



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING**  
**MONDAY, MARCH 21, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**1:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

**4. ITEM REFERRED TO COMMITTEE/CONFIRMATION HEARING:**

- a) R2022-0057: A Resolution confirming the County Executive's appointment of Paul Porter as Director of the Department of Purchasing; and declaring the necessity that this Resolution become immediately effective.

**5. EXECUTIVE SESSION:**

- a) Consideration of an appointment of a public employee

**6. MISCELLANEOUS BUSINESS**

**7. ADJOURNMENT**

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0057

Sponsored by: <b>County Executive Budish/Fiscal Officer</b>	<b>A Resolution</b> confirming the County Executive's appointment of Paul Porter as Director of the Department of Purchasing; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article X, Section 10.01 of the Charter provides for a Department of Purchasing to be responsible for the purchase of goods and services required for all offices of the County, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided by the County; and

WHEREAS, by Ordinance No. O2021-0006, dated May 25, 2021, this Council enacted Section 202.01 of the County Code to identify the responsibilities of the Department of Purchasing in accordance with said Charter Section 10.01; 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, in accordance with said Charter Section 2.03(2) and Section 202.01(B) of the County Code, the County Executive has nominated Paul Porter for appointment to the position of Director of the Department of Purchasing; 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 Paul Porter to the position of Director of the Department of Purchasing; 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 Paul Porter to serve as Director of the Department of Purchasing, upon his 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 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: March 8, 2022

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 20



Cuyahoga County  
Together We Thrive

**Armond Budish**  
Cuyahoga County Executive

March 2, 2022

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

Re: Cuyahoga County Director of Purchasing

Dear President Jones,

Pursuant to Section 202.01 of the County Code, in accordance with Section 10.01 of the County Charter, I am pleased to nominate Paul Porter to serve as the Director of Cuyahoga County's Department of Purchasing. A copy of Mr. Porter's resume is attached hereto which details his relevant work history and background.

Mr. Porter previously served as program officer 4, program officer administrator, and social program administrator for Cuyahoga County's Division of Contract Administration and Performance. Prior to joining Cuyahoga County, Mr. Porter served as support administrator for the Cuyahoga County Board of Developmental Disabilities, and protective services representative for Advocacy and Protective Services.

I am honored to nominate Mr. Porter for the position of Director of Purchasing as he is well suited to address the new challenges and opportunities of this newly formed department. I ask that this nomination 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,

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

Armond Budish  
County Executive

# Paul Porter

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## Governmental Administration Professional

Accomplished division director experienced with program planning, inter-agency collaboration, procurement, purchasing, policy analysis, and contract management

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### ***Experience:***

03/14-Present

**Cuyahoga County, Cleveland, OH**

*Social Program Administrator – Division of Contract Administration and Performance (05/21-Present)*

- Oversaw contracting and procurement operations across Health and Human Services
- Oversaw invoicing and performance management processes for various HHS contracts
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Led implementation of new Infor Strategic Sourcing and Contract Management systems across Health and Human Services
- Researched new programs and potential program changes
- Analyzed existing programs for opportunities for improvement
- Led staff and vendor training sessions, including remote sessions via Teams and Webex
- Communicated with vendors, agency personnel, and external stakeholders regarding programs, contracts, and RFPs
- Facilitated pre-proposal conference meetings for various RFPs

*Program Officer Administrator – Division of Contract Administration and Performance (10/19-05/21)*

- Conducted RFP research, development and review process and subsequent contract development, budgeting and award process for new services across HHS divisions
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Led implementation of new Infor Strategic Sourcing and Contract Management systems across Health and Human Services
- Researched new programs and potential program changes
- Analyzed existing programs for opportunities for improvement
- Facilitated proposal review process for RFPs from multiple HHS agencies
- Led staff and vendor training sessions, including remote sessions via Teams and Webex
- Communicated with vendors, agency personnel, and external stakeholders regarding programs, contracts, and RFPs
- Assisted with development and implementation of contract monitoring processes and procedures
- Supervised four staff members

*Program Officer 4 – Division of Contract Administration and Performance (10/17-10/19)*

- Conducted RFP development and review process and subsequent contract development, budgeting and award process for new services
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Managed senior center funding programs
- Facilitated proposal review process for RFPs from multiple HHS agencies
- Led vendor training sessions and technical assistance sessions
- Assisted with development and implementation of contract monitoring processes and procedures
- Supervised four staff members

*Business Administrator 4 (TWL) – Procurement and Contractual Services Administrator (05/16-04/17)*

- Managed Procurement and Contractual Services team, seven employees responsible for all facets of procurement and contracting for DSAS
- Led RFP process and subsequent contract development for new services
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Allocated over \$5M in contract dollars to vendors for senior services
- Expanded funding for senior centers from 24 sites to 36 sites
- Facilitated working groups focused on maximizing contract utilization
- Implemented Phases I and II of the Senior Center Innovation Grant program, awarding \$200,000 in grant funding
- Coordinated DSAS transportation initiative, serving on two regional transportation coalitions and tripling the number of DSAS transportation vendors
- Participated in DSAS Leadership Team
- Attended HHS leadership development training series

*Program Officer 3 – Audit Team Manager (03/14-05/16, 04/17-10/17)*

- Supervised examiners who monitored vendors for contract compliance
- Assigned contract monitoring tasks and prepared post-monitoring reports
- Standardized agencywide service eligibility requirements
- Developed Audit Policies and Procedures
- Authored RFPs, Contracts and Amendments for various social services programs
- Authored and led training for new electronic case management system
- Prepared and presented contract utilization and quality assurance reports
- Managed provider appeals process for audit findings

02/09-03/14

**Cuyahoga County Board of Developmental Disabilities, Cleveland, OH**  
*Support Administrator*

- Authorized Medicaid service provision and evaluated provider performance
- Administered Medicaid waiver authorizations for a caseload of 45 clients
- Established, monitored and revised budgets for service contracts with providers
- Analyzed services and staffing patterns to reduce government expenditures
- Completed authorization requests to exceed budgets when required
- Trained providers on accessing the State of Ohio's Cost Projection Tool system to review budgets
- Communicated with courts and other regulatory bodies regarding clients

08/07-02/09

**Advocacy and Protective Services**, Independence, OH  
*Protective Services Representative*

- Functioned as the legal guardian of 62 individuals with developmental disabilities
- Acted as a liaison between providers and county developmental disabilities boards
- Maintained state-required documentation for all clients

### ***Education:***

08/07-05/09

**Cleveland State University**, Cleveland, OH  
*Master of Public Administration*

- Economic Development concentration
- Capstone focused on consolidating services through regionalization to reduce government costs

08/04-05/07

**Hiram College**, Hiram, OH  
*Bachelor of Arts, Political Science*

- Religious Studies minor
- Student Senator; Committee Chair, Dining Services Outsourcing and Senate Officer Reformation Committees

### ***Community Leadership:***

09/21-Present

**Hiram College**  
Hiram, OH  
*Member, Alumni Executive Board*

03/19-Present

**Lakewood City Schools Community Recreation & Education Department**,  
Lakewood, OH  
*Commissioner, Youth Athletic Commission*

03/17-03/21

**United Way of Greater Cleveland**, Cleveland, OH  
*Member, Basic Needs Committee*

09/15-10/20

**Cleveland Hearing and Speech Center**, Cleveland, OH  
*New Partners of Cleveland Hearing and Speech Center Associate Board*  
*President (09/18-10/20)*  
*Vice-President (09/17-08/18)*  
*Member (09/15-08/17)*