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including anonymous tips, billing reports, financial reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, and by-laws of the Crime Stoppers program.

Crime Stoppers

- Ability to prepare weekly activity reports, tip rewards, annual reports, media releases, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic terminology, and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, local and federal law enforcement, Crime Stoppers board members, other County employees, anonymous tipsters, media, community activists, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, wetness, humidity, disease, and bodily fluids.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	10131
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission	EXHIBIT B	

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined 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.

- 60% +/- 10%
- Conducts test administration; prepares and maintains testing rooms and materials; compiles test packets; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; operates automated grading machines to grade test materials and reports results to ETS; maintains confidentiality and security of all testing materials, test logs, and other test documents.
- 40% +/- 10%
- Performs supporting administrative duties; maintains organization of electronic testing files and documents; creates check in/check out sheets to monitor candidate attendance during testing periods; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience including at least six (6) months of customer service 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

Employment Testing Proctor

- 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), 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

- 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 graded answer sheets, interviews, reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare testing documents, lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures to large groups of people.
- Ability to communicate with supervisor, coworkers, candidates, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Specialist	Class Number:	14161
FLSA:	Exempt	Pay Grade:	13A
Departments:	Personnel Review Commission	EXHIBIT C	

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable selection tests for employment positions. This position works under direction of the Manager, Employment Testing and a lead worker. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbent exercises discretion in applying procedures to resolve issues.

Essential Job Functions

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

- 35% +/- 10%
- Develops employment tests for positions that require testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 30% +/- 10%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.
- 10% +/- 5%
- Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

Employment Testing Specialist

10% +/- 5%

- Coordinates test administrations; determines optimal testing dates and times by considering relevant variables; schedules test administrations; creates and sends exam announcements; assesses and coordinates request for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; briefs PRC test proctor regarding administration and remains available to answer questions/troubleshoot issues during ongoing test administrations; administers structured interviews in person or via telecommunication.

10% +/- 5%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology; 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, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine; etc.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Employment Testing Specialist

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals, and professional standards relevant to the field of industrial-organizational (I-O) Psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to I-O psychology, particularly in the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family and Children First Council Service Coordinator	Class Number:	13151
FLSA:	Exempt	Pay Grade:	13A
Department:	Health and Human Services	EXHIBIT D	

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process to assist youth and their families access appropriate community services and to ensure effective coordination and delivery of services among appropriate systems. This position works under general direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

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

60% +/- 10%

- Utilizes the wraparound process to develop a tailored plan to meet client families' needs; works with Service Coordination Liaisons to identify potential clients; consults with families in need of services and support and educates them on the Service Coordination process; completes Strength Needs and Culture Assessment, Child and Adolescent Needs and Strength (CANS) assessments to gain an understanding of the family's needs, strengths, and challenges; gathers information from various departments (e.g., DCFS, Mental Health Board, Juvenile Court) that have had interactions with family to gather information of the family's experience with offered services; plans, coordinates, and facilitates Service Coordination Team Meetings with client families to gain an understanding of the family's problems and work towards developing a care plan; identifies system or resource (i.e., mental health provider, Juvenile Court, etc.) where the issues are arising and works to overcome that barrier; develops a care plan for the family by utilizing the information gained from assessments and information gathered regarding service issues; maintains proper documentation in the data management system; prepares reporting for SCT activity and outcomes; reviews, receives, and processes applications for local wraparound funding including but not limited to Family Centered Services and Supports (FCSS), local Multi-Youth (MSY), and Community Assistance; conducts training or identifies external trainers for SCT liaisons and community partners.

20% +/- 10%

- Coordinates with internal team members, community agencies direct service providers, and system liaisons on shared projects; ensures that questions that arise within the Service Coordination Team are answered; ensures that any requests for technical assistance or the attendance of individuals at specific meetings are communicated and fulfilled; participates in meetings with multi-system agency liaisons and external providers to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process.

Family and Children First Council Service Coordinator

10% +/- 5%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database with all current and past projects; ensures that each meeting and its related documentation is captured in the system; gives system access to individuals with proper authority; analyzes the system challenges and proposes solutions.

10% +/- 5%

- Develops new operations, systems, policies, and/or procedures for new and existing County programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in social work, psychology, or related field with six (6) years of social program administration experience including two (2) years of experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of education, training, and experience.
- Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.
- Valid driver's 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 automated 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), publishing software (Microsoft Publisher), and data management system (PeerPlace).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly reports, SCT Action Plans, Safety Plans, CANS Assessment, FCSS logs and approvals, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, administrative procedure manuals, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret terminology and language related to counseling, mental health, and juvenile court, and ability to communicate with cultural competency
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, community agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Manager, Facilities	Class Number:	18061
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works	EXHIBIT E	

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities Design and Construction section in the Public Works Department. This classification is responsible for ensuring improvements to County facilities and buildings meet end user needs while adhering to sound architectural and engineering principles.

Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing, and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to architecture, engineering, and facilities design. The incumbent collaborates with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent works under general direction from the Administrator, Facilities and Design Maintenance. 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.

40% +/- 10%

- Plans, organizes, directs, and controls assigned functions of the facilities department in compliance with State and local laws, regulations, and architectural requirements; directs projects, programs, objectives, policies, procedures, and staffing plans in conjunction with the Department Administrators; oversees the coordination of work between internal staff and consultants toward the completion of departmental projects; approves and oversees the progress and completion of plans created by internal staff and consultants; determines project delivery schedules; develops funding strategies for projects; develops and monitors project budgets in conjunction with public works management and fiscal personnel; manages projects of high importance above 20 million dollars; advises the Director of Public Works on policy and project status; provides support and advice to other County employees regarding feasibility, budget, and scheduling of proposed building and facility improvements; interprets and applies codes, ordinances, and standards in regard to buildings and facilities.

25% +/- 10%

- Supervises and directs the work of Project Managers 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.

Section Manager, Facilities

25% +/- 10%

- Manages the use and work of consultants and contractors; reviews projects and plans to determine need for external help; reviews and evaluates requests for proposals or qualifications submitted by contractors and consultants; negotiates and reviews contract terms, scope of service, change orders, schedules, and other documents from contractors and consultants; reviews and approves contractor applications for payments and invoices prior to submittal to the fiscal department; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

10% +/- 5%

- Performs supporting administrative responsibilities; reviews documents, drawings, specifications, correspondence, and forms prepared by staff prior to issuance or submittal; tracks procurement process for progress on authorization for capital improvement projects; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in architecture, engineering, or a related field with eight (8) years previous architecture or engineering project management experience, including one (1) year of supervisory experience.
- Must possess a professional architect or professional engineer license.

Additional Requirements

- Must possess and maintain a professional architect or professional engineer license with the State of Ohio within six months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to use a variety of software including computer aided design software (AutoCAD), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), 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 to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistical analysis, geometry, algebra, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, contracts, change orders, construction financial documents, requests for proposals/qualifications, environmental or material testing reports, project work schedules, timesheets, leave requests, various functional reports, and legislative agreements.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental policy manual, the Employee Handbook, various state and federal building and construction codes, product and material codes, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, construction documents, cost estimates, requests for proposal/qualifications, project/construction schedules, change orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise administrators, 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 architectural, legal, construction, and accounting terminology and language.
- Ability to communicate with staff, section chiefs, consultants, vendors, departmental employees, the public, and county administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Testing Specialist	Class Number:	14162
FLSA:	Exempt	Pay Grade:	14A
Departments:	Personnel Review Commission	EXHIBIT F	

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification, working under direction of the Manager, Employment Testing. The employee in this class supervises Employment Testing Proctor(s) and serves as a lead worker over Employment Testing Specialists (ETs). Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

- 60% +/- 10%
- Serves as the Employment Testing Specialist team lead; takes lead on testing projects of particular complexity, priority, and visibility; reviews preliminary test plans, position descriptions, and test content developed by ETs; provides feedback and collaborates with ETs to address concerns and modify content; identifies targeted training needs of testing staff, Human Resources' (HR) personnel, and county hiring teams and recommends training needs to Manager; develops and administers training material as necessary and directed; leads and/or significantly contributes to the development of criterion-related validation studies to support validity of tests; designs and implements candidate feedback surveys on testing operations and analyzes and interprets results; assists the Manager in identifying priority projects and operational needs and coordinates project completion as directed; assumes basic day-to-day administrative responsibilities of the Manager in the Manager's absence.
- 10% +/- 5%
- Develops employment tests for positions requiring testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 5% +/- 2%
- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.

Senior Employment Testing Specialist

5% +/- 2%

- Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

5% +/- 2%

- Supervises and directs the work of Employment Testing Proctor(s); 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.

5% +/- 2%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Coordinates test administrations; schedules eligible candidates for test time and date; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; administers structured interviews in person or via telecommunication.

5% +/- 2%

- Reviews, recommends, and revises testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management; assists in implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Senior Employment Testing Specialist

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, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine, etc.

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.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of industrial-organizational (I-O) psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Senior Employment Testing Specialist

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work products submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to (I/O) psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Service Desk Analyst	Class Number:	16011
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology	EXHIBIT G	

Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics

This is a technical, entry level classification. Employees initially receive specific direction from management progressing to general direction with instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations.

Essential Job Functions

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

80% +/- 10%

- Answers telephone calls or emails from County employees for assistance with technical problems or a service request with hardware, software, applications, telephones, or equipment supported by the Department of IT; performs minor troubleshooting (e.g., password resets, mainframe passwords resets, email access, software access, etc.); creates service tickets for issues not able to be resolved during the initial contact with the Service Desk, and relays ticket to appropriate team; creates and sends out an email notification to County employees if there is a countywide problem; handles printer requests and service calls; remotes in to users' desktops to correct issues and/or help users set up accounts or software; performs administrative tasks in Cherwell associated with managing accounts, workflows, and processes to reflect current IT policies; informs management when Severity 1 incidents occur (e.g. County wide email outage); ensures that appropriate documentation is completed.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops training materials; maintains filing system according to department procedures; manages inventory requests and records; creates identification tags and places tags on County equipment for tracking purposes; contacts vendors regarding equipment warranties for replacement parts or service.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems, or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Service Desk Analyst

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 Requirement

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

Supervisory Responsibilities

- No supervisory responsibilities required.

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 diagnose. 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 emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business, and information technology procedures, computer software manuals, and the Employee Handbook.
- Ability to prepare training manuals, procedures, solutions, status reports, documentation related to incidents and solutions, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with client users, co-workers, supervisor, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Service Desk Analyst

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Certified Medical Insurance	Class Number:	17091
FLSA:	Exempt	Pay Grade:	9A
Dept:	Senior and Adult Services	EXHIBIT H	

Classification Function

The purpose of this classification is to manage medical insurance claim processing and credentialing activities for the Department of Senior and Adult Services.

Distinguishing Characteristics

This is a supervisor level classification that is responsible for overseeing all medical billing activities for the Department of Senior and Adult Services. This position ensures Clinical Service programs are properly reimbursed for medical services provided to insured clients. Incumbents work under general direction of an Administrator, Social Program 4 in the form of broad goals and objectives. The incumbent exercises direction 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%
- Plans, directs, and manages medical billing credentialing and reconciliation within DSAS; ensures DSAS maintains its medical billing credentials with medical insurance companies; seeks out new credentialing opportunities from insurers; complete process to become credentialed with new medical insurance companies; prepares and analyzes insurance contracts; prepares for audits with regulatory bodies (e.g., Ohio Board of Health, WRAAA); answers inquiries and provides information regarding billing, coding, and credentialing via email, phone, and in-person meetings.
- 30% +/- 10%
- Monitors department metrics and enacts changes to improve performance; analyzes and updates the copayment structure to ensure equitable distribution across clinical programs; analyzes Explanation of Benefits (EOBs) to determine coverage and claim distribution to ensure maximum reimbursement; prepares comprehensive reports of department for stakeholders; identifies and communicates claim trends, account issues, and policy issues to management.
- 15% +/- 5%
- Develops and updates policies and procedures and ensures that medical billing practices within DSAS adhere to regulations; develops and updates procedures for claims follow-up, reconciliation, past-due accounts, and over-payment; ensures compliance with HIPAA and HITECH; ensures compliance with Medicaid and Medicare regulations and stays abreast of updates in regulations.
- 15% +/- 5%
- Supervises and directs the work of the Medical Records Technicians, Program Officer 2s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; 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

Supervisor, Certified Medical Insurance

and monitors employee 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.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in health information management or a related field with five (5) years of electronic health records, medical documentation, medical clerical, or medical administrative experience and one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.
- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including database software (Microsoft Access), data management systems (PeerPlace, iHaven, CareWare), email software (Microsoft Outlook), graphic design software (Microsoft Publisher), internet browsing software (Google Chrome), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), 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, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including patient records, explanation of benefits (EOB), HCFA 1500 form, standardized credentialing form, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare and Medicaid Guidelines, Commercial Insurance guidelines, Fair Debt Collection practices, HIPPA guidelines, grant guidelines, and medical textbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, CMS 1500 form, flow charts, diagrams, annual medical billing report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical billing and social work terminology and language.
- Ability to communicate effectively with social service personnel, health care providers, insurance agencies, grant funding agencies, clients, insurance agents, fiscal department, and staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Custodial Worker	Class Number:	15061
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Public Works	EXHIBIT I	

Classification Function

The purpose of this classification is to supervise Custodial Workers and to coordinate and oversee custodial work in County building(s).

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Workers in the daily operations of performing general custodial work in County buildings. Employees in this classification work under direction of the Supervisor, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
- Supervises and directs the work of Custodial Workers 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; resolves disputes between staff members or between staff members and other building employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 25% +/- 10%
- Coordinates custodial work in County building(s) and performs general supervision and maintenance duties; inspects building and grounds for cleanliness and maintenance issues; responds to customer complaints, inquiries, and work orders; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; coordinates event scheduling and room set up.

- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates custodial equipment to perform custodial tasks or to demonstrate proper operation of equipment; inspects and maintains equipment.

- 15% +/- 5%
- Performs supporting administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; posts available overtime opportunities; orders, receives, and stocks equipment and supplies; oversees delivery of equipment and supplies; prepares and reviews work orders; maintains records of completed work orders.

Supervisor, Custodial Worker

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of custodial experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of custodial equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, furniture shampooer, extractor, vacuums, snow blower, steam cleaners, trash compactor, pallet jack, fire extinguishers, electrostatic sanitizing gun, and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged period of time, ability to bend or twist; ability to climb; ability to crawl or crouch; ability to push and pull up to 100lbs and lift up to 50lbs.

Technology Requirements

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

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 the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform 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.

Supervisor, Custodial Worker

- Ability to comprehend a variety of informational documents including time sheets, payroll documents, work orders, incident reports, inspection reports, delivery slips, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, safety data sheets, equipment manuals, OSHA regulation manual, and the Employee Handbook.
- Ability to prepare payroll documents, overtime reports, incident reports, attendance records, time adjustment forms, AWOL reports, work orders, supply orders, quality progress reports, accident reports, supply inventory, equipment inventory, costing sheets, variety of logs, inspection 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, to convince and influence others, to explain procedures, to record and deliver information, and to follow instructions.
- Ability to communicate with supervisors, custodial staff, building staff, building tradesmen, contractors, other County employees, delivery drivers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, within various buildings, and outdoors.
- Work may involve exposure to temperature/weather extremes, strong odors, disease or bodily fluids, vibrations, machinery, and traffic hazards.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Electronic Technician	Class Number:	15181
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works	EXHIBIT J	

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisory classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

40% +/- 10%

Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages and trains staff performing data input for the work order dispatch program.

30% +/- 10%

- Supervises and directs the work of Electronic Technicians 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 responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave, and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

5% +/- 2%

- Operates and tests building automated systems, fire alarm systems and generator monitoring systems; coordinates with outside vendors to schedule yearly testing for fire alarm systems and troubleshoots any problems with the system.

Minimum Training and Experience Required to Perform Essential Job Functions

Effective Date: 1993
Last Modified: 04.13.2017

Supervisor, Electronic Technician

- Associate degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any 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 and multifunction printer.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), desktop publishing software (Adobe reader), and data entry software (Metasys and Simplex Fire System).

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 discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-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.

Supervisor, Electronic Technician

- Ability to comprehend a variety of informational documents including attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies, and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret mechanical, electrical, and engineering terminology and language.
- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, pollen, and electrical currents.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Acquisition & Employment Specialist	Class Number:	14141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Human Resources	EXHIBIT K	

Classification Function

The purpose of this classification is to identify, develop, and implement talent acquisition and employment projects and programs to meet the County's current and future staffing needs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and managing talent acquisition projects and assisting with talent acquisition programs under general supervision from the Manager, Talent Acquisition & Employment. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues.

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%

- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists; coordinates with hiring managers and other subject matter experts to develop an understanding of job requirements; utilizes class plan to choose appropriate classification to fill a vacant/new position; works with hiring managers to identify departmental skill gaps and identify and/or create entry employment opportunities to meet needs; assists in identifying and/or creating mechanisms to retain employees; coordinates and facilitates applicant screening processes for bargaining and unclassified positions; ensures that candidates meet the minimum qualifications by screening applications; forwards suitable candidates to hiring manager and makes recommendations if applicable; communicates with candidates regarding test notices, rejection notices, invitations to interview, offer letters; tracks vacancies to determine status and ensure timelines are met; tracks and monitors the filling of positions based on the talent acquisition goals; prepares hiring reports, hiring recommendation reports, days-to-hire reports, and other reports as needed; prepares new-hire and termination paperwork; responds to inquiries from stakeholders.

35% +/- 10%

- Supports organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives; plans for future hiring needs by building applicant sources; identifies and solicits possible internship, cooperative education, or other training programs by researching and contacting local schools, professional groups, etc. to assist in early talent identification; develops and coordinates talent acquisition outreach projects and programs, such as job fairs, veteran contacts, and vocational programs; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups, unemployment agencies, welfare co-work, community leaders, etc.); assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community-based organizations.

Talent Acquisition & Employment Specialist

15% +/- 5%

- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experiences; keeps updated on new talent acquisition processes for professional development purposes; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turnover data, skill set availability, and local, state, and federal unemployment rate.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management, or organizational development; 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 including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, and other reports and records.

Effective Date: 08.11.2016
Last Modified: 08.11.2016

Talent Acquisition & Employment Specialist

- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, 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.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0002

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 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. R2021-0285 dated 12/7/2021; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2022 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 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A.	1100 – General Fund			BA2214801
	HR100100 – Administration			
	Other Expenses	\$	515,424.00	

The Office Of Budget and Management, on behalf of Human Resources, requests an appropriation increase in the amount of \$515,424 to begin COVID-19 testing at the Justice Center. This testing is expected to last 26 weeks for employees that are not vaccinated. The funding source is General Fund.

B.	3500 – Debt Service			BA2218001
	FS500105 – Gateway Arena			
	Other Expenses	\$	78,976.00	
	3500 – Debt Service			
	FS500110 – Brownfield Debt Service			
	Other Expenses	\$	50,000.00	

The Office of Budget and Management requests additional appropriations of \$128,976 for debt service pledge payments due in January 2022. The annual pledge payments are calculated in December of each year and submitted to the respective trustee in January of the following year for the required debt service. External revenues for both Gateway and Brownfield Redevelopment were less than what was anticipated in the 2022 adopted budget and insufficient to support the required payments. Both funds (Gateway Debt Service and Brownfield Redevelopment Debt Service) will require subsidy from the General Fund.. The ending balance in both funds after debt service payments are issued will be \$0.

C.	2260 – Human Services			BA2219601
	HS260120 – Universal Pre-K			
	Other Expenses	\$	(3,051,984.00)	

The Office of Budget Management, on behalf of the Health and Human Services Early Childhood, is requesting an appropriation reduction in amount of \$3,051,984 to move expenditures into a life-time budgeting accounting unit. This accounting unit will no longer be used at the request of the agency. The funding source is private grants.

D.	2260 – Human Services			BA2219602
	EX345100 – Opioid Mitigation			
	Other Expenses	\$	13,125,612.83	

The Office of the County Executive is requesting reappropriation of \$13,125,612.83 in the Opioid Mitigation Funding. This is funding that was appropriated in 2021 but remains unspent. This appropriation will be used to fund existing contractual obligations. Funding source is Opioid Mitigation Fund.

E.	2285 – Other Judicial			BA2219603
	ME285110 – Prof Cont Edu – Paul Coverdell			
	Other Expenses	\$	80,125.68	

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, is requesting appropriations in the amount of \$80,125.68 for the purpose of establishing the FFY 2021 Paul Coverdell Forensic Sciences Improvement Grant formula award (activity ME-22-COVERDELL). These funds will be used for equipment purchases and professional and continuing education for forensic staff in the Medical Examiner’s Office. This grant is funded by the U.S. Department of Justice (ALN 16.742), passed through the Ohio Department of Public Safety and covers the period of January 1, 2022 to December 31, 2022. The grant is paid on a reimbursable basis and requires no cash match.

F.	2280 – Other Health and Safety	BA2219604
	PJ280120 – State SHSP-Law Enforcement	
	Other Expenses	\$ 257,130.00

The Department of Public Safety and Justice Services is requesting appropriations in the amount of \$257,130 for the purpose of establishing the FFY 2021 State Homeland Security Law Enforcement Grant award (activity PJ-21-SHSP-LE). These funds will be used to support law enforcement efforts that build or enhance capabilities related to the prevention of and protection against terrorism. This is a new grant funded by the U.S. Department of Homeland Security (ALN 97.067), passed through the Ohio Department of Public Safety and covers the performance period of September 1, 2021 to March 31, 2024. This grant is paid on a reimbursable basis and requires no cash match.

G.	2205 – ADAMHS Grants	BA2219605
	AB205215 – Substance Abuse & MH Services	
	Other Expenses	\$ 2,709,527.95

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County is requesting appropriations in the amount of \$2,709,527.95 for the State Opioid Response (SOR) 2.0 Year 2 grant award (activity AB-22-SOR). These funds will be used to contract with various community providers to support opioid use and substance use disorder prevention, treatment, housing, and recovery supports. This grant is funded by the U.S. Department of Health and Human Services, passed through the Ohio Department of Mental Health and Addiction Services and covers the performance period of September 30, 2021 to September 29, 2022. The grant is paid on a reimbursable basis and requires no cash match. The ADAMHS Board of Directors accepted these grant funds on October 27, 2021 (Resolution No. 21-10-04).

H.	2280 – Other Health and Safety	BA2219606
	HS280105 – TB Control Prog - MetroHealth	
	Other Expenses	\$ 60,750.00

The Office of Budget and Management is requesting an appropriation increase in the amount of \$60,750 for the purpose of establishing the 2021 Tuberculosis Control Program grant award (activity 5U52PS00470302). Cuyahoga County receives an annual grant from the Ohio Department of Health that is passed through to the MetroHealth System to partially reimburse them for tuberculosis prevention and control efforts during the performance period. The funding source is the U.S. Department of Health and Human Services (ALN 93.116), passed through the Ohio Department of Health and

covers the performance period of January 1, 2020 to December 31, 2020. This grant requires no cash match.

I.	4600 – Capital Projects		BA2219607
	PW600135 – Airport Capital Projects		
	Other Expenses	\$	545,550.00

The Department of Public Works is requesting appropriations in the amount of \$545,550 for the purpose of establishing the Snow Removal Equipment capital project (activity CAOPR0000701). This project is designed to acquire snow removal equipment for use at the Cuyahoga County Airport. The funding source for this capital project is a grant from the U.S. Department of Transportation, Federal Aviation Administration (ALN 20.106) and covers the performance period of August 27, 2021, to August 26, 2025. This grant is paid on a reimbursable basis and requires no cash match.

J.	2285 – Other Judicial		BA2219608
	PS285120 – Prosecutor Federal Forfeiture		
	Other Expenses	\$	125,000.00

The Prosecutor's Office is requesting appropriations in the amount of \$125,000 to partially appropriate the available cash balance in its Federal Forfeiture discretionary account. The funding source is the U.S. Department of Justice's Equitable Sharing Program (ALN 16.922) which enhances cooperation amongst federal, state, local, and tribal law enforcement agencies by providing non-federal agencies with a portion of assets seized during law enforcement activities. Examples of permissible uses of funds include purchasing law enforcement equipment, law enforcement training and drug, gang, and other prevention or awareness programs. As of January 3, 2022, the cash balance was \$199,252.62.

K.	2350 – COVID-19 CARES Act Fund		BA2219609
	FS350200 – COVID-19 American Rescue Plan Act		
	Personal Services	\$	20,000,000.00

The Office of Budget and Management is requesting appropriations of \$20,000,000 in American Rescue Plan Act funding. This funding will be used for salary and benefits costs that were incurred from March 3, 2021 to December 31, 2021 to restore the county's workforce to prepandemic levels. Funding Source is American Rescue Plan Act funding.

SECTION 2. That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>		
A.	FROM: 2350 – COVID-19 CARES Act Fund		BA2219610
	FS350100 – COVID-19 CARES Act		
	Other Expenses	\$	3,195,622.42
	TO: 2350 - COVID-19 CARES Act Fund		
	FS350100 – COVID-19 CARES Act		

Personal Services	\$	3,195,622.42
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The Office of Budget and Management is requesting an appropriation transfer of \$3,195,622.42 from other expenses to personal services to realign the budget of the Coronavirus Relief Fund (2020 CARES Act). This transfer is necessary to post the final expenses and close the grant. This award is funded by the U.S. Department of the Treasury (ALN 21.019).

B. FROM: 2285 – Other Judicial		BA2219611
CP285170 – CCA Probation Improve/Incentiv		
Other Expenses	\$	1,761.00
TO: 2285 – Other Judicial		
CP285170 – CCA Probation Improve/Incentiv		
Personal Services	\$	1,761.00

Common Pleas Court is requesting an appropriation transfer of \$1,761 from other expenses to personal services to realign the budget for the FY2020-21 Community Corrections Act (CCA) Justice Reinvestment Incentive Grant (JRIG) award (activity CP2021-ODRCJRIG). This transfer is necessary to to post the final expenses and close the grant. This grant is funded by Ohio Department of Rehabilitation and Correction. The original grant award totaled \$1,980,608.

C. FROM: 2325 – Victim Assistance		BA2219612
PJ325130 – VAWA Administration Grant		
Other Expenses	\$	318.98
TO: 2325 – Victim Assistance		
PJ325130 – VAWA Administration Grant		
Personal Services	\$	318.98

The Department of Public Safety and Justice Services is requesting an appropriation transfer of \$318.98 from other expenses to personal services to realign the budget for the FFY 2019 Violence Against Women Act Administrative Grant award (activity PJ-20-VAWAADM. This transfer is is necessary to post the final expenses and close the grant. This grant is funded by U.S. Department of Justice (ALN 16.588) and passed through the Ohio Department of Public Safety. The Ohio Department of Public Safety approved this budget adjustment.

D. FROM: 2855 – Other Judicial		BA2219613
SH285155 – Operation Stonegarden		
Personal Services	\$	6,272.10
TO: 2855 – Other Judicial		
PJ325130 – VAWA Administration Grant		
Other Expenses	\$	6,272.10

The Sheriff's Department is requesting an appropriation transfer of \$6,272.10 from personal services to other expenses to realign the budget for the FFY 2018 Operation Stonegarden grant award (activity EMW2018SS00038). This request is being made in coordination with an approved grant adjustment from the grantor and will ensure that

expenses match reporting to the grantor. This grant is funded by the U.S. Department of Homeland Security (ALN 97.067) and passed through the Ohio Department of Public Safety. The original grant award totaled \$200,000.00; \$26,446.04 has been spent to date.

SECTION 3. That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2280 – Other Health and Safety	CT2219614
PJ280100 – Emergency Management	
Trans Out – Transfer Out \$	78,958.20
TO: 7805 – Other Agency	
PJ805100 – Special Emergency Planning	
Trans In – Transfer In \$	78,958.20

The Department of Public Safety and Justice Services, on behalf of the Local Emergency Planning Committee (LEPC), is requesting to transfer \$78,958.20 from the LEPC Fund to the Office of Emergency Management (OEM). This request has been approved by the LEPC Committee on Resolution 09132021-2, dated 9/13/2021. This allows for the transfer of State Emergency Response Commission (SERC) FY21 funds to reimburse OEM grant-funded staff time reported during the award period.

B. FROM: 2270 – Motor Vehicle Gas Tax	CT2219615
PW270205 – R&B Registration Tax	
Trans Out – Transfer Out \$	34,122.24
TO: 4605 – Road Capital Projects	
P JW605100 – ODOT-LPA	
Trans In – Transfer In \$	34,122.24

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting a cash transfer in the amount of \$34,122.24 for the purpose of closing out the following road and bridge capital project: CRDOT0001401 – Wallings Road. The funding source of this cash transfer is the \$7.50 Fund.

SECTION 4. That items approved in Resolution No. R2021-0285 dated December 7, 2021 be rescinded as follows to reconcile appropriations for the year 2021 in the County’s financial system:

Resolution No. R2021-0285 dated 12/7/2021:

Original Items to be Rescinded - Section 3

V. FROM:	2255 - Health and Human Services Levy	CT2154508
	FS255105 – HHS Levies 4.8 Subsidies	
	Trans Out – Transfer Out \$	3,655,327.00

TO: 2260 – Human Services
 HS260185 – Admin Svcs-Gen'l Manager
 Trans In – Transfer In \$ 3,655,327.00

The Office of Budget and Management is requesting a cash transfer of \$3,655,327 for the second half of the mandated share and HHS subsidy for the Department of Job and Family Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

W. FROM: 2255 - Health and Human Services Levy **CT2154508**
 FS255105 – HHS Levies 4.8 Subsidies
 Trans Out – Transfer Out \$ 45,197,297.00

TO: 2260 – Human Services
 HS260130 – Office of the Director
 Trans In – Transfer In \$ 20,361,275.00

 2215 – Children Services
 HS215110 – Purch. Congregate & Foster Care
 Trans In – Transfer In \$ 24,836,022.00

The Office of Budget & Management is requesting a cash transfer of \$45,197,297 for the first half of the projected subsidy for the Division of Children and Family Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

Corrected Items - Section 3

V. FROM: 2257 – HHS Levy 4.7 **CT2154508**
 FS257110 – HHS Levy 4.7 Subsidies
 Trans Out – Transfer Out \$ 3,655,327.00

TO: 2260 – Human Services
 HS260185 – Admin Svcs-Gen'l Manager
 Trans In – Transfer In \$ 3,655,327.00

The Office of Budget and Management is requesting a cash transfer of \$3,655,327 for the second half of the mandated share and HHS subsidy for the Department of Job and Family Services. This subsidy is funded by the 4.7 Health and Human Services Levy.

W. FROM: 2257 – HHS Levy 4.7 **CT2154508**
 FS257110 – HHS Levy 4.7 Subsidies
 Trans Out – Transfer Out \$ 45,197,297.00

TO: 2260 – Human Services
 HS260130 – Office of the Director
 Trans In – Transfer In \$ 20,361,275.00

 2215 – Children Services
 HS215110 – Purch. Congregate & Foster Care
 Trans In – Transfer In \$ 24,836,022.00

Journal CC045
January 11, 2022



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: January 7, 2022

Re: Fiscal Agenda – 1/11/2022 - 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 **January 11, 2022**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2022 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested
- Request grant appropriation as requested
- Request to provide appropriation transfer as requested
- Cash 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
Human Resources	\$515,424.00	A	General Fund	Appropriation Increase
Office of Budget and Management	\$128,976.00	B	General Fund	Appropriation Increase
HHS - Early Childhood	\$ (3,051,984.00)	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Decrease
Executive	\$13,125,612.83	D	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Public Safety and Justice Services	\$80,125.68	E	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Public Safety and Justice Services	\$257,130.00	F	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
ADAMHS	\$2,709,527.95	G	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Office of Budget and Management	\$60,750.00	H	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Public Works	\$545,550.00	I	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Prosecutor	\$125,000.00	J	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Office of Budget and Management	\$20,000,000	K	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase

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
Office of Budget and Management	\$3,195,622.42	A	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Common Pleas Court	\$1,761.00	B	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Public Safety and Justice Services	\$318.98	C	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Sheriff's Department	\$6,272.10	D	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer

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

Department	Amount Transferred	Item	Funding Source	Purpose
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Public Safety and Justice Services	\$78,958.20	A	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$34,122.24	B	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0003

<p>Sponsored by: County Executive Budish/Sheriff's Department/Departments of Human Resources and Law</p>	<p>A Resolution approving a successor Collective Bargaining Agreement between Cuyahoga County and the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, representing approximately 41 Corrections Officer Corporals in the Sheriff's Department 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.</p>
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WHEREAS, the County has been engaged in negotiations with the International Union of the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, representing approximately 41 Corrections Officer Corporals working in the Sheriff's Department Corrections Center in an effort to reach agreement on a successor Collective Bargaining Agreement ("CBA"); and,

WHEREAS, the parties have engaged in good faith negotiations and have reached a tentative agreement on a successor Collective Bargaining Agreement; and,

WHEREAS, on December 9, 2021, the Corrections Officer Corporals voted to ratify the proposed successor Collective Bargaining Agreement; 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 thirty 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 Department of Law, the County Executive and the Sheriff's Department are recommending that Council approve the proposed Collective Bargaining Agreement; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Sheriff's Department Correctional Institution.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 41 Corrections Officer Corporals working in the Sheriff's Department Corrections Center employees for the period 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 the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, 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 (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC045
January 11, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0004

Sponsored by: County Executive Budish	A Resolution extending the appointment of Interim Director of Public Safety and Justice Services Brandy Carney to March 8, 2022, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days. An interim appointment may continue beyond 120 days by extension or reappointment or another person may be successively appointed to the same position on an interim basis only if confirmed by the Council prior to the expiration of the initial interim appointment; and

WHEREAS, the initial term of Interim Director of Public Safety and Justice Services Brandy Carney is set to expire on January 11, 2022, and

WHEREAS, County Executive Armond Budish has recommended extending the term of Ms. Carney's appointment as Interim Director of Public Safety and Justice Services until March 8, 2022, to allow sufficient time for the confirmation process to take place for her permanent appointment; and

WHEREAS, 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 County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the extension of the term of Interim Director of Public Safety and Justice Services Brandy Carney until March 8, 2022, or until a permanent appointment is made, whichever is sooner.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC045
January 11, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0005

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective.
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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 City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated Paul Herdeg (replacing Ted Carter) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Paul Herdeg (replacing Ted Carter) to serve on the City

of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022.

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 _____
_____, 20__



December 7, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Jones:

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to offer the following appointments:

- **Paul Herdeg**, unexpired term ending June 30, 2022
 - New appointment
 - Replacing Ted Carter
 - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 19 candidates on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish

Paul Herdeg
Director, Cuyahoga County Department of Development
(216) 443-7257

pherdeg@cuyahogacounty.us

Lead Cuyahoga County's community development, economic development, and workforce innovation strategy and execution. Align Cuyahoga County's development and workforce innovation activity with complementary activities and funding of its public sector, philanthropic sector, and private sector partners, to accomplish key economic development strategic goals.

PREVIOUS CUYAHOGA COUNTY EXPERIENCE

Deputy Chief Economic Development Office
Director, Strategic Planning and Business Intelligence
Administrator, Community Development and Housing
Housing Manager

Negotiated and directed the closing and implementation of agreements for development financing leveraging well over \$1 billion of new and renovated housing, commercial, and industrial construction throughout Cuyahoga County. Areas of responsibility progressively grew to include affordable housing, market rate housing, lead remediation, vacant property demolition and nuisance abatement, renovation of vacant residential and commercial properties, storefront renovation, business growth lending, brownfield cleanup, large scale business attraction.

Stood up both small business assistance and emergency rental assistance programs during the COVID-19 pandemic, engaging stakeholders and leading operational planning to deploy over \$8 million of small business grants, over \$3 million of loans, and over \$10 million of rental assistance. Lead planning and execution of ongoing countywide business and housing COVID recovery work.

Planned, resourced and led execution of strategies to advance Cuyahoga County's housing, community, and economic development. Coordinated development strategies with County-led workforce innovation programing including the SkillUp service and workforce funder alignment .

Managed staff hiring, training, evaluation, coaching, and progressive discipline for a work unit of up to 40 staff. Assigned staff to duties based on their skills, knowledge, abilities, needs of the County, and available funding. Outsourced service delivery as needed to ensure quality of work.

Prepared budgets, controlled spending, and allocated funding of \$6 to over \$20 million per year. Managed performance and financial reporting to funding sources, ensuring compliance with both program and fiscal regulations. Managed the federal and state audit process for my programs and received consistently positive monitoring and audit reports for federally funded activities.

Directed strategic and operational planning for federally funded activities including housing, community development, and affirmatively furthering fair housing. Led the development of a departmental strategic plan aligned with the County strategic plan. Led annual updating of the County's five year economic development plan. Led performance measurement and reporting for the County strategic plan and five year economic development plan. Led the development of economic measures for the five year economic development plan. Created an analytical process to better analyze the County's return on its economic development funding investments.

OTHER PROFESSIONAL EXPERIENCE

Executive Director, Union-Miles Development Corporation

Directed all activities of nonprofit agency in southeast Cleveland. Hired, trained, evaluated, promoted, and assigned staff as needed to execute strategy within resource limits. Developed both housing and economic development projects to advance placemaking and job creation goals. Maintained strong stakeholder relationships with elected officials, funders, and intermediaries.

Specialist Attorney, Law Reform Unit, Legal Aid Society of Cleveland

Led teams of attorneys in complex federal civil rights and consumer litigation. Led both internal and external teams to update and revise the standard reference manual for Ohio consumer law.

EDUCATION AND TRAINING

J.D., Cleveland-Marshall College of Law, *magna cum laude*

Admitted to the practice of law in Ohio and in the U.S. District Court, Northern District of Ohio

B.S. in Mathematics, Case Western Reserve University, *cum laude*

Strategic Leadership Training, Cleveland Neighborhood Progress

Neighborhood Development Leadership, Development Training Institute

Public Sector Leadership, Fisher College of Business, Ohio State University

Housing Development Finance Professional, National Development Council

Economic Development Finance Professional, National Development Council

ASSOCIATION LEADERSHIP

National Association for County Community and Economic Development – Housing Committee
Chair, Member of the Board of Directors 2012-14

Ohio Conference of Community Development – Sessions and Training Committee Chair, Member
of the Executive Board 2015-19, Vice President 2016-17, President 2017-18

April 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Sheila Wright
April 28th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
July 16th 2020	Cleveland/Cuyahoga County Workforce Development Board	Janine Kaiser
July 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Tracy McArthur
June 10th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
June 22nd 2020	Cleveland/Cuyahoga County Workforce Development Board	Tunisia Bailey
June 5th 2020	Cleveland/Cuyahoga County Workforce Development Board	Kim Shelnick
Aug. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Grace Gallucci
Aug. 11th 2020	Cleveland/Cuyahoga County Workforce Development Board	Nicholas Young
Nov. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Ronique Valentine
Nov. 30th 2020	Cleveland/Cuyahoga County Workforce Development Board	Cathy Belk
Jan. 8th 2021	Cleveland/Cuyahoga County Workforce Development Board	Ramonita Vargas
May 14th 2021	Cleveland/Cuyahoga County Workforce Development Board	Glen Shumate
July 23rd 2021	Cleveland/Cuyahoga County Workforce Development Board	LaToya Smith
Nov. 30th 2021	Cleveland/Cuyahoga County Workforce Development Board	Paul Herdeg
Nov. 14th 2019	None of the Below/Workforce Development Board	Amanda Marker
May 28th 2019	None of the Below/Workforce Development Board W.I.B.	Harriet Applegate
June 4th 2019	None of the Below/Workforce Development Board W.I.B.	Ethan Karp
June 4th 2019	None of the Below/Workforce Investment Board	Theodore Carter

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0006

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

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

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

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

WHEREAS, the County Executive has nominated Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026; and

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

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



December 28, 2021

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

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Jones:

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

- **Mozelle Jackson**, 4-year term, 01/27/2022 – 01/22/2026
 - Reappointment
 - Currently resides in Solon (Cuyahoga County)

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

The nominee's resume has been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are (14) candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
County Executive



Mozelle Jackson

Vice President, Chief Financial Officer and Treasurer

Make-A-Wish America

Mozelle Jackson is a Senior Executive with 25+ years of strategic, financial, and operational experience in a variety of industries with global public, private and PE-owned companies. Her background includes leadership of Finance and Accounting, Operations, HR, IT, purchasing, ERM, legal, process improvement and revenue generation. Her industry experience includes manufacturing, distribution, financial technology, banking and sports and entertainment. She has had significant experience in building infrastructures for companies that allow for fast-paced growth, along with ensuring that cash flow supports company growth and investments, aligning and reporting on metrics that drive the business, M&A activity, including due diligence, integration, and identification of synergies as well as debt financing / refinancing experience.

Mozelle currently serves as the Vice President, Chief Financial Officer and Treasurer at Make-A-Wish America (National Office). Make-A-Wish operates as a Federated model with 59 Chapters across the United States. Make-A-Wish creates life-changing wishes for children with critical illnesses. She is responsible for Finance/Accounting, Strategy, Investments, Compliance, Enterprise Risk Management, Process Improvement and Facilities. Mozelle works closely with the National Office leadership team as well as with the CEOs, Operations and Finance professionals across the 59 Chapters and also works with Make-A-Wish International.

Prior to joining Make-A-Wish America, Mozelle was the Vice President of Global Finance of Diebold Nixdorf, Incorporated, a \$4.5 billion NYSE listed company (DBD) with 23,000+ employees and 100+ locations globally headquartered in North Canton, Ohio. She managed DBD's business finance, including strategic decision analysis, management reporting, board reporting, business support for all earnings and financing, cash flow management and performance analysis. Mozelle also led the finance transformation, where she was responsible for identifying and executing initiatives to become a world-class Finance organization.

Previously Mozelle served as the EVP, Chief Financial and Administrative Officer at Cavaliers Holdings, LLC, a 2,000 employee, privately held sports and entertainment company operating multiple sports properties and facilities that were ranked one of the most active venues in the world. During her 8 years at Cavaliers Holdings, LLC, she managed accounting/finance, facility operations (maintenance of all the venues, security, guest services and housekeeping), booking, legal, human resources, engagement, and inclusion, ERM, sourcing and process improvement. She partnered with the RNC Committee on arrangements to execute a flawless Republican National Convention. Mozelle led multiple financings providing cash flow flexibility to meet multiple operating priorities while balancing investment needs. She also led the improvement in fan / customer experience through Disney's Elevate Program delivered to 2,200, including 3rd party partners (police, concessionaires, parking).

Mozelle served as the Chief Financial Officer for Elyria Foundry a \$150 million PE owned firm of highly engineered gray and ductile iron castings during the tenure of 4 CEOs. She led a \$100 million bond placement, which effectively required the company to report as if a public company to its bondholders. She led the due diligence and worked closely with the PE firm on a substantial acquisition and identified synergistic cost savings opportunities post acquisition.

Mozelle's earlier roles include SVP, of Fifth Third Northeastern Ohio which had \$16 billion of assets, \$1.5 billion of net revenue and included oversight of 6 different affiliate markets. She led as President, the turnaround of a privately held plastic injection molding business managing strategy, sales, marketing, manufacturing (plastic injection molding), supply chain, finance, human resources, research and development and quality. Mozelle served Vice President, Finance at Corpro Companies, Inc. a \$200 million NYSE global provider of corrosion control engineering services, systems, and equipment where her responsibilities included building an infrastructure that would support the fast growth of the business, due diligence and integration of acquisitions, management and SEC reporting. Mozelle began her career at Arthur Andersen in the Cleveland office.

Mozelle currently serves on the Board of Directors of The Achievement Centers for Children, Cuyahoga County Board of Developmental Disabilities and serves as the outside advisor to the Audit Committee of The Cleveland Foundation, in which role she has full voting rights.

Her formal qualifications include a BBA from Cleveland State University and a CPA.



March 22nd 2021	Board of Developmental Disabilities	Ebony Spano
June 12th 2020	Board of Developmental Disabilities	Ebony Spano
Oct. 20th 2020	Board of Developmental Disabilities	Janet Carpenter
Nov. 10th 2020	Board of Developmental Disabilities	Cynthia Schulz
Nov. 10th 2020	Board of Developmental Disabilities	Steven M Licciardi
Nov. 28th 2020	Board of Developmental Disabilities	Kim Thomas
Dec. 8th 2020	Board of Developmental Disabilities	Richard Montgomery
Feb. 3rd 2021	Board of Developmental Disabilities	Shreya Modi
Feb. 4th 2021	Board of Developmental Disabilities	Alaina McCruel
Feb. 5th 2021	Board of Developmental Disabilities	Pines Deborah
Feb. 15th 2021	Board of Developmental Disabilities	Jeromey Barksdale
March 3rd 2021	Board of Developmental Disabilities	Ebony Spano
Sept. 23 2021	Board of Developmental Disabilities	Lisa Hunt
Oct. 19th 2021	Board of Developmental Disabilities	Mozelle Jackson

Declaration by Member of the Cuyahoga County Board of Developmental Disabilities

1275 Lakeside Ave East, Cleveland, Ohio 44114

I, Mozelle Jackson [name of Board member] am a member of the Cuyahoga County Board of Developmental Disabilities (referred to as the "DD Board"). I make the following declaration in accordance with ORC 5126.024:

1. I am a citizen of the United States.
2. I am a resident of Cuyahoga County.
3. I am interested and knowledgeable in the field of developmental disabilities.

Relationship to person(s) served: *(Check all which apply)*

- I have an immediate family member who is eligible to receive early intervention services or services for preschool or school-age children from the DD Board.
- I have an immediate family member who is eligible to receive adult services from the DD Board.
- I have an immediate family member who is eligible to receive residential or supported living services from the DD Board.

The information gathered below will help determine whether your relationships/and or activities may disqualify you from serving on the Board. Some activities are allowed but will require that you abstain from voting on items where there is a conflict of interest. "Immediate family" means parents, grandparents, brothers, sisters, spouses, sons, daughters, aunts, uncles, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law. This definition applies to all of Chapter 5126 of the Ohio Revised Code which governs the operations of county boards of developmental disabilities.

Check all which apply:

Potential conflicts of interest:

- I have an ownership interest in the _____ agency, which has a contract with the DD Board. The nature of this ownership interest is as follows:

- I have an immediate family member who has an ownership interest in the _____ agency, which has a contract with the DD Board. The nature of this ownership interest is as follows:

- I have a contract with the _____ agency which has a contract with the DD Board. The nature of the contract is as follows:

Potential conflicts of interest (continued):

- I have an immediate family member who has a contract with the _____ agency which has a contract with the DD Board. The nature of the contract is as follows:

- I am a board member or employee of the Achievement Centers for Children agency which is licensed or certified by the Ohio Department of DD and which provides services to individuals with DD.
- I have an immediate family member who is a board member or employee of the _____ agency which is licensed or certified by the Ohio Department of DD and which provides services to individuals with DD.
- I am a board member or employee of the _____ agency, which is not licensed or certified by the Ohio Department of DD, which provides services to individuals with DD and which is under contract with the DD Board.
- I have an immediate family member who is a board member or employee of the _____ agency which is not licensed or certified by the Ohio Department of DD, which provides services to individuals with DD and which is under contract with the DD Board.
- I am an elected public official in the following position: _____
- I have an immediate family member who is currently a county commissioner, executive or county council member in _____ County.

Other relationships with the Cuyahoga DD and/or any other county board of developmental disabilities:

- I have an immediate family member who is currently on the DD Board.
- I am currently an employee of the DD Board.
- I was an employee of the DD Board and terminated my employment with the DD Board on the following date: _____.
- I have an immediate family member who is currently an employee of the DD Board. If yes, please list name: _____
- I am a current or past employee of another county board of DD. (If yes, indicate location and dates): _____
- I have an immediate family member who is a current or past employee of another county board of DD. (If yes, indicate relationship, location, and dates): _____

The above statements and written responses are true to the best of my knowledge.

In the event of a change in circumstances, please notify the Superintendent and complete an updated form.

October 4, 2021
Date

Mozelle T. Jackson
Signature

Mozelle T. Jackson
Print Name

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0007

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, by Ordinance O2011-0037, codified as Section 202.12 of the County Code, Council created the Department of Public Safety and Justice Services to perform the functions and duties of the former Department of Justice Affairs, as well as other duties and activities as determined by the County Executive and the Director of Public Safety and Justice Services; and

WHEREAS, Article II, Section 2.03(2) of the Charter provides for the appointment of County directors by the County Executive, subject to confirmation by the Council; and

WHEREAS, the County Executive has nominated Brandy Carney for appointment to the position of Director of the Department of Public Safety and Justice Services; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2022; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Brandy Carney to the position of Director of the Department of Public Safety and Justice Services; and

WHEREAS, 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 County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Brandy Carney to serve as Director of the Department of Public Safety and Justice Services, upon her taking the oath of office.

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 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
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

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

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

December 20, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administrative Headquarters
2079 East 9th Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Public Safety and Justice Services

Dear President Jones:

Pursuant to Section 2 of County Ordinance 021011-0037, I am pleased to nominate Brandy Carney to serve as the Director of Public Safety and Justice Services. Currently, Mrs. Carney serves as the Chief of Special Operations for Cuyahoga County.

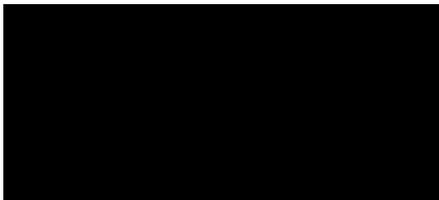
Mrs. Carney has been with Cuyahoga County since 2010 and has served in the following roles: Chief, Public Safety and Justice Services; Director, Public Safety and Justice Services; Administrator, Public Safety and Justice Services; Emergency Services Administrator; and Manager, Office of Emergency Management.

A copy of Mrs. Carney's resume is attached hereto which details her relevant work history and background.

I am honored to nominate Mrs. Carney for the position of Director of Public Safety and Justice Services as she is well suited to address the new challenges and opportunities of this office. I ask that the nomination of Mrs. Carney be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,

Armond Budish
Cuyahoga County Executive



Brandy Carney

Statement: Career professional strategizing, implementing, and accomplishing public safety, criminal justice and government projects and initiatives. Innovative, passionate, strategic and results driven.

Qualifications/Accomplishments

- Proven leader with over 15 years Public Safety and Criminal Justice experience in population rich county (Cuyahoga County)
- Responsible for Cuyahoga County Opioid Litigation Settlement Agreement including the appropriate distribution and use of over \$115 Million Dollars.
- Led the Implementation and Opening of the Cuyahoga County Diversion Center, a first of its kind in the State of Ohio allowing individuals with Mental Illness or Substance Abuse Disorder the opportunity to receive treatment in lieu of jail for non-violent crimes.
- Responsible for Cuyahoga County Public Safety & Justice Services budget and program management – approximately 100 staff and over \$35 Million budget (includes general fund, grants, and special revenue)
- Project Manager/Lead for implementation of Countywide 911 equipment and network upgrade. Over 35 Dispatch Centers (all in Cuyahoga County) participating. Over \$12.5 Million
- Cuyahoga County 9-1-1 Consolidation Plan - Implementation of 48 Public Safety Answering Points (PSAPs) to current 20.
- POC/lead for Department of 7 divisions; Office of Emergency Management (OEM), Cuyahoga Emergency Communications System (CECOMS), Witness/Victim Services, Administration, Fiscal and Grants, Criminal Justice Information Sharing (CJIS), Northeast Ohio Regional Fusion Center (NEORFC).
- Significant Budget and Grant Management experience including internal County Budget Funds and Countywide distribution and use of annual Department of Homeland Security Funds for the region.
- Initiated and led relocation and expansion of Countywide 9-1-1 Center to include Dispatching for municipalities. Handles approximately 800,000 calls annually. (\$1.5M)
- Implementation of Countywide Text to 911 capability.
- Led build out of Cuyahoga County Emergency Operations Center (EOC) and future co-location of Office of Emergency Management with EOC.
- Responsible for COVID-19 Cuyahoga County Emergency Management Operations including County EOC Activation and procurement and distribution of over 22 million units of PPE to health care workers, first responders, and other essential service providers. The EOC and JJC also provided support to FEMA's Type 1 Mass Vaccination Clinic, which provided more than 260,000 doses over a 12-week period.
- Emergency Operations Center/Disaster Support Lead during Cuyahoga County Emergency Operations Center emergency events and activations including Republican National Convention.
- Lead for countywide 9-1-1 Planning, Implementation, Operations and Execution including Countywide Interoperability and 9-1-1 Consolidation.
- County administrative lead/POC for County Boards including the Cuyahoga County Emergency Services Advisory Board (CCESAB), Cuyahoga County Technical Advisory Committee (9-1-1 and IT), contracting board (Board of Control) and information technology board (TAC). Appointed to

represent County on Northern Ohio Regional Trauma System (NOTS) Board and the Cuyahoga Community Based Correctional Facility.

- Led and directed Cuyahoga County Public Safety Union representation and contract negotiations (OPBA membership).
- Cuyahoga County Public Safety & Justice Services POC for public speaking arrangements, meetings, performance reviews/disciplinary actions and media engagements.

Professional Experience

Chief, Special Operations Cuyahoga County – January 2020 to current

- **Responsible for Opioid Settlement of \$179 Million including over \$115 Million Opioid Cash Settlement funds and all projects or uses of the funds.**
- **Responsible for all in-kind and/or other Opioid Settlement terms.**
- **Lead for development and implementation of new Countywide Cuyahoga Diversion Center including but not limited to RFP's, Contracts, Selection and continued oversight of Operators, Design and Build-Out of Space, Countywide Law Enforcement Training Outreach/Media/Education, all Funding and Budget including fundraising from local large businesses, foundations, etc.**
- **Management of Department of Public Safety & Justice Services agencies, staff, operations, and budget.**

Public Safety and Justice Services Chief – July 2018 to January 2020

- Sheriff's Office/Jail, Clerk of Courts, Medical Examiner, Consumer Affairs and Public Safety and Justice Services Department
- Cluster consist of approximately 1,500 employees and a budget of over \$140 million.

Public Safety and Justice Services Director – June 2016 to July 2018

Projects and new Initiatives – not a comprehensive list:

- Data Sharing throughout Cuyahoga County Law Enforcement (up to 66 agencies) and Criminal Justice agencies – 1st in Cuyahoga County
- Countywide Fixed License Plate Readers Project
- Countywide Protection Order Registry – 1st in Cuyahoga County
- Mobile Camera Trailer Units – Real time video streaming available to any community for any safety concern or event.
- Interoperability throughout County Public Safety Agencies including Cuyahoga County SWAT Teams – over 60% improvement for all County public safety communications
- Family Justice Center expansion – “One stop shop for victim services”
- Standardizing Domestic Violence response and prevention capabilities. Selected as a pilot from US Department of Justice. Approximately \$1 Million received including recent addition of \$550,000.

Public Safety and Justice Services Administrator - November 2015 to June 2016

- Assisted the Director of Public Safety & Justice Services in managing the department of over 100 employees.
- Department representative for Cuyahoga County Council and County Boards and Commissions.
- POC/lead for department of 7 divisions and public safety or criminal justice events.
- Administration of 20+ million budget.
- Ensure most efficient and effective delivery of support and services for Cuyahoga County public safety and justice services colleagues and citizens.

Emergency Services Administrator – July 2013– November 2015

Cuyahoga County Justice Affairs Manager– June 2010 – June 2013

Software Skills and Certificates

Microsoft Office, Microsoft Windows, Mac Systems, Adobe Suite, CAMEO Software

ICS= 100,200,700, 701, 775, 800,300,400; HSEEP, Senior Officials Workshop for All-Hazards Preparedness, Threat and Risk Assessment, Enhanced IC/UC, IS=120, 130, 139, 230, 235, 240, 241, 242, 244, 860, CAMEO in WMD Management and Planning, Advanced CAMEO, Incident Response to Terrorist Bombings, FEMA Land Transportation Antiterrorism Training Program, EOC Operations and Planning for All Hazards, DHS CAPTAP, PCII, Hazmat/WMD Awareness, EOC Management and Operations, Developing and Maintaining Local EOPs, Position specific IC/UC, Cost Documentation, DA/PA, Debris Management, Emergency Planning, BCA, Controller/Evaluator/Sim Cell Training.

Public Safety Telecommunicator and Emergency Medical Dispatch Trained through APCO (National/Industry Standard Leader)

Diversity and Equity Training

Certification for Center Manager Certification Program (CMCP) March 2014

Education

Bachelor of Arts– Cleveland State University, Cleveland, OH ▪
Urban Affairs
Graduated Cum Laude

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0008

Sponsored by: County Executive Budish/Department of Finance/Department of Public Works	A Resolution declaring official intent under U.S. Treasury Regulations with respect to reimbursements from bond proceeds of temporary advances, made for payments in connection with the development of a new County jail, prior to issuance of bonds, and related matters; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, United States Treasury Regulations §1.150-2 (the “Reimbursement Regulations”) prescribe conditions under which proceeds of bonds, notes or other obligations (“Bonds”) used to reimburse advances made for capital and certain other expenditures (“Original Expenditures”) paid before the issuance of such Bonds will be deemed to be expended (or properly allocated to expenditures) for purposes of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), upon such reimbursement so that the proceeds so used will no longer be subject to requirements or restrictions under those sections of the Code; and

WHEREAS, certain provisions of the Reimbursement Regulations require that there be a Declaration of Official Intent not later than 60 days following payment of the Original Expenditures expected to be reimbursed from proceeds of Bonds, and that the reimbursement occur within certain prescribed time periods after an Original Expenditure is paid or after the property resulting from that Original Expenditure is placed in service; and

WHEREAS, this Council wishes to take steps to comply with the Reimbursement Regulations in connection with the financing, construction and operation of a new jail, and to take other preliminary actions in connection with the Bonds.

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

SECTION 1. Intent to Issue Bonds. This Council declares that it reasonably expects that capital and other expenditures for a new County jail will be reimbursed with the proceeds of Bonds and this Council hereby agrees to exercise its reasonable efforts to authorize and issue Bonds of the County, in one or more series, in an aggregate principal amount not to exceed \$550,000,000.00, the present estimated cost of the new jail, or such other amount as is necessary to pay actual costs of the new jail.

SECTION 2. Reimbursement Declaration. This Resolution constitutes a Declaration of Official Intent under the Reimbursement Regulations. This Council declares that it reasonably expects that the expenditures to be incurred by the County will be reimbursed with proceeds of the Bonds described in Section 1 with respect to Original Expenditures to which the Reimbursement Regulations apply, to be made from money temporarily advanced and that is reasonably expected to be reimbursed (in accordance with applicable authorizations, policies and practices) from the proceeds of Bonds, to make appropriate reimbursement and timely allocations from the proceeds of the Bonds to reimburse such Original Expenditures, and to take any other actions as may be appropriate, all at the times and in the manner required under the Reimbursement Regulations in order for the reimbursement to be treated as an expenditure of such proceeds for purposes of Sections 103 and 141 to 150 of the Code.

SECTION 3. Further Action. That the County Executive or his authorized designee is authorized to take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby.

SECTION 4. Effective Date. 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. Open Meeting. 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____

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0009

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing a revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Agreement No. 2140 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended a revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; and

WHEREAS, the City of Cleveland Heights desires to retain Cuyahoga County to perform certain services for the City of Cleveland Heights to aid with the maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, this project is located in County Council District No. 17; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Cleveland Heights.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022.

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

Journal _____
_____, 20__

DPW, 2022 City of Cleveland Heights Utility Sewer Maintenance Agreement, revenue generating \$600,000

Scope of Work Summary:

Department of Public Works is requesting approval of the Sewer Maintenance Utility Agreement between the City of Cleveland Heights and the County of Cuyahoga. pursuant to the authority of Cleveland Heights Resolution No. 159-2021 passed by Cleveland Heights City Council on December 6, 2021, in the amount not-to-exceed \$600,000. This Utility Sewer Agreement is an update to the previous 2021 Cleveland Heights Sewer Maintenance Agreement (R2021-0022) for \$600,000. The effective dates for this 2022 agreement are 1/1/2022 to 12/31/2022.

The primary goal is for the County to continue to assist with sanitary and storm sewer maintenance with the City of Cleveland Heights. This is a direct bill revenue generating agreement.

The location of the project is Cleveland Heights

The project is in Council District ~~10~~ 17.

Procurement

This is an update to the 2021 Sewer Maintenance Agreement with Cleveland Heights (R2021-0022)

Contractor and Project Information

City of Cleveland Heights

40 Severance Circle

Cleveland Heights, Ohio 44118

Council District ~~10~~ 17

Funding

This is a Revenue Generating Agreement. Funds shall be deposited to PW715100-5200-SWD1716.

This is the Sewer District Fund for the City of Cleveland Heights (District 17)

The schedule of payments is by direct bill quarterly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A-2022 Cleveland Heights Utility Sewer Maintenance Agreement
Infor/Lawson PO# Code (if applicable):	-
Event #	-
CM Contract#	2140

	Department initials	Clerk of the Board
Briefing Memo	AMS	<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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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form, if purchase over \$5k			AMS	Okay per MH
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A- law email	n/a, requires approval. Okay per MH
IG#	Not required for political subdivisions per Section 501.19 €(1) of County Code		N/A	Okay per MH
Debarment/Suspension Verified	Date:	12/8/2021	AMS	Okay per MH
Auditor’s Finding	Date:	12/8/2021	AMS	Okay per MH
Cover - <i>Master contracts only</i>				n/a Okay per MH
Contract Evaluation – <i>if required</i>			N/A- County is the contractor providing the services	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a Okay per MH
Checklist Verification			AMS	Okay per MH

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	PWD-2779
COI	N/A- not in the Agreement
Workers’ Compensation Insurance	N/A- not in the Agreement

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	PW715100	5200	SWD1716	\$600,000
			TOTAL	\$600,000

Contract History CE/AG# (if applicable)	New annual Agreement for 2022
Infor/Lawson PO# and PO Code (if applicable)	N/A
Lawson RQ# (if applicable)	N/A
CM Contract#	2140

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$600,000		12/31/2022	TBD	TBD
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$600,000			

Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	2140
Vendor Name:	City of Cleveland
ftp:	Jan. 1, 2022 – Dec. 31, 2022
Amount:	(revenue-generating)
History/CE:	Okay per MH
EL:	n/a
Procurement Notes:	Revenue generating contract agreement with the City of Cleveland Heights in the amount of \$600,000.00 ftp 1/1/2022 - 12/31/2022.

Purchasing Buyer approval: **Okay per MH. 12/8/2021**

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0010

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; and

WHEREAS, the primary goal is to provide group healthcare benefits for County employees and their eligible dependents; and

WHEREAS, this project is funded 100% by the Self-Insurance 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 award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024.

Human Resources 2021 Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for contract award for healthcare benefit management services for the period 1/1/2022-12/31/2024 for the amount not-to-exceed \$285,376,490.

Scope of Work Summary

Human Resources requesting approval of a contract with Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for the anticipated cost not-to-exceed \$285,376,490.00.

Previous Contract Approvals:

Original Approval: R2017-0212 (12/12/2017)

Amendment 1: BC2018-917 (12/17/2018)

Amendment 2: BC2019-231 (3/18/2019)

Amendment 3: R2021-0005 (1/12/2021)

Medical Mutual will provide the County with healthcare benefit management services, ensuring continuation of healthcare coverage for County employees and their dependents. The primary goal is to provide healthcare benefit management services to County employees and their eligible dependents.

Procurement

The procurement method for this project was an RFP for medical and prescription benefits administration. The total value of the RFP is \$331,315,160.00.

The RFP was closed on June 22, 2021. There were 12 RFP packets pulled from OPD, 11 proposals submitted for review, 2 proposals approved for award.

Contractor and Project Information

Medical Mutual Services, L.L.C.

2060 East Ninth Street

Cleveland, Ohio 44115-1355

Council District 7

The President, Chairman & CEO for the vendor is Rick Chiricosta

Project Status and Planning

The project reoccurs annually to ensure continuation of employee benefits.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by weekly invoice

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6057
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1152
CM Contract#	1977

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK (attached 12/17/2021)
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG# 21-0138 12-1040-REG	SW	OK
Debarment/Suspension Verified	Date: 11/22/2021	SW OK
Auditor’s Finding	Date: 11/22/2021	SW OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement	Date: 11/3/21	SW OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers’ Compensation Insurance	SW
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$83,550,000.00
1/1/2022-12/31/2022	HR765115	55130		\$9,302,000.00
1/1/2023-12/31/2023	HR765100	55130		\$83,550,000.00
1/1/2023-12/31/2023	HR765115	55130		\$9,457,000.00
1/1/2024-12/31/2024	HR765100	55130		\$89,398,500.00
1/1/2024-12/31/2024	HR765115	55130		\$10,118,990.00
			TOTAL	\$285,376,490.00

Contract History CE/AG# (if applicable)	CE1800002
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	BSO 40263
CM Contract#	CM261

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$303,412,998.00		12/31/2020	12/12/2017	R2017-0212
Prior Amendment Amounts (list separately)		\$5,000.00	12/31/2020	12/17/2018	BC2018-917
		\$0.00	12/31/2020	3/18/2019	BC2019-231
		\$98,243,820.48	12/31/2021	1/12/2021	R2021-0005
Pending Amendment		\$			
Total Amendments		\$98,248,820.48			
Total Contact Amount		\$401,661,818.48			

Purchasing Use Only:

Prior Resolutions	R2021-0005, BC2019-231, BC2018-917, R2017-0212
CM#:	1977
Vendor Name:	Medical Mutual Services, L.L.C

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2022 – 12/31/2024
Amount:	\$285,376,490.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>12/21/2021: The 2022 budget is now open; however, the department has not completed the commitment spread upon re-submission for review. Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget per contract cover.</p> <p>12/16/2021: Attach award letter for Medical Mutual Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget</p>

Purchasing Buyer approval: **OK, ssp 12/21/2021**



Department of Purchasing Tabulation Sheet

Robert M. Marshall 10/27/21

REQUISITION NUMBER: 6057	TYPE: RFP	ESTIMATE: \$351,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: June 22, 2021	NUMBER OF RESPONSES (issued/submitted): 12/11
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Medical and Prescription Drug Benefits Third Party Administration Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Aetna Life Insurance Company 7400 West Campus Road New Albany, Ohio 43054	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: no)</p> <p>Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Allegiance Benefit Plan Management, Inc. 2806 S. Garfield Street P.O. Box 3018 Missoula, Montana 59806</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP *on planholders' list as Cigna</p>		
<p>3. IngenioRx, Inc. 450 Headquarters Plaza East Tower, 7th Floor 2 Speedwell Avenue Morristown, New Jersey 07960</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP *on planholders' list as Anthem</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. Capital Rx Inc. 228 Park Avenue S. Suite 87234 New York, New York 10003</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. CaremarkPCS Health, L.L.C. Employers Health Purchasing Corporation One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>	<p>Award prescription drug administration</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>6. CaremarkPCS Health, L.L.C. Health Action Council One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1040 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>7. IEC Group, Inc. dba AmeriBen 2888 W. Excursion Lane Meridian, Idaho 83642</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

*on planholders' list as Anthem

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
8.	<p>Magellan Rx Management, LLC County Executives of America 4801 East Washington Street Suite 100 Phoenix, Arizona 85034</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.	<p>Medical Mutual 2060 East Ninth Street Cleveland, Ohio 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0138 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as MMO</p>	Award medical benefits administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
10.	<p>OPTUMRx Health Action Council 1600 McConnor Parkway Schaumburg, Illinois 60173</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> No Buyer Initials: SSP</p> <p>*as determined by Interim Director</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
11.	<p>UnitedHealthcare Services, Inc. 9900 Bren Road East Minnetonka, Minnesota 55343</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

CONTRACT EVALUATION FORM

Contractor	Medical Mutual of Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800002				
RQ#	BSO 40263				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Medical Benefits Administration				
Service Description	Provide cost efficient medical benefits administration for County employees to combat rising healthcare costs.				
Performance Indicators	Low cost administrative services. Cost efficient medical benefits administration with competitive coverage, cost containment measures, pricing models that demonstrate cost efficiencies, data connectivity between the wellness vendor and prescription drug provider, attendance at all wellness fairs and other county events. Include regionalization segregated claim, administration and billing functions.				
Actual Performance versus performance indicators (include statistics):	Met all expectations.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Vendor met all expectations and contained costs.				
Department Contact	Sheba Marshall				
User Department	Human Resources				
Date	11/30/2021				

**CUYHAOGA COUNTY EVALUATION - RQ# 6057
MEDICAL AND PRESCRIPTION DRUG RFP**

VENDOR	PROPOSED SOLUTION (10 PTS)	SCOPE OF WORK (15 PTS)	PROJECT MGMT (10 PTS)	PERFORM EVAL (10 PTS)	ANTICIPATED WORK SCHEDULE (10 PTS)	VENDOR QUALS (10 PTS)	STAFF QUALS (10 PTS)	PRICING (25 PTS)	TOTAL (100 PTS)	NOTES
<u>Aetna Life Insurance Company</u>	2	5	5	7	7	5	8	10	49	
<u>Allegiance Benefit Plan Mgmt (Cigna)</u>	5	10	8	8	10	8	8	15	72	
<u>IngenioRx</u>	8	7	8	8	10	8	8	17	74	

<u>Capital Rx</u>	8	10	8	8	10	8	8	15	75	
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<u>CVS - Employers Health Purchasing Corporation</u>	9	15	10	9	10	9	9	22	93	Prescription Benefits
<u>CVS - Health Action Council</u>	9	15	10	8	10	9	9	21	91	
<u>AmeriBen (IEC Group)</u>	7	12	8	8	7	8	8	17	75	
<u>Magellan Rx</u>	5	8	5	6	8	8	8	15	63	

Medical Mutual	9	14	10	9	10	10	10	23	95	Medical Benefits
OPTUM Rx	8	12	8	7	8	8	8	20	79	
United Health Care	7	10	7	7	8	8	8	18	73	

ADDITIONAL NOTES

Evaluator: Sheba Marshall, Adrienne Nickerson, Jesse Drucker

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0011

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 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 Human Resources has recommended an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; and

WHEREAS, the primary goal of this project is to provide pharmacy benefit management services to County employees and their eligible dependents; and

WHEREAS, the project is 100% funded by the Self-Insurance 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 authorize an award RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024.

SECTION 2. That the County Executive is authorized to execute Contract No. 1978 and all other documents consistent with this Resolution.

Human Resources 2021 CaremarkPCS Health, L.L.C. (CVS) contract award for pharmacy benefit management services for the period 1/1/2022-12/31/2024 for the amount not-to-exceed \$53,000,000.00.

Scope of Work Summary

Human Resources requesting approval of a contract with CaremarkPCS Health, L.L.C. (CVS) for the anticipated cost not-to-exceed \$53,000,000.00.

Previous Contract Approvals:

Original Approval: R2017-0211 (12/12/2017)

Amendment: R2021-0006 (1/12/2021)

CVS will provide the County with pharmacy benefit management services, ensuring continuation of pharmacy benefits for County employees and their dependents.

The primary goal is to provide pharmacy benefit management services to County employees and their eligible dependents.

Procurement

The procurement method for this project was an RFP for medical and prescription benefits administration. The total value of the RFP is \$331,315,160.00.

The RFP was closed on June 22, 2021.

There were 12 RFP packets pulled from OPD, 11 proposals submitted for review, 2 proposal approved for award.

Contractor and Project Information

CaremarkPCS Health, L.L.C.

One CVS Drive

Woonsocket RI 02895

Council District NA

The CEO for the vendor is Larry Merlo

Project Status and Planning

The project reoccurs annually to ensure continuation of employee benefits.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by weekly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6057
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1152
CM Contract#	1978

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG# 12-1040-REG	SW	OK
Debarment/Suspension Verified Date: 11/8/2021	SW	OK
Auditor’s Finding Date: 11/8/2021	SW	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement Date: 10/28/21	SW	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Performance Bond	N/A
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$17,250,000.00
1/1/2023-12/31/2023	HR765100	55130		\$17,250,000.00
1/1/2024-12/31/2024	HR765100	55130		\$18,500,000.00
			TOTAL	\$53,000,000.00

Contract History CE/AG# (if applicable)	CE1800156
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	BSO 40263
CM Contract#	CM209

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$56,349,720.00		1/1/2018-12/31/2020	12/12/2017	R2017-0211
Prior Amendment Amounts (list separately)		\$18,539,400.00	12/31/2021	1/12/2021	R2021-0006
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$74,889,120.00			

Purchasing Use Only:

Prior Resolutions	R2021-0006, R2017-0211
CM#:	1978
Vendor Name:	CaremarkPCS Health, L.L.C
ftp:	1/1/2022-12/31/2024
Amount:	\$53,000,000.00mm
History/CE:	OK
EL:	Needs WET

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Revised 9/17/2021



Department of Purchasing Tabulation Sheet

Abba K. M. Ansell 10/27/21

REQUISITION NUMBER: 6057	TYPE: RFP	ESTIMATE: \$351,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: June 22, 2021	NUMBER OF RESPONSES (issued/submitted): 12/11
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Medical and Prescription Drug Benefits Third Party Administration Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Aetna Life Insurance Company 7400 West Campus Road New Albany, Ohio 43054	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Allegiance Benefit Plan Management, Inc. 2806 S. Garfield Street P.O. Box 3018 Missoula, Montana 59806</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p> <p>*on planholders' list as Cirna</p>		
<p>3. IngenioRx, Inc. 450 Headquarters Plaza East Tower, 7th Floor 2 Speedwell Avenue Morristown, New Jersey 07960</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as Anthem</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>4. Capital Rx Inc. 228 Park Avenue S. Suite 87234 New York, New York 10003</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		
<p>5. CaremarkPCS Health, L.L.C. Employers Health Purchasing Corporation One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>	<p>Award prescription drug administration</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>6. CaremarkPCS Health, L.L.C. Health Action Council One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1040 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		
<p>7. IEC Group, Inc. dba AmeriBen 2888 W. Excursion Lane Meridian, Idaho 83642</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

*on planholders' list as Anthem

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>8. Magellan Rx Management, LLC County Executives of America 4801 East Washington Street Suite 100 Phoenix, Arizona 85034</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>9. Medical Mutual 2060 East Ninth Street Cleveland, Ohio 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0138 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as MMO</p>	Award medical benefits administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10.	OPTUMRx Health Action Council 1600 McConnor Parkway Schaumburg, Illinois 60173	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> No Buyer Initials: SSP *as determined by Interim Director		
11.	UnitedHealthcare Services, Inc. 9900 Bren Road East Minnetonka, Minnesota 55343	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CONTRACT EVALUATION FORM

Contractor	CaremarkPCS Health, L.L.C.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800156-01 & 02				
RQ#	BSO 40263				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Medical Benefits Prescription Drug Benefits				
Service Description	Provide a cost efficient prescription drug plan to control the rising cost of prescription drugs.				
Performance Indicators	Low cost administrative services. Cost efficient prescription drug plan with competitive coverage, cost containment measures, pricing models that demonstrate cost efficiencies, data connectivity between the wellness vendor and healthcare provider, attendance at all wellness fairs and other county events. Include regionalization segregated claim, administration and billing functions. Pharmacy management solutions flexibility.				
Actual Performance versus performance indicators (include statistics):	Met all expectations.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Vendor met all expectations and contained costs.				
Department Contact	Sheba Marshall				
User Department	Human Resources				
Date	11/8/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0012

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; and

WHEREAS, the primary goal is to reduce the County's risk as a self-insured healthcare provider; and

WHEREAS, this project will be funded 100% by the Self-Insurance 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 award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024.

SECTION 2. That the County Executive is authorized to execute Contract No. 1976 and all other documents consistent with this Resolution.

Human Resources 2021 Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for contract award for Stop Loss Insurance services for the period 1/1/2022-12/31/2022 for the amount not-to-exceed \$1,459,171.00.

Scope of Work Summary

Human Resources requesting approval of a contract with Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for the anticipated cost not-to-exceed \$1,459,171.00.

Previous Contract Approvals:

Original Approval: R2017-0270 (12/28/2017)

Amendment 1: R2019-0082 (4/9/2019)

Amendment 2: BC2020-170 (3/9/2020)

Amendment 3: R2021-0113 (6/9/2020)

Amendment 4: R2021-0150 (6/22/2021)

Medical Mutual will provide the County with Stop Loss Insurance service, ensuring that the County is protected from excessively high medical costs for employees. The primary goal is to reduce the County's risk as a self-insured healthcare provider.

Procurement

The procurement method for this project was an RFP for Stop Loss coverage services. The total value of the RFP is \$1,459,171.00.

The RFP was closed on July 23, 2021. There were 12 RFP packets pulled from OPD, 2 proposals submitted for review, 1 proposal approved for award.

Contractor and Project Information

The address of the vendor is:

Medical Mutual Services, L.L.C.

2060 East Ninth Street

Cleveland, Ohio 44115-1355

Council District 7

The President, Chairman & CEO for the vendor is Rick Chiricosta

Project Status and Planning

The project reoccurs annually to ensure continued risk mitigation.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6836
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1391
CM Contract#	1976

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK (uploaded 12/17/2021)
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG#	21-0138 42-1040-REG	OK
Debarment/Suspension Verified	Date: 11/22/2021	OK
Auditor’s Finding	Date: 11/22/2021	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement	Date: 11/3/21	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	SW
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$996,000.00
1/1/2022-12/31/2022	HR765115	55130		\$463,171.00
			TOTAL	\$1,459,171.00

Contract History CE/AG# (if applicable)	CE1800017
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	N/A
CM Contract#	454

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,210,000.00		1/1/2018-12/31/2018	12/28/2017	R2017-0270 R2017-0210
Prior Amendment Amounts (list separately)		\$1,250,000.00	12/31/2019	4/9/2019	R2019-0082
		\$0.00	12/31/2019	3/9/2020	BC2020-170
		\$1,250,000.00	12/31/2020	6/9/2020 6/23/2020	R2020-0113
		\$1,340,000.00	12/31/2021	6/22/2021	R2021-0150
Total Amendments		\$3,840,000.00			
Total Contact Amount		\$8,050,000.00			

Purchasing Use Only:

Prior Resolutions	R2021-0150, R2020-0113, BC2020-170, R2019-0082, R2017-0210
CM#:	1976
Vendor Name:	Medical Mutual of Ohio
ftp:	1/1/2022 – 12/31/2022
Amount:	\$1,459,171.00mm
History/CE:	OK
EL:	Needs WET signature

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	<p>12/21/2021: The 2022 budget is now open; however, the department has not completed the commitment spread upon re-submission for review. Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget per contract cover.</p> <p>12/17/2021: Attach complete RFP package to fulfill bid specification requirement; Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget</p>
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Purchasing Buyer approval: **OK, ssp 12/21/2021**



Department of Purchasing Tabulation Sheet

Stat 10/8/21

REQUISITION NUMBER: 6836	TYPE: RFP	ESTIMATE: \$1,340,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: August 23, 2021	NUMBER OF RESPONSES (issued/submitted): 12/2
REQUESTING DEPARTMENT: Department of Human Resources		COMMODITY DESCRIPTION: Stop Loss Coverage
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
1.	Anthem Stop Loss 4773 Barnsleigh Drive Akron, Ohio 44333	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes</p> <p>(Answer: No)</p> <p>Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Medical Mutual of Ohio 2060 East Ninth Street Cleveland, Ohio 44115	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 21-0138</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes</p> <p>(Answer: Yes)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**CUYHAOGA COUNTY EVALUATION - RQ# 6:
STOP LOSS COVERAGE RFP**

VENDOR	PROPOSED SOLUTION (10 PTS)		SCOPE OF WORK (10 PTS)		PROJECT MGMT (10 PTS)		PERF EVAL (10 PTS)		ANTICIPATED WORK SCHEDULE (10 PTS)		VENDOR QUALS (10 PTS)		STAFF QUALS (10 PTS)		BUDGET / PRICING (30 PTS)		TOTAL (100 PTS)
<u>Anthem</u>	8		9		8		8		8		10		10		10	25	86
<u>Medical Mutual</u>	8		9		9		10		10		10		10		30	96	

ADDITIONAL NOTES

Evaluator: Sheba N. Marshall, Adrienne Nickerson, Jesse S. Drucker

CONTRACT EVALUATION FORM

Contractor	Medical Mutual of Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800017				
RQ#	RQ40216				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Stop Loss insurance for healthcare claims				
Service Description	Vendor provides stop loss coverage for healthcare claims to protect the county from unusually expensive claims by County employees.				
Performance Indicators	Number of rejected stop loss claims. Stop loss is risk mitigation and can go unused for lengthy periods of time.				
Actual Performance versus performance indicators (include statistics):	No rejected claims known.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	See performance above.				
Department Contact	Stephen Witt				
User Department	Human Resources				
Date	12/1/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0013

<p>Sponsored by: County Executive Budish on behalf of Court of Appeals of Ohio, Eighth Appellate District</p>	<p>A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive on behalf of Court of Appeals of Ohio, Eighth Appellate District has recommended a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; and

WHEREAS, the primary goals of this project are to bring the Buckeye application up to date by developing it as a web-based application and overhauling of the current database to enable the development of new application-Buckeye Mobile implementation; and

WHEREAS, the funding for this project is 100% from the General Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025.

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

Journal _____
_____, 20__

Title: Court of Appeals; RQ6169; effective 2022; InfoPro Computer Solutions;
Contract Renewal for Computer Consulting Services

Scope of Work Summary

Court of Appeals is requesting approval of a contract with InfoPro Computer Solutions for the anticipated cost not-to-exceed \$299,000.00 per year for the three year period 4/1/2022- 3/31/2025

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.
BC2019-246

Describe the exact services being provided. The anticipated start-completion dates are 04/1/2022 – 3/31/2025

The primary goals of the project are (list 2 to 3 goals).

To bring the Buckeye application up to date by developing it as a web-based application.

Overhauling of the current data base to enable the development of new application.

Buckeye Mobile implementation.

Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval 10/7/2021
- b) Are the purchases compatible with the new ERP system?
- c) Is the item ERP approved
- d) Are the services covered by the original ERP budget

Procurement

Procurement Method – Sole Source – The department posted a public notice of intent to purchase. The request was reviewed by the Department of Purchasing and determined that it is compliant with the requirements of a sole source purchase. The vendor provided a sole source affidavit.

The procurement method for this project is Sole Source.

The sole source was closed 10/15/2021.

There were No bids pulled from OPD, submitted for review.

The proposed contract is an OPD approved sole source item with materials attached.

Contractor and Project Information

InfoPro Computer Solutions

5862 Holly Glenn Drive

Toledo, OH 43612

Council District N/A

The owner for the vendor is Jeffrey Dreps

The address or location of the project is:

8th District Court of Appeals

Old Courthouse
1 Lakeside Avenue
Cleveland, OH 44113

The project is located in Council District 7

Project Status and Planning

The contract or agreement needs a signature in ink by March 31, 2022.

Funding

The project is funded 100% by the General Fund.

The schedule of payments is monthly.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

All items requiring your attention are in red text regardless of placement on the form. Items highlighted in turquoise document changes I made to the item. Any items in green text are things I need to do. Please address any questions on this checklist and attach in Info. For items marked need see Contracts Checklist Glossary for Required Documents (or Document Longevity List) on the intranet for additional information. FYI’s are highlighted in pink

Infor/Lawson RQ#:	6169
Infor/Lawson PO# Code (if applicable):	FPSR (on requisition)/SOLC (on contract)
Event #	1812
CM Contract#	2099

	Department initials	Clerk of the Board
Briefing Memo	jpg	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input 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"/>
---	------------------------------	--

Sole Source Purchases (Contract) Reviewed by Purchasing			
		Department initials	Purchasing
Sole Source Justification Form		jpg 4/7/21	Ok cmk 12/6/2021
IG#	Need IG# of vendor and expiration date 21-0383 Reg expiring 12/31/2025	jpg 11/23/21	ok cmk 12/6/2021 InfoPro Computer Solutions 21- 0383-REG 31DEC2025
Annual Non-Competitive Bid Contract Statement (only needed if not going to BOC or Council for approval)	Date:		n/a item goes to Board of Control or County Council for a vote.
Debarment/Suspension Verified	Date:	11/23/21 11/24/21	jpg Ok cmk 12/6/2021; 12/14/2021 dated within 60 days/InfoPro Computer Solutions/Jeffrey J. Dreps
Auditor’s Finding	Date:	10/28/21	jpg Ok cmk 12/6/2021 dated within 60 days
Vendor’s Submission		jpg	ok cmk 12/6/2021
Independent Contractor (I.C.) Requirement Form needs to be completed by vendor. Form is available on the Intranet.	Date:	12/7/2021	jpg ok cmk 12/14/2021
Sole Source Affidavit		jpg	Ok cmk 12/6/2021
Sole Source 5-day Posting	Dates:10/7/21-10/17/2021	10/15/21	Ok cmk 12/6/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>		DOP Buyer cmk 12/14/2021 finalized cover and uploaded to CM
<i>Note: Currently DOP Buyer prepares unless contract is a master contract</i>		
Contract Evaluation – <i>if required Add contracts time period in lieu of 3 years 4/1/19-3/31/2022</i>	jpg	Ok cmk 12/13/2021
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	jpg 10/7/2021	Ok cmk 12/6/2021
Checklist Verification	jpg	Ok cmk 12/6/2021

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	See email Awatef Assad
Matrix Law Screen shot	See email Awatef Assad
COI	See email Awatef Assad
Workers' Compensation Insurance	See email Awatef Assad

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022 – 3/31/2023	CA100100	55130		\$299,000.00
4/1/2023 – 3/31/2023	CA100100	55130		\$299,000.00
4/1/2024 – 3/31/2025	CA100100	55130		\$299,000.00
			TOTAL	897,000.00

Contract History CE/AG# (if applicable)	CE1900147
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	
CM Contract#	10

In the future you need to complete all information in the table. I looked up approval # in OnBase and verified date on Council Legislation.

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$555,000.00		4/1/19-3/31/2022	3/25/2019 4/9/2019	R2019-0087
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount	\$555,000.00	\$			

Purchasing Use Only:

Prior Resolutions:	4/9/2019 R2019-0087
CM#:	2099
Vendor Name:	InfoPro Computer Solutions
ftp:	4/1/2022 – 3/31/2025
Amount:	Not-to-exceed \$897,000.00
History/CE:	ok
EL:	ok
Additional Comments	Contract must be signed by vendor in order to approve item to move forward. Add lines for the County Executive signature. Completed
Procurement Notes:	Sole Source posting resulted in no additional responses. Contract not late.
Purchasing Buyer approval:	12/14/2021 cmk

CONTRACT EVALUATION FORM

Contractor	InfoPro Computer Solutions
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900147 PO200174 CONV.
RQ#	6169
Time Period of Original Contract	4/1/2019-3/31/2022
Background Statement	<p>InfoPro designed and has maintained the Court’s custom case management system since 1990. InfoPro is uniquely qualified to provide general maintenance and support, system documentation, training and related products for the Eighth District Court of Appeals “Court”). Through this contract the Court can process cases internally as well as interface with the Proware case management system used by the clerk’s office and Common Pleas Court to maintain both courts’ official dockets. InfoPro’s hourly rate is reasonable in the industry. The vendor understands the Court’s case flow and is responsive to adapting the product to the changing needs of the Court with implementation of new technology, including supporting electronic filings, electronic signatures, secure remote access, generating quarterly case reporting for the Ohio Supreme Court, etc. InfoPro is the sole source provider of the Buckeye Case Management System. (See Vendor’s Sole Source Affidavit dated May 10, 2021)</p>
Service Description	<p>Renewal of Service Contract with Case Management Vendor, Contract No. CE1900147-01 CONV to extend the contract for a period of three years for continued general maintenance and support, system documentation, training and related products and services for the State of Ohio, Eighth Appellate District’s Case Management System at a rate of \$95 per hour in the amount not to exceed \$299,000 per year. InfoPro Computer Solutions developed and maintains the software critical to the court’s case management and operations. The contract is for a three-year term. The prior contract will expire on March 31, 2022 and the renewal contract would commence on April 1, 2022 with an end date of March 31, 2025.</p>

Performance Indicators	Work performed as needed and ongoing maintenance support as needed.				
Actual Performance versus performance indicators (include statistics):	N/A.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	Timely response and superior product customization and delivery.				
Department Contact	Stan Zakelj, Systems Manager. sjz@8thappeals.com 216-443-6374				
User Department	InfoPro services the entire Court of Appeals.				
Date	11/3/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0014

Sponsored by: County Executive Budish/Court of Common Pleas/Corrections Planning Board	A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period 7/1/2021 – 6/30/2023; authorizing the County Executive to execute Contract No. 2120 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/Corrections Planning Board has recommended a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023; and

WHEREAS, the primary goals of this project are to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions (which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment) (2) follow-up job placement opportunities, and (3) on-going case management; and

WHEREAS, this project is 100% funded by Justice Reinvestment Incentive Grant 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 authorizes a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for

Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023.

SECTION 2. That the County Executive is authorized to execute Contract No. 2120 in connection with said award and all documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20__

Title: Passages Connecting Fathers and Sons Inc.

Lead Department/Court Name: Common Pleas Court and the Corrections Planning Board

Year: Services will occur from 07/01/21 - 6/30/23.

Agency/Vendor Name: Passages Connecting Fathers and Sons Inc.

Agreement/Contract type: ~~New contract between two government entities~~

Scope of Work Summary

Common Pleas Court and the Corrections Planning Board requesting authority to contract with Passages Connection Fathers and Sons Inc. in the amount of \$1,065,476.00 to provide Cognitive Behavioral Interventions (CBI) programming for Offenders Seeking Employment (EMP) and employment placement. Services will occur from 07/01/21 - 6/30/23. The vendor Passages Connection Fathers and Sons Inc. will provide assessment and specialized programming (including individual and gender-specific counseling) to address the employment needs of offenders, both male and female. Based upon the assumption that meaningful and legal employment is one key element of becoming a productive member of society, and justice system involvement can be a barrier to employment, Passages Connection Fathers and Sons Inc. will implement a program designed for criminal justice involved individuals who present as moderate to high need in the area of employment. By targeting cognitive behavioral interventions in combination with employment opportunities, specific problem-solving skills are learned which greatly assist in both lawful behaviors exhibited by probationers as well as engagement in on-going legal employment.

Services will occur from 07/01/21 - 6/30/23.

The goals of the program are to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions (which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment) (2) follow-up job placement opportunities, and (3) on-going case management.

Procurement

The Procurement method for this project was an RFI via the Corrections Planning Board.

The above procurement method closed on 01/08/2018.

100% of the project was awarded to a DBE Vendor.

Contractor and Project Information

Vendor/Contractor Name: Passages Connecting Fathers and Sons Inc.

Street Number and Name: 4600 Carnegie Ave.

City, State, and Zip Code: Cleveland, OH 44103

Council District: This program serves the entire county.

Rev. Dr. Brian Moore, President and CEO

Passages Connecting Fathers and Sons Inc.

This program serves the entire county.

Project Status and Planning

The reason this item is being submitted well after the contract start date of July 1, 2021 includes the following historical and current issues influencing the submission date for Board of Control approval.

- The State of Ohio's current two (2) year did not become effective until July 1, 2021.
- The Corrections Planning Board received a notice of award for Community Corrections Act (CCA 407) funding from the Bureau of Community Sanctions until the second week in July.
- Once received, we had to go through the Board of Control to accept the grant award.
- Once passed by the Board of Control, we had to submit an appropriation request for these funds. The appropriation request then had to be approved by the County Council for funds to be available.
- The Corrections Planning Board moved to accept this award at the bi-annual October 13th Corrections Planning Board meeting.
- Lastly, I was out of the office for several weeks in late October/early November , and the Corrections Planning Board does not have the staffing that is required collect supplementary documents and move the agreement forward in the Lawson system.

Funding

Justice Reinvestment Incentive Grant (JRIG)

The schedule of payments is quarterly

This is a new contract.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	n/a
Infor/Lawson PO # Code (if applicable):	
CM Contract#	2120

	Department initials	Clerk of the Board
Briefing Memo: Passages CBI-EMP	CPB-LL	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	See attached explanation.	
What is being done to prevent this from reoccurring?	See attached explanation.	

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			LL	ok
IG#	12-2161 (Cleveland – 31DEC2023)		LL	Passages Connecting Fathers and Sons, Inc. 12- 2161-REG 31DEC2023
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		n/a (see RFI response)	n/a
Debarment/Suspension Verified	Date:	11.15.21	LL	ok
Auditor's Finding	Date:	11.15.21	LL	ok
Vendor's Submission			LL	Vendor Signed contract attached
Independent Contractor (I.C.) Requirement	Date:	9.2.21	LL	ok
Cover - <i>Master contracts only</i>			n/a	n/a
Contract Evaluation – <i>if required</i>			LL	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	n/a
Checklist Verification			LL	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	LL
Matrix Law Screen shot	LL
COI	LL (approved through Matrix on 11.22.21)
Workers’ Compensation Insurance	LL (approved through Matrix on 11.17.21)

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Activity Code	Dollar Amount
07/01/2021-12/31/2021	CP285170	55130		CP-21-JRIG23	\$266,369.00
01/01/2022-12/31/2022	CP285170	55130		CP-21-JRIG23	\$532,738.00
01/01/2023-06/30/2023	CP285170	55130		CP-21-JRIG23	\$266,369.00
				TOTAL	\$1,065,476.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	n/a
CM Contract#	2120

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,065,476.00		07/01/2021-06/30/2022 6/30/2023		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	2120
Vendor Name:	Passages Connecting Fathers and Sons, Inc

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	7/1/2021-6/30/2023
Amount:	\$1,065,476.00
History/CE:	n/a
EL:	ok
Procurement Notes:	Buyer review completed

Purchasing Buyer approval: **ok to approve. 12/8/2021**

Per the procedures, as this item needs Board of Control approval, the department will need to enter into OnBase for a future agenda under the ERP-BOC/Council Approval Request Form.

Once approved by the BOC, the request will have final OPD approval in Infor in order for the department to move forward with the AP process.

CONTRACT EVALUATION FORM

Contractor	Passages Fathers & Sons Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	BC2018-503; BC2019-234				
RQ#	n/a				
Time Period of Original Contract	July 1, 2021 to June 30, 2023				
Background Statement	Contract with Passages Connecting Fathers and Sons Inc. regarding Cognitive Behavioral Interventions (CBI) for Offenders Seeking Employment (EMP) and employment placement.				
Service Description	The vendor Passages Connection Fathers and Sons Inc. will provide assessment and specialized programming (including individual and gender-specific counseling) to address the employment needs of offenders, both male and female.				
Performance Indicators	Contract with mutually agreed upon certified service provider for this program as identified and approved via Ohio Community Corrections Act (CCA) Grant. Monitor service provider for compliance on all certifications.				
Actual Performance versus performance indicators (include statistics):	Services are to be provided utilizing CCA grant funding through 06/30/23 when the grant funding ends. Passages Connecting Fathers and Sons, Inc. has maintained a previous 100% compliance rate when contracting with network service providers for programming, and 100% compliance with monitoring.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Passages Connecting Fathers and Sons, Inc. has previously performed the same contract functions; no audit findings have been identified during Corrections Planning Board audits.				
Department Contact	Martin P. Murphy, Corrections Planning Board - 216-443-5076				
User Department	Probation/Common Pleas Court				
Date	November 16, 2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0015

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 13/21/2022; authorizing the County Executive to execute Contract No. 2017 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council has recommended a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 13/21/2022; and

WHEREAS, the primary goal of this project is to coordinate, enhance and maximize existing after-school and summer programs for children and youth in Cuyahoga County; and

WHEREAS, the project is funded 100% by the Health and Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 13/21/2022.

SECTION 2. That the County Executive is authorized to execute Contact No. 2017 and all other documents consistent with said award and this Resolution.

Title: FCFC 2021 Child Care Resource Center of Cuyahoga County dba Starting Point Contract Out-of-School Time (OST) Services for Youth in Cuyahoga County

Scope of Work Summary

FCFC requesting approval of a sole source contract with Child Care Resource Center of Cuyahoga County dba Starting Point for the anticipated cost of \$1,900,000.00 for the time period of 1/1/2022 to 12/31/2022

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

Contract/Amend	Approval Number
Original Contract	R2021-0007

Describe the exact services being provided.

Contracting with community partners to provide OST activities including tutoring, kindergarten clubs, a screen writing contest, post-secondary access services, social support and wellness, and workforce development

- Managing the County’s outcome measurement tools, processes, and data systems used by current OST contracted partners including training and providing technical assistance to users
- Improving developmental assets in youth participating in OST activities as well as overall OST program quality
- Delivering professional development training to youth serving staff that align with core knowledge and competencies of national afterschool associations

The anticipated start-completion dates are 1/1/22-12/31/22

The primary goals of the project are (list 2 to 3 goals).

To contract with a lead organization that can coordinate, enhance, and maximize existing after-school and summer programs for children and youth in Cuyahoga County.

Procurement Method – Sole Source – The department posted a public notice of intent to purchase. The request was reviewed by the Department of Purchasing and determined that it is compliant with the requirements of a sole source purchase. The vendor provided a sole source affidavit.

The procurement method for this project was Sole Source. The total value of the Sole Source is \$1,900,000.00.

The Sole Source bid was opened on 10/29/2021 and closed on 11/4/2021. There was no SBE goal.

The proposed contract is an OPD approved sole source item with materials attached.

Contractor and Project Information

Child Care Resource Center of Cuyahoga County dba Starting Point

4600 Euclid Avenue, STE 500

Cleveland, Ohio 44103

Council District 7

The Executive Director for the contractor is Nancy Mendez

The project is located in Council District 7

Project Status and Planning

The project reoccurs annually

Funding

The project is funded by 100% Health and Human Services Levy.

The schedule of payments is monthly by invoice

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7200
Infor/Lawson PO# Code (if applicable):	Sole Source
Event #	2032
CM Contract#	

	Department initials	Clerk of the Board
Briefing Memo	MRC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We had to follow the sole source process	
What is being done to prevent this from reoccurring?	We will plan to issue much earlier to be prepared	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Sole Source Purchases (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Sole Source Justification Form			MRC	OK
IG#	12-2605 – 12/31/2023		MRC	OK
Annual Non-Competitive Bid Contract Statement <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	11/2/2021 10/22/2021	MRC	OK
Auditor’s Finding	Date:	10/22/2021	MRC	OK
Vendor’s Submission			N/A	Signed Contract OK
Independent Contractor (I.C.) Requirement	Date:	6/9/2021	MRC	OK
Sole Source Affidavit			MRC	OK
Sole Source 5-day Posting	Dates:	10/29/21-11/4/21	OK	OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			MRC	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MRC	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MRC
Matrix Law Screen shot	N/A

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	MRC
Workers’ Compensation Insurance	MRC

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260300	55130	UCH08346	\$1,900,000.00
			TOTAL	\$1,900,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	
CM#:	2017
Vendor Name:	Child Care Resource Center of Cuyahoga County dba Starting Point
ftp:	1/1/2022 – 12/31/2022
Amount:	\$1,900,000.00 MM
History/CE:	N/A
EL:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	11/23/21: Sole Source Affidavit is missing and required. TN
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Purchasing Buyer approval: LATE – Late explanation on Checklist. **OK to proceed. TN 11/23/21**

CONTRACT EVALUATION FORM

Contractor	Child Care Resource Center of Cuyahoga County dba Starting Point
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1700241-01 247
RQ#	
Time Period of Original Contract	01/01/2018-12/31/2020
Background Statement	<p>The Ohio Family and Children First Council is statutorily defined as the Governor’s Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio’s children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level.</p> <p>As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member’s systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC</p>

	continues to achieve the following accomplishments; participation and promotion of Parent Services and activities, Youth Engagement through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.				
Service Description	Out of School Time and Transition Services				
Performance Indicators	Number of parents and youth accessing services through consultation services and online. Number of programs receiving a contract for service through Starting Point's re-granting process. Number of youth served through funded OST providers. Number of activities available for youth by neighborhood. Number of OST/Youth Transition programs listed with Starting Point. Number of licensed OST programs listed. Number of OST practitioners trained. Number of training sessions conducted. Number of technical assistance sessions conducted. Number of funded OST/Youth Transitions programs that participate in YPQA assessments. Increased OST/Youth Transitions Programs YPQA Youth Interactions and Engagement Scores. Number of funded OST/Youth Transitions Agencies implementing Family Engagement Strategies				
Actual Performance versus performance indicators (include statistics):	Over 2,292 youth were served on average of every year.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All contract deliverables are met in a timely manner.				
Department Contact	Kathleen Johnson				
User Department	Family and Children First Council				
Date	10/29/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0016

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood	A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute the Agreement No. 1876 and all other documents consistent with said agreement and this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has recommended an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; and

WHEREAS, the primary goals of this project are to: (a) promote healthy social and emotional development of young children, (b) prevent and/or provide early intervention of mental health difficulties, and (c) provide treatment of mental health conditions among very young children in the context of their families; and

WHEREAS, the funding for this project is 100% from the Health and Human Services 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 an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration

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

Journal _____
_____, 20__

Title: Office of Early Childhood/Invest in Children 2022-2023 Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, Contract for the Early Childhood Mental Health Program

Scope of Work Summary

Office of Early Childhood/Invest in Children requesting approval of a Contract, with Alcohol, Drug Addiction and Mental Health Services Board for the anticipated cost of \$1,639,104.00.

Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.

The anticipated start dates are: 1/1/2022 – 12/31/2023.

The primary goals of the project are:

- Promote healthy social and emotional development.
- Prevention and early intervention of mental health difficulties.
- Treatment of mental health conditions among very young children in the context of their families.

Procurement

The procurement method for this project was other-Government Purchase. The total value of the \$1,639,104.00.

Contractor and Project Information

Alcohol, Drug Addiction and Mental Health Services Board
2012 W. 25th Street, 6th Floor
Cleveland, Ohio 44113

The executive director for the contractor/vendor is Scott Osiecki

The project is located in Council District: County Wide

Project Status and Planning

The project reoccurs annually.

Funding

Health and Human Services Levy-100%.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	GOVT
CM Contract#	1876

	Department	Clerk of the Board
Briefing Memo	MRC	

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				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			MRC	OK
Debarment/Suspension Verified	Date:	10/1/2021	MRC	OK
Auditor’s Finding	Date:	10/13/2021	MRC	OK
Vendor’s Submission			N/A	Signed Contract OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			MRC	Contract time period was 1/1/2020 – 12/31/21 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MRC	OK

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MRC
Matrix Law Screen shot	N/A
COI	MRC
Workers’ Compensation Insurance	MRC

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260240	55130	UCH09999	\$819,552.00
1/1/2023-12/31/2023	HS260240	55130	UCH09999	\$819,552.00
			TOTAL	\$1,639,104.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	
CM#:	1876
Vendor Name:	Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
ftp:	1/1/2022 – 12/31/2023
Amount:	\$1,639,104.00 MM
History/CE:	N/A
EL:	OK
Procurement Notes:	11/17/21: PO Code needs to be updated to GOVP. TN

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer approval: OK to proceed. TN 11/18/21

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Revised 9/17/2021

CONTRACT EVALUATION FORM

Contractor	Alcohol, Drug Addiction and Mental Health Services Board				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM #1581				
RQ#	N/A				
Time Period of Original Contract	1/1/2021-12/31/2022				
Background Statement					
Service Description	<p>The goals of the ECMH program are to identify children, ages 0 through 6, in need of ECMH services, ensure timely access to ECMH services, engage the family in a treatment plan, and assure that necessary follow-up and transition services occur. Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.</p>				
Performance Indicators	<p>Total number of unduplicated children served: Target 800 # 200 Treatment # 400 Consultation</p>				
Actual Performance versus performance indicators (include statistics):	<p>The total numbers served between January 1, 2019 and September 30, 2019 was 797 unduplicated children.</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	<p>The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, and the provider agencies funded through this program, have been consistent in meeting goals and outcomes for many year including the most recent year.</p>				

Department Contact	Marcos Cortes
User Department	Office of Early Childhood/Invest in Children
Date	9/24/2021

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0282

Sponsored by: County Executive Budish/Department of Law	A Resolution authorizing an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management 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 \$2,571,470; 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/Department of Law has recommended an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period of 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 \$2,571,470; and

WHEREAS, the primary goal of this project is to provide insurance brokerage and risk management services; and

WHEREAS, the project is funded with the General Fund and 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 authorizes an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period of 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 \$2,571,470.

PROPOSED SUBSTITUTE

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0282

Sponsored by: County Executive Budish/Department of Law	A Resolution authorizing an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management 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 <u>\$1,579,611</u> \$2,571,470 ; 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/Department of Law has recommended an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period of 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 **\$1,579,611**~~\$2,571,470~~; and

WHEREAS, the primary goal of this project is to provide insurance brokerage and risk management services; and

WHEREAS, the project is funded with the General Fund ~~and 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 authorizes an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period of 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 **\$1,579,611**~~\$2,571,470~~.



JUSTIFICATION FOR USE OF NON-COMPETITIVE PROCESS

The County requires submitting departments to provide a business case which includes specific details supporting the Contract/Purchase being made.

As a consequence, departments need to provide detailed information justifying any purchases to be made non-competitively. The County has developed a justification packet for completion. If submitting a request for a non-competitive purchase, the department must complete this form, and attach it (along with supporting documentation) in the Procurement software system.

A review of the Contract/Purchase request will not be completed without a signed completed Justification packet uploaded as an attachment when submitting the contract/purchase request in the Procurement software system. It is critically important, and incumbent upon the department to fully and accurately complete the form in order to avoid any lengthy and unnecessary delays in processing the contract/purchase request.

Requestor	Awatef Assad
Requestor Phone Number	216-698-2061
Date	10/29/2021
Requisition Number	CE1900330-01 – REQ#LA-19-45204 - #CM#977

OPERATING DEPARTMENT & ACTIVITY: (Choose 1)

The {Enter Department Name} plans to contract with {Vendor}, for the {time period} for {services} in the amount of \${xxxx}.

RQ# _____

OR

The Law Department plans to amend Contract No. CE1900330-01 with Hylant Group Inc. to extend time period until 12/31/2022 for services not to exceed the amount of \$2,726.470.00

Check the appropriate box:

Governmental Purchase - County Code 501.12 (B)(8)

State Contract Purchase – County Code 501.12(B)(19)

Lower than State Contract Purchase

Government Cooperative Purchasing - County Code 501.12(B)(18)

Federal Contracts

Joint Purchasing Programs (includes GSA)

X Contract Amendment

Contract # CE1900330-01 RQ# LA-19-45204

RFP Exemption – County Code 501.12(D)

Community Rehabilitation Program (CRP) - O.R.C. 125.60 - O.R.C. 125.607

Ohio Industries for the Handicapped (OIH) - County Code 501.12(B)(13)

Public Utility (911 System) - O.R.C. 128.03 (F)

Exemption from Aggregation of Contracts -County Code 501.05(C)

Alternative Procurement Process – County Code 501.12(B)(15)

Federal, State, or Other Grant Application Program (County Code 501.12(B)(16)

1. Description of Supplies or Services, amount of purchase; if a contract or an amendment list start date and end date, and/or scope change if an amendment.

The Hylant contract is necessary to continue the provision of insurance brokerage and risk management services not to exceed the amount of \$2,571,470.00.

There is no change in scope of the original contract. The amendment seeks to extend the term to December 31, 2022.

If contract or contract amendment term has begun, please respond to questions 1a. and 1b below:

1a. Why is the contract/amendment being submitted late? N/A

1b. What is being done to prevent this from reoccurring? N/A

2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).

**LW100120-55110 - \$1,531,544
HS255125-55110 - \$851,338**

Other entities will be paying remaining shares of contract.

3. Was the specific project funding included in OBM-approved budget for the current year? If not, please explain.

Yes

4. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

Law has an existing contract with Hylant. The amendment seeks to amend the extended term to December 31, 2022, with a total not to exceed \$2,726,470. This contract provides premium coverage to the County's insurance policy.

5. What other available options and/or vendors were evaluated? If none, include the reasons why (*Attach supporting documentation such as other vendor quotes/pricing*).

No options were evaluated. Law has an existing contract with Hylant. The amendment seeks to amend the extended term to December 31, 2022, with a total not to exceed \$2,726,470. This contract provides premium coverage to the County's insurance policy.

6. What ultimately led you to this product or service? Why was the recommended vendor selected? How was it determined that the anticipated cost is fair and reasonable? (*Attach supporting documentation*).

Hylant was the most qualified vendor during the RFP process for the existing contract.

7. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive process. (*Attach supporting documentation*).

Law has an existing contract with Hylant. The amendment seeks to amend the extended term to December 31, 2022, with a total not to exceed \$2,726,470. This contract provides premium coverage to the County's insurance policy.

Certain insurance coverages, including the County's property insurance, will lapse and there will be a gap in coverage.

8. Describe what future plans, if any, your department can take to permit competition before any subsequent purchases of the required supplies or services. In none, please explain why.

The Law Department will be releasing an RFQ in 2022.

CERTIFICATION REQUIREMENTS

I certify that the information contained in and attached to this Justification is accurate and complete to support the recommendation.

I further certify that the attached narrative justification verifies Cuyahoga County's minimum need or schedule requirements and any rationale used to justify the non-competitive request.

Signature of Director:



Date: _____

RQ# _____

Procurement software system title:

CONTRACT EVALUATION FORM

Contractor	Hylant				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900330-01 (HHS) and CE1900330-02 (Law)				
RQ#	LA-19-45204				
Time Period of Original Contract	1/1/20 to 12/31/21				
Background Statement	Insurance and Risk Management Services are important to mitigate risk, prevent losses, and protect the County's resources and assets.				
Service Description	Insurance and Risk Management Services				
Performance Indicators	Has the vendor been attentive to Risk Management & Insurance needs of the County? Has the vendor worked closely with Risk Management to develop and maintain an effective, efficient and cost-effective risk strategy for the County?				
Actual Performance versus performance indicators (include statistics):	<p>Hylant has been very attentive to Risk Management & Insurance needs of the County.</p> <p>The Hylant team has worked closely with Risk Management to develop and maintain an effective, efficient and cost-effective risk strategy for the County.</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	Hylant has been very attentive to Risk Management & Insurance needs of the County. The Hylant team has worked closely with Risk Management to develop and maintain an effective, efficient and cost-effective risk strategy for the County.				
Department Contact	Awatef Assad, County's Risk Manager				
User Department	Law Department				

Date	June 28, 2021
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County Council of Cuyahoga County, Ohio Resolution No. R2021-0268

<p>Sponsored by: County Executive Budish/Department of Development</p> <p>Co-sponsored by: Council President Jones</p>	<p>A Resolution authorizing HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loans 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 HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects as follows:

- a) Cuyahoga TAY in the amount not-to-exceed \$450,000.00 for the development of a new, 50-unit supportive housing building for transition-aged youth experiencing homelessness in Cuyahoga County;
- b) The Arch at Saint Michael in the amount not-to-exceed \$450,000.00 to renovate the former Central Catholic School and convent to a 46-unit, senior independent living building, located at 3146 Scranton Road in Clark-Fulton Neighborhood in the City of Cleveland;
- c) Jennings Center for Older Adults and PIRHL Developers, LLC in the amount not-to-exceed \$450,000.00 for the development of Hazelwood Court, a 53-unit senior community in City of Maple Heights;
- d) The Warner and Swasey in the amount not-to-exceed \$450,000.00 to construct 140 units for a mixed-used, mixed-income, mixed-population, historic adaptive-reuse of the former Warner and Swasey Manufacturing Plant, located in the City of Cleveland;
- e) Benjamin Rose Institute on Aging in the amount not-to-exceed \$450,000.00 for the development of the Margaret Wagner Apartments III, to construct 20 new units of Housing and Urban Development (HUD) Section 202 Supportive Housing for the elderly, located at 2373 Euclid Heights Boulevard in the City of Cleveland Heights; and

WHEREAS, the primary goal of these loans is to perform affordable housing projects; and

WHEREAS, all loans will be zero percent interest, deferred payment forgivable based upon the continuance of affordability for not less than 15 years; and

WHEREAS, the project is 100% funded by Federal HOME Investment Partnership Funds;

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 HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects as follows:

- a) Cuyahoga TAY in the amount not-to-exceed \$450,000.00 for the development of a new, 50-unit supportive housing building for transition-aged youth experiencing homelessness in Cuyahoga County;
- b) The Arch at Saint Michael in the amount not-to-exceed \$450,000.00 to renovate the former Central Catholic School and convent to a 46-unit, senior independent living building, located at 3146 Scranton Road in Clark-Fulton Neighborhood in the City of Cleveland;
- c) Jennings Center for Older Adults and PIRHL Developers, LLC in the amount not-to-exceed \$450,000.00 for the development of Hazelwood Court, a 53-unit senior community in City of Maple Heights;
- d) The Warner and Swasey in the amount not-to-exceed \$450,000.00 to construct 140 units for a mixed-used, mixed-income, mixed-population, historic adaptive-reuse of the former Warner and Swasey Manufacturing Plant, located in the City of Cleveland;
- e) Benjamin Rose Institute on Aging in the amount not-to-exceed \$450,000.00 for the development of the Margaret Wagner Apartments III, to construct 20 new units of Housing and Urban Development (HUD) Section 202 Supportive Housing for the elderly, located at 2373 Euclid Heights Boulevard in the City of Cleveland Heights; and

SECTION 2. That the County Executive and/or the Director of Development are authorized to execute all documents consistent with said loans 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 sunsetting 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: November 23, 2021
Committee(s) Assigned: Economic Development & Planning and Community
Development

Additional Sponsorship Requested on the Floor: November 29, 2021

Journal _____
_____, 20__

Title: Department of Development; 2021; Cuyahoga TAY, The Arch at St. Michael, Hazelwood Court, Warner Swasey Redevelopment, Margaret Wager Apartments III or their respective designees, in the amount of 450,000 each for Affordable Housing HOME loan

Scope of Work Summary

Department of Development requesting approval of a loan with borrowers identified below for the anticipated total cost of ~~\$2,150,000~~ **\$2,250,000.00** (450,000 per project). All loans will be zero percent interest, deferred payment forgivable based upon the continuance of affordability for not less than 15 years.

Approval conditioned upon the completion and approval of the HUD required environmental review process to ensure that the proposed projects do not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

Affordable Housing HOME Loans (5)

Cuyahoga TAY is a collaboration between A Place 4 Me, REACH Youth Action Board, Sisters of Charity Foundation of Cleveland, Enterprise Community Partners, CHN Housing Partners, EDEN, Inc., and FrontLine Service to develop new supportive housing for Transition-Aged Youth in Cuyahoga County.

New Units = 50

Total Project Cost = 12,318,845.00

County HOME = 450,000

The Arch at Saint Michael will renovate and convert the former Central Catholic school located at 3146 Scranton Rd. in Cleveland's Clark Fulton Neighborhood to a senior independent living project.

New Units = 46

Total Project Cost = 17,741,653.00

County HOME = \$450,000

Jennings Center for Older Adults and PIRHL Developers have partnered to develop Hazelwood Court, a 53-unit senior community in Maple Heights.

New Units = 53

Total Project Cost = 12,576,398

County HOME = \$450,000

The Warner and Swasey redevelopment will be a mixed-used, mixed-income, historic adaptive-reuse of the former Warner and Swasey manufacturing plant.

New Units = 140

Total Project Cost = 23,802,473

County HOME = \$450,000

Benjamin Rose is developing the Margaret Wagner Apartments III as 20 units of new HUD 202 Supportive Housing for the Elderly located at 2373 Euclid Heights Boulevard in Cleveland Heights.

New Units = 20

Total Project Cost = 5,628,735

County HOME = \$450,000

1. Executive Summary

Capitalizing on the success of the Housing First initiative to end chronic homelessness in Cuyahoga County through permanent supportive housing, A Place 4 Me, REACH Youth Action Board, Sisters of Charity Foundation of Cleveland, Enterprise Community Partners, CHN Housing Partners, EDEN, Inc., and FrontLine Service are collaborating to develop new supportive housing for Transition-Aged Youth in Cuyahoga County. Cuyahoga TAY is a 50-unit, new construction supportive housing building designed to serve young adults ages 18-24 experiencing homelessness. As a service-rich housing resource, Cuyahoga TAY will provide space for recovery from the trauma of homelessness and the events that may have led to it. Providing a range of skill development opportunities, Cuyahoga TAY is a stepping-stone for the next phase of life that meets young people where they are and provides them with the support and relationships to succeed. All residential suites will have one full bathroom, a kitchen, storage, and will be fully furnished. The development will achieve LEED Silver Certification. The site will have secured vehicular and pedestrian access and as property manager EDEN will provide front desk security staffing.

Cuyahoga TAY will meet an urgent need for supportive housing for youth and young adult populations in Cuyahoga County. In Cuyahoga County, the number of young adults experiencing homelessness and in need of housing far surpasses the resources available to them. This development has been planned based on data and strong qualitative input from partners in order to maximize benefits to the youth and young adult residents of the County who are experiencing homelessness, and to the community in the Goodrich-Kirtland Park/St. Clair Superior neighborhood.

Our Core Values:

- 1) Youth leadership – We value young people as experts in their own lives. We will collaborate with residents to create an environment of respect that elevates youth voice as key decisions are being made affecting the building.
- 2) Racial and LGBTQ equity – We believe in and support inclusion and equity regardless of race, ethnicity, gender identity, and sexual orientation.
- 3) Hospitality – We seek to meet the most basic and immediate needs of young people first – including the need for respite from the trauma of homelessness.

Cuyahoga TAY – County HOME

4) Highly-relational – We prioritize the development of positive relationships with staff and among residents; mistakes and set-backs are expected and seen as opportunities for growth and further relationship building.

5) Flexibility – We offer services that are voluntary, tailored to each individual resident, and easily accessible.



Address	v/I Thomas Street, Maple Heights, OH
Number Units	53
Type	Senior Urban Housing, New Construction
Completion	Summer 2023
Financing	LIHTCs, FHLB Cincinnati
Developer	PIRHL Developers, LLC
Contractor	PIRHL Contractors, LLC

HAZELWOOD COURT

MAPLE HEIGHTS, OHIO

Jennings Center for Older Adults and PIRHL Developers have partnered to propose Hazelwood Court, a 53-unit senior community that will serve Maple Heights' independent seniors 62 and older who have incomes between 30% and 60% of AMI.

Hazelwood Court is the second partnership undertaken by Jennings and PIRHL. Library Court, the first development sponsored by Jennings and PIRHL, was completed in 2011 and has emerged as a true asset to the Shaker Heights community as a result of the comprehensive services provided by Jennings and the strong relationship built with the City of Shaker Heights. PIRHL and Jennings aspire to have the same impact in Maple Heights.

Hazelwood Court, which will be developed as a 53-unit 3-story apartment building, is located within one mile of the Maple Heights Senior Center and near services, retail, and healthcare. Residents will also have access to a suite of on-site supportive services and will be connected with numerous community-based services through the assistance of an on-site service coordinator. The building will incorporate green design and operating features to achieve NGBS Silver certification.

Hazelwood Court will thoughtfully address the need for quality affordable housing for seniors and has won the support of the City of Maple Heights, which is donating the 17 parcels of vacant land that comprise the development site.



1 - Executive Summary – AHFA project description

The Warner and Swasey redevelopment will be a dynamic mixed-used, mixed-income, mixed population, historic adaptive-reuse of the former Warner and Swasey manufacturing plant. It will become a vibrant community providing workforce housing and office space oriented to the technology and manufacturing fields with an emphasis on associated workforce development opportunities that connect residents to economic opportunity. Our vision is that Warner and Swasey will serve as a symbol of the revitalization of the MidTown neighborhood and Cleveland at large in context to the rich heritage this building communicates. A revitalized Warner and Swasey will serve as a gateway to the growing Innovation District to the east.

Proposal and Uniqueness

Warner and Swasey is a three-pronged redevelopment consisting of a 9% Low Income Housing Tax Credit (LIHTC) condominium, a 4% BGF LIHTC condominium, and a market rate New Market Tax Credit (NMTC) condominium.

The overall project will create approximately 140 units in a mix of Studio, 1-, 2- and 3-bedrooms on the upper floors. The residential units offer senior and workforce housing affordable to households earning 30% to 60% of Area Median Income (AMI), as well as market rate workforce housing affordable to households earning 60% to 120% AMI. For purposes of the Cuyahoga County Affordable Housing Loan application if awarded, these additional funds will be applied to the 4% LIHTC condominium providing 10 Studio, 18 1-bedroom, 24 2-bedroom and 4 3-bedroom units.

The ground floor of the existing buildings will house approximately 20,000 SF of office space targeted towards organizations with a focus on technology and manufacturing with an emphasis on workforce development and supportive service programs which create opportunities for on-site residents and the community at large. While we are still in negotiations with specific tenants, we anticipate a dynamic interaction between the activity happening in the commercial spaces and the residents living above.

Some of the community-oriented goals in this redevelopment consist of: Removing Blight - Rehabilitation of a vacant historic building in a prominent location in the burgeoning neighborhood of MidTown; Catalyze Further Redevelopment in the MidTown District; Housing - Provide much-needed affordable and workforce housing options; Workforce Development - Connection to local institutions with a focus on education, job-readiness training and entrepreneurial coaching for local low-income residents; Job Creation - In the office spaces targeted towards organizations with a focus on technology and manufacturing; Commitment to economic inclusion and equitable development goals in partnership with MidTown and the City of Cleveland; Destination Placemaking - Use Warner and Swasey's memorable spaces to create a destination experience. Create a gateway to the Innovation District neighborhood; Storytelling and Engagement - Use highly visible billboard to engage commuters, and the Cleveland community at large to tie the project into the MidTown and Cleveland regeneration story.

Warner and Swasey is strategically located on one of the major thoroughfares, Carnegie Avenue, connecting the job centers of Downtown Cleveland and University Circle. Originally constructed in 1905 for the Warner and Swasey company, which operated on the site for 80 years, the building became vacant in 1985 leaving behind a legacy of ingenuity in engineering incorporating a multitude of machine tools, telescopes and advances in precision instruments that transformed the twentieth century. Now owned by the City of Cleveland, this 5-story elegant shell is poised for a dramatic adaptation.

Submitted: August 6th, 2021



Attachment 1

Executive Summary

PROJECT:

TYPE: Affordable Senior Rental Housing

FUNDING: FY20 HUD 202 Supportive Housing for the Elderly Program

DESCRIPTION: 20 units (new construction)

LOCATION: Margaret Wagner House,
2373 Euclid Heights Boulevard, Cleveland Heights, Ohio 44106

SPONSOR: Benjamin Rose Institute on Aging

BACKGROUND:

In 1960, Benjamin Rose opened Margaret Wagner House in Cleveland Heights as a state-of-the-art skilled nursing facility. Today the building is a programming hub that ensures older adults' basic needs are met through affordable rental housing with supportive services, including behavioral health services, benefits and healthcare enrollment, financial literacy, socialization, and activities that address food security by distributing meals to older adults throughout Cuyahoga County.

Since 2003, Benjamin Rose has operated HUD 202 supportive housing, Margaret Wagner Apartments and Margaret Wagner Apartments II, providing seniors in the Greater Cleveland area secure, affordable, and supportive housing. Our HUD 202 supportive rental housing for very-low-income persons aged 62 years and older is comprised of 60 apartments designed to help older adults live securely and independently. Benjamin Rose is seeking support of capital advance funding from the FY20 HUD Section 202 Supportive Housing for the Elderly Program to expand housing by adding an additional 20 units.

In addition to applying for FY20 HUD 202 funds to advance housing for the elderly with the new construction of 20 units, we are also seeking non-Section 202 funding to leverage community assets and support our affordable rental housing project estimated at \$4.5 million. This includes that Cuyahoga County and the City of Cleveland Heights have identified our housing project as eligible to apply for a \$450,000 loan and a \$100,000 loan of federal HOME program funds respectfully.

PROJECT DESCRIPTION:

Benjamin Rose Institute on Aging has refined a vision for Margaret Wagner House that combines leading edge design, innovative support services, and efficient use of federal resources to enrich the lives of vulnerable older

adults with low incomes. Benjamin Rose proposes to complete the adaptive re-use of the former nursing home facility, Margaret Wagner House. The project will turn approximately 20,450 square feet of the first floor of the five-story Margaret Wagner House building into residential space with 20 new one-bedroom HUD 202 Project Rental Assistance Contract (PRAC) Supportive Housing for the Elderly apartments and integrated common space including a laundry room, tenant storage lockers, management office space, a wellness office, public restrooms, including activity/community space with a common serving kitchen. The interior of the first floor will be completely gutted, except for portions of existing community spaces, exit stairs, elevators and vertical utility services, which will be maintained to serve the new apartments. A small portion of the lower level of the building including a multi-purpose room, adjacent kitchenette and public restrooms will also be renovated to expand community gathering space for educational and social programming.

PROJECT BUDGET:

Expenditures:

Construction Cost Estimate	4,463,330
Developer's Fee	430,000
Architect & Engineer Fees	225,000
Property	390,000
Contingency + Reserves	110,405
	<u>5,628,735</u>

Funding Requests:

US Dept of HUD Capital Advance	1,125,000	Applied
Bank – Permanent	233,735	Not Committed
Applicant – Owner Contribution	3,300,000	Committed
Applicant - Property donation	390,000	Committed
City CDBG Funds	30,000	Applied
County Home Funds	450,000	Applied
City Home Funds	100,000	Applied
	<u>5,628,735</u>	

ESTIMATED PROJECT TIMELINE:

05-26-2021	FY20 HUD 202 Application Submitted
10-01-2021	HUD Announces Awards
03-01-2022	Firm Commitment Application submitted to HUD
04-01-2022	Initial Closing and obligation of grant funds
	Site Acquisition
05-01-2022	Demolition start
06-01-2022	Construction start
02-01-2023	Construction completion
05-01-2023	Submission of Final Closing package
08-01-2023	Final Closing