



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, MAY 10, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> 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) April 26, 2022 Committee of the Whole Meeting [See Page 11]
  - b) April 26, 2022 Regular Meeting [See Page 14]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
  - a) **COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING**
    - 1) R2022-0105: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become [See Page 40]

immediately effective.

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

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

**b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2022-0082: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 71]

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

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

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**c) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2022-0120: 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, to increase the cost of living adjustment for remaining Fiscal 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 90]

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

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

- 1) R2022-0121: A Resolution confirming the designation of Joyce Huang to serve as the alternate to Mayor Justin Bibb on

the Cuyahoga County Planning Commission representing the Cleveland Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 101]

Sponsor: County Executive Budish

- 2) R2022-0122: A Resolution authorizing an amendment to Contract No. 842 (formerly Contract No. CE13495) with Fairfax Renaissance Development Corporation for lease of office space, located at 8111 Quincy Avenue, Cleveland for the period 6/1/2002 – 5/31/2022, to extend the time period to 5/31/2027 and for additional funds in the amount not-to-exceed \$5,888,550.00; and declaring the necessity that this Resolution become immediately effective. [See Page 105]

Sponsor: County Executive Budish/Departments of Public Works and Health and Human Services

- 3) R2022-0123: A Resolution authorizing a grant award to Fund for Our Economic Future of Northeast Ohio in the total amount not -to-exceed \$9,000,000.00 as fiscal agent, for Workforce Funders Group for various workforce development activities, commencing upon contract signature of all parties for a period of 3 years; authorizing the County Executive to execute the Contract No. 2451 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 114]
  - a) in the amount not-to-exceed \$5,000,000.00 for expansion of the Manufacturing Sector Partnership.
  - b) in the amount not-to-exceed \$1,000,000.00 for a Higher Education Internship Program.
  - c) in the amount not-to-exceed \$3,000,000.00 for Career Education in public schools Countywide.

Sponsor: County Executive Budish/Department of Development

- 4) R2022-0124: A Resolution authorizing an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County

employees and their eligible dependents for the period 1/1/2016 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 122]

Sponsor: County Executive Budish/Office of Human Resources

- 5) R2022-0125: A Resolution authorizing a grant award to Greater Cleveland Food Bank in the amount not-to-exceed \$5,000,000.00 to construct a new and expanded food distribution center in the City of Cleveland’s Collinwood neighborhood and to renovate the current facility, located at 15500 South Waterloo Road, Cleveland, to serve as a one-stop-shop for critical wraparound social services and support, effective upon contract signature of all parties for a period of one (1) year; authorizing the County Executive to execute the Contract No. 2429 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 129]

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

- 6) R2022-0126: A Resolution making awards on RQ8476 to various providers in the total amount not-to-exceed \$9,397,121.00 for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 142]
- a) Contract No. 2389 with Verge, Inc. in the amount not-to-exceed \$1,400,000.00.
  - b) Contract No. 2390 with Youth Opportunities Unlimited in the amount not-to-exceed \$7,997,121.00.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

- 7) R2022-0127: A Resolution authorizing an amendment to Contract No. 228 with The MetroHealth System for Correctional Health Care Services for the Cuyahoga County Jail System for the period of 5/9/2019 – 5/8/2022 to extend the time period to 08/08/2022 and for additional funds in the amount of \$10,600,000.00, for a total not-to-exceed amount of \$53,927,040.00; 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 160]

Sponsor: County Executive Budish/Sheriff's Department

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

- 1) R2022-0113: A Resolution adopting the Annual Alternative Tax Budget for the year 2023; and declaring the necessity that this Resolution become immediately effective. [See Page 163]

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

Committee Assignment and Chair: Finance & Budgeting – Miller

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

- 1) R2022-0109: A Resolution confirming the County Executive's reappointment of Yvette Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective. [See Page 166]

Sponsors County Executive Budish and Councilmember Sweeney

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

- 2) R2022-0110: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2022 – 12/31/2024; and

declaring the necessity that this Resolution become immediately effective: [See Page 168]

- i) Brandy Carney
- ii) Vincent D. Holland
- iii) Scott S. Osiecki

Sponsor: County Executive Budish

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

- 3) R2022-0111: A Resolution confirming the County Executive’s appointment of Alan Rosskamm to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027; and declaring the necessity that this Resolution become immediately effective. [See Page 171]

Sponsor: County Executive Budish

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

- 4) R2022-0112: A Resolution confirming the County Executive’s reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 173]

Sponsor: County Executive Budish

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

- 5) R2022-0114: A Resolution making an award on RQ8922 to CATTs Construction, Inc. in an amount not-to-exceed \$1,527,760.16 for resurfacing of Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2396 and all other documents consistent

with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 175]

Sponsors County Executive Budish/Department of Public Works/Division of County Engineer and Councilmember Turner

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

- 6) R2022-0115: A Resolution making an award on RQ8923 to Tri Mor Corporation in the amount not-to-exceed \$4,646,967.30 for resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2405 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 185]

Sponsors: County Executive Budish/Department of Public Works/ Division of County Engineer and Councilmembers Sweeney and Tuma

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

- 7) R2022-0116: A Resolution making an award on RQ8921 to The Vallejo Company in the amount not-to-exceed \$2,988,925.02 for the rehabilitation of Superior Road from Euclid Avenue to Lee Road in the Cities of Cleveland Heights and East Cleveland; authorizing the County Executive to execute Contract No. 2378 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,285,237.76 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective. [See Page 193]

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

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

- 8) R2022-0118: A Resolution authorizing various contracts with Manatron, Inc. dba Aumentum Technologies in the total amount not-to-exceed \$664,467.00 for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract Nos. 2411 & 2424 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 203]
- a) Contract No. 2411 in the amount not-to-exceed \$134,892.00 for CAMA SIGMA System.
  - b) Contract No. 2424 in the amount not-to-exceed \$529,575.00 for the Visual Property Tax System.

Sponsor: County Executive Budish/Fiscal Department

Committee Assignment and Chair: Finance & Budgeting – Miller

**g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 1) R2022-0097: A Resolution making awards on RQ7469 to various providers each in the amount not-to-exceed \$350,000.00, with a combined total not-to-exceed \$700,000.00 for general mechanical-electrical-plumbing architectural and engineering services, commencing upon contract signature of all parties for a period of 3 years; 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: [See Page 219]
- a) Contract No. 2353 with Advanced Engineering Consultants, Inc. in the amount not-to-exceed \$350,000.00.
  - b) Contract No. 2354 with Karpinski Engineering, Inc. in the amount not-to-exceed \$350,000.00.

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



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

- 2) R2022-0100: A Resolution authorizing an Economic Development Loan to JumpStart, Inc. in the amount not-to-exceed \$2,500,000.00 to provide local matching funds to support one-half of the operating costs to carry out the Ohio Third Frontier Entrepreneurial Services Program to assist early-stage tech startups, innovators, and small businesses throughout Cuyahoga County; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 230]

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development – Schron

**h) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING**

- 1) O2022-0003: An Ordinance Ordinance providing for an amendment to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to create a Tuition Assistance Program to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective. [See Page 235]

Sponsors: County Executive Budish/Department of Human Resources

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

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, MAY 24, 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 5<sup>th</sup> 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, APRIL 26, 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
2:30 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 2:34 p.m.**

### 2. ROLL CALL

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

**[Clerk's Note: Councilmember Gallagher was in attendance after the roll-call was taken.]**

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

### 3. PUBLIC COMMENT

**There were no public comments given.**

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

- a) R2022-0087: A Resolution confirming the County Executive's appointment of Alexandra R. Beeler, upon her taking the oath of office, as Inspector General of Cuyahoga County for the unexpired four-year term ending 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

**Council President Jones made a brief statement regarding the confirmation hearing process.**

**Ms. Alexandra Beeler County Executive Budish’s nominee for the position of Inspector General of Cuyahoga County, was then called upon to deliver an opening statement. Ms. Beeler provided background into her education, experience and qualifications for the position.**

**Councilmembers asked questions of Ms. Beeler pertaining to her experience and expertise, which she answered accordingly.**

**On a motion by Mr. Jones with a second by Mr. Sweeney, Resolution No. R2022-0087 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda with a recommendation for second reading adoption under suspension of rules.**

**5. EXECUTIVE SESSION**

- a) Collective bargaining matters, including:
  - 1) approving a Collective Bargaining Agreement between Cuyahoga County and the Fraternal Order of Police, Ohio Labor Council, Inc, (“FOP”), representing approximately 46 employees in 8 classifications in the Cuyahoga County Regional Forensic Science Laboratory under the direction of the County Medical Examiner for the period 4/26/22 - 12/31/2024.
  - 2) approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 6 employees in the classifications of Airport Technician II and III at the Cuyahoga County Regional Airport, Department of Public Works, for the period 12/1/2019 - 11/30/2022, to establish the terms of the health insurance and wage re-openers and to modify Articles 31 and 32.
- b) Pending or imminent litigation.
- c) Purchase or sale of property.

**A motion was made by Mr. Miller, seconded by Ms. Baker and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing collective bargaining matters, pending or imminent litigation and purchase or sale of property and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 3:05p.m. The following Councilmembers were present: Sweeney, Tuma, Gallagher, Simon, Baker, Miller and Jones.**

**[Clerk’s Note: Councilmembers Turner and Stephens joined the meeting during Executive Session.]**

**The following additional attendees were present: Law Director Gregory Huth; Deputy Law Director Nora Hurley; Assistant Law Director Stephan Reid; Interim Human Resources Director Sheba Marshall; Human Resources Director of Employee and Labor Relations Administration Eric Myles; Public Works Director Michael Dever; Planning and Program Administrator Nichole English; Civil Division Chief David Lambert; Assistant Prosecuting Attorney Brendan Healy; Medical Examiner Thomas Gilson; Attorney James Climer, Mazanec, Raskin & Ryder, Co.; CBRE Senior Vice President Ryan Jeffers; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Special Counsel Brendan Doyle and Policy Analyst James Boyle.**

**At 5:02 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 5:02 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, APRIL 26, 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

**A motion was made by Mr. Jones, seconded by Mr. Miller and approved by unanimous vote to excuse Councilmembers Schron and Conwell 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**

- a) Ms. Carol Caruso, representing Charter Communications/Spectrum, addressed Council regarding Resolution No. R2022-0119 making an award on RQ6906 to PC's for People Ohio, LLC in the amount not-to-exceed \$19,382,136.00 for the deployment of broadband services in Cuyahoga**

**County, commencing upon contract signature of all parties for a period of 3 years.**

**b) Loh – addressed Council regarding various agenda and non-agenda items.**

6. APPROVAL OF MINUTES

- a) April 12, 2022 Committee of the Whole Meeting
- b) April 12, 2022 Regular Meeting

**A motion was made by Ms. Turner, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the April 12, 2022 Committee of the Whole and the 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 was absent from the meeting.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2022-0105: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0105 to the Human Resources, Appointments & Equity Committee.**

- b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2022-0082: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become

immediately effective.

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

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

**Clerk Richardson read Resolution No. R2022-0082 into the record.**

**This item will move to the May 10, 2022 Council meeting agenda for consideration for third reading adoption.**

- c) 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. R2022-0083.**

- 1) R2022-0083: A Resolution making an award to College Now Greater Cleveland in the amount of \$500,000.00 from the Cuyahoga County Educational Assistance Fund for Component Two of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2026; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

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

**On a motion by Ms. Simon, seconded by Ms. Turner Resolution No. R2022-0083 was considered and adopted by unanimous vote.**

- d) COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2020-0002: An Ordinance amending Sections 406.01 and 406.02 of the Cuyahoga County Code to clarify contents of the



Whistleblower provisions; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Miller and Conwell

Committee Assignment and Chair: Council Operations, Intergovernmental Relations & Public Transportation – Sweeney

**Mr. Miller introduced a proposed amendment on the floor to Ordinance No. O2020-0002. Discussion ensued.**

**A motion was then made by Mr. Miller, seconded by Ms. Baker and approved by unanimous vote to accept the proposed amendment.**

**On a motion by Mr. Miller, with a second by Ms. Turner, Ordinance No. O2020-0002 was considered and adopted by unanimous vote, as amended.**

- 2) O2022-0001: An Ordinance making confirmable by Council the appointments of the Directors of Children and Family Services, Cuyahoga Job and Family Services and Senior and Adult Services; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Conwell, Jones, Turner, Miller and Baker

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

**On a motion by Ms. Baker, seconded by Mr. Sweeney, Ordinance No. O2022-0001 was considered and adopted by unanimous vote.**

#### 10. LEGISLATION INTRODUCED BY EXECUTIVE

- e) 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. R2022-0052, R2022-0106, R2022-0107 & R2022-0108.**

- 1) R2022-0052: A Resolution approving a proposed settlement in the matter of Paula Kiekisz, as Mother and Administrator of the Estate of Brenden John Kiekisz, Deceased v. Cuyahoga

County Board of Commissioners, et al., Case No. 1:21-cv-00264, United States District Court, Northern District of Ohio; 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 Ms. Turner, Resolution No. R2022-0052 was considered and adopted by unanimous vote.**

- 2) R2022-0106: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Fraternal Order of Police, Ohio Labor Council, Inc, (“FOP”), representing approximately 46 employees in 8 classifications in the Cuyahoga County Regional Forensic Science Laboratory under the direction of the County Medical Examiner for the period 4/26/2022 - 12/31/2024; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law, and the Cuyahoga County Regional Forensic Science Laboratory

**On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2022-0106 was considered and adopted by unanimous vote.**

- 3) R2022-0107: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and Teamsters Local 436, affiliated with the International Brotherhood of Teamsters, representing approximately 6 employees in the classifications of Airport Technician II and III at the Cuyahoga County Regional Airport, Department of Public Works, for the period 12/1/2019 - 11/30/2022, to establish the terms of the health insurance and wage re-openers and to modify Articles 31 and 32; 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/Departments of Law and Public Works

**On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2022-0107 was considered and adopted by unanimous vote.**

- 4) R2022-0108: 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. R2022-0064 dated 3/22/2022; 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. R2022-0108. Discussion ensued.**

**A motion was then made by Mr. Miller, seconded by Mr. Jones and approved by unanimous vote to accept the proposed substitute.**

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2022-0108 was considered and adopted by unanimous vote, as substituted.**

- f) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2022-0109: A Resolution confirming the County Executive's reappointment of Yvette Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0109 to the Human Resources, Appointments & Equity Committee.**

- 2) R2022-0110: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective:

- i) Brandy Carney
- ii) Vincent D. Holland
- iii) Scott S. Osiecki

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0110 to the Human Resources, Appointments & Equity Committee**

- 3) R2022-0111: A Resolution confirming the County Executive’s appointment of Alan Rosskamm to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0111 to the Human Resources, Appointments & Equity Committee.**

- 4) R2022-0112: A Resolution confirming the County Executive’s reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

**Council President Jones referred Resolution No. R2022-0112 to the Human Resources, Appointments & Equity Committee.**

- 5) R2022-0113: A Resolution adopting the Annual Alternative Tax Budget for the year 2023; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0113 to the Finance & Budgeting Committee.**

- 6) R2022-0114: A Resolution making an award on RQ8922 to CATTs Construction, Inc. in an amount not-to-exceed \$1,527,760.16 for resurfacing of Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2396 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0114 to the Public Works, Procurement & Contracting Committee.**

- 7) R2022-0115: A Resolution making an award on RQ8923 to Tri Mor Corporation in the amount not-to-exceed \$4,646,967.30 for resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2405 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0115 to the Public Works, Procurement & Contracting Committee.**

- 8) R2022-0116: A Resolution making an award on RQ8921 to The Vallejo Company in the amount not-to-exceed \$2,988,925.02 for the rehabilitation of Superior Road from Euclid Avenue to Lee Road in the Cities of Cleveland Heights and East Cleveland; authorizing the County Executive to execute Contract No. 2378 and all other documents consistent with said award and this Resolution; authorizing the County

Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,285,237.76 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2022-0116 to the Public Works, Procurement & Contracting Committee.**

- 9) R2022-0117: A Resolution authorizing a Partner Funding Agreement among City of Cleveland, Cuyahoga County, Cleveland-Cuyahoga Port Authority and Northeast Ohio Areawide Coordinating Agency in the amount not-to-exceed \$2,500,000.00 to provide matching funds for eligible construction phase activities for the stabilization of the hillside abutting the Cuyahoga River at Irishtown Bend; authorizing the County Executive to execute Agreement No. 2149 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. R2022-0117 to the Community Development Committee.**

- 10) R2022-0118: A Resolution authorizing various contracts with Manatron, Inc. dba Aumentum Technologies in the total amount not-to-exceed \$664,467.00 for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract Nos. 2411 & 2424 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Contract No. 2411 in the amount not-to-exceed \$134,892.00 for CAMA SIGMA System.
  - b) Contract No. 2424 in the amount not-to-exceed \$529,575.00 for the Visual Property Tax System.

Sponsor: County Executive Budish/Fiscal Department

**Council President Jones referred Resolution No. R2022-0118 to the Finance & Budgeting Committee.**

- 11) R2022-0119: A Resolution making an award on RQ6906 to PC's for People Ohio, LLC in the amount not-to-exceed \$19,382,136.00 for the deployment of broadband services in Cuyahoga County, commencing upon contract signature of all parties for a period of 3 years; authorizing the County Executive to execute Contract No. 2318 and all other documents consistent with this award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Office of Innovation and Performance

**Council President Jones referred Resolution No. R2022-0119 to the Community Development Committee.**

g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2022-0097: A Resolution making awards on RQ7469 to various providers each in the amount not-to-exceed \$350,000.00, with a combined total not-to-exceed \$700,000.00 for general mechanical-electrical-plumbing architectural and engineering services, commencing upon contract signature of all parties for a period of 3 years; 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) Contract No. 2353 with Advanced Engineering Consultants, Inc. in the amount not-to-exceed \$350,000.00.
  - b) Contract No. 2354 with Karpinski Engineering, Inc. in the amount not-to-exceed \$350,000.00.

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

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

**Clerk Richardson read Resolution No. R2020-0097 into the record.**

**This item will move to the May 10, 2022 Council meeting agenda for consideration for third reading adoption.**

- 2) R2022-0100: A Resolution authorizing an Economic Development Loan to JumpStart, Inc. in the amount not-to-exceed \$2,500,000.00 to provide local matching funds to support one-half of the operating costs to carry out the Ohio Third Frontier Entrepreneurial Services Program to assist early-stage tech startups, innovators, and small businesses throughout Cuyahoga County; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Committee Assignment and Chair: Economic Development – Schron

**Clerk Richardson read Resolution No. R2020-0100 into the record.**

**This item will move to the May 10, 2022 Council meeting agenda for consideration for third reading adoption.**

- h) 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. R2022-0087, R2022-0088, R2022-0089, R2022-0090, R2022-0091, R2022-0092, R2022-0093, R2022-0094, R2022-0095, R2022-0096, R2022-0098, R2022-0101, R2022-0102, R2022-0103 & R2022-0104.**

- 1) R2022-0087: A Resolution confirming the County Executive's appointment of Alexandra R. Beeler, upon her taking the oath of office, as Inspector General of Cuyahoga County for the unexpired four-year term ending 12/31/2024, and declaring



the necessity that this Resolution become immediately effective.

[Pending Referral from Committee]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2022-0087 was considered and adopted by unanimous vote.**

**[Clerk’s Note: Immediately after passage of Resolution No. R2022-0087, Law Director Gregory Huth administered the oath of office to Alexandra Beeler.]**

- 2) R2022-0088: A Resolution confirming the County Executive’s appointment of Basheer Jones to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmembers Miller and Sweeney

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

**On a motion by Ms. Baker with a second by Ms. Turner, Resolution No. R2022-0088 was considered and adopted by unanimous vote.**

- 3) R2022-0089: A Resolution confirming the County Executive’s reappointment of Donisha Greene to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

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

**On a motion by Ms. Baker with a second by Ms. Turner, Resolution No. R2022-0089 was considered and adopted by unanimous vote.**

- 4) R2022-0090: A Resolution confirming the County Executive's reappointment of Akram Boutros, MD to serve on the Cuyahoga County Diversion Board for the term 3/1/2022 – 2/28/2025, and declaring the necessity that this Resolution become immediately effective:

Sponsors: County Executive Budish and Councilmembers Miller, Sweeney, Gallagher and Baker

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

**On a motion by Ms. Baker with a second by Ms. Turner, Resolution No. R2022-0090 was considered and adopted by unanimous vote.**

- 5) R2022-0091: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Regional HIV Health Services Planning Council for various terms, and declaring the necessity that this Resolution become immediately effective:

i) Appointment for the term 4/1/2020 - 3/31/2023:

a) Karla Ruiz

ii) Appointment for the term 4/1/2021 - 3/31/2024:

a) David Smith

iii) Appointment for the term 2/1/2022 - 1/31/2025:

a) Jeannie Citerman-Kraeger

iv) Appointments for the term 4/1/2022 - 3/31/2025:

a) Uleta Carter

b) Bryan Jones

c) Peter Scardino

d) James Stevenson

e) Joye Toombs

v) Reappointment for the term 4/1/2020 - 3/31/2023:

a) Christy Nicholls

vi) Reappointments for the term 2/1/2021 - 1/31/2024:

- a) Clifford Barnett
- b) Michael Dieghan

vii) Reappointments for the term 4/1/2021 - 3/31/2024:

- a) Barbara Gripshover, MD
- b) Naimah O'Neal
- c) Leisha Yarbrough-Franklin

Sponsors: County Executive Budish

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

**On a motion by Ms. Baker with a second by Ms. Turner, Resolution No. R2022-0091 was considered and adopted by unanimous vote.**

- 6) R2022-0092: A Resolution authorizing an amendment to a Master Contract with various providers for various supplies for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022 for additional funds in the total amount not-to-exceed \$1,200,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) for road and bridge concrete supplies  
Contract No. 653 with Carr Bros., Inc. in the approximate amount reasonably anticipated to be \$190,000.00.
  - b) for bridge joint supplies  
Contract No. 835 with The Chas. E. Phipps Co. in the approximate amount reasonably anticipated to be \$30,000.00.
  - c) for sanitary sewer repair supplies
    - 1) Contract No. 843 with Lakeside Supply Company in the approximate amount reasonably anticipated to be \$30,000.00.

2) Contract No. 672 with Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$180,000.00.

d) for sanitary sewer construction supplies

1) Contract No. 957 with EJ USA, Inc. in the approximate amount reasonably anticipated to be \$200,000.00.

2) Contract 594 with Trumbull Industries, Inc. in the approximate amount reasonably anticipated to be \$210,000.00.

e) for sanitary sewer inspection and cleaning supplies

1) Contract No. 944 with Lakeside Supply Company in the approximate amount reasonably anticipated to be \$5,000.00.

2) Contract No. 960 with Trumbull Industries in the approximate amount reasonably anticipated to be \$5,000.00.

3) Contract No. 597 with The Safety Co., LLC dba M-Tech Company in the approximate amount reasonably anticipated to be \$80,000.00.

f) for sanitary stock tools and supplies

Contract No. 945 with Lakeside Supply Company in the approximate amount reasonably anticipated to be \$70,000.00.

Contract No. 961 with Trumbull Industries, Inc. in the amount not-to-exceed \$70,000.00.

g) for sanitary sewer monitoring supplies

Contract No. 958 with Hach Company in the approximate amount reasonably anticipated to be \$130,000.00.

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 Mr. Miller, Resolution No. R2022-0092 was considered and adopted by unanimous vote.**

- 7) R2022-0093: A Resolution authorizing a revenue generating Utility Agreement with City of Parma in the amount not-to-exceed \$2,000,000.00 for sanitary and storm sewer maintenance services located in County Sewer District No. 1A for the period 4/26/2022 - 12/31/2026; authorizing the County Executive to execute Agreement No. 2358 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 Ms. Turner, Resolution No. R2022-0093 was considered and adopted by unanimous vote.**

- 8) R2022-0094: A Resolution making an award on RQ7877 to Kenmore Construction Company, Inc in the amount not-to-exceed \$7,348,986.42 for replacement of Old Rockside Road Bridge No. 00.42 over the Cuyahoga River in the City of Independence and Village of Valley View; authorizing the County Executive to execute Contract No. 2370 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$3,086,574.30 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Mr. Tuma with a second by Ms. Turner, Resolution No. R2022-0094 was considered and adopted by unanimous vote.**

- 9) R2022-0095: A Resolution making an award on RQ8670 to CATTs Construction Inc. in the amount not-to-exceed \$4,714,327.77 for rehabilitation of Wolf Road from Sutcliffe Drive to Clague Road in the City of Bay Village; authorizing the County Executive to execute Contract No. 2367 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$3,771,462.22 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer **and Councilmember Baker**

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

**On a motion by Mr. Tuma with a second by Ms. Simon, Resolution No. R2022-0095 was considered and adopted by unanimous vote.**

- 10) R2022-0096: A Resolution making an award on RQ8678 to Vandra Brothers Construction Inc. in the amount not-to-exceed \$2,344,113.87 for rehabilitation of West Ridgewood Drive from Ridge Road to State Road in the City of Parma; authorizing the County Executive to execute Contract No. 2375 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,875,291.10 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.

Sponsors: 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. Turner, Resolution No. R2022-0096 was considered and adopted by unanimous vote.**

- 11) R2022-0098: A Resolution authorizing a Purchase and Sale Agreement with Recovery Resources fka Alcoholism Services of Cleveland, Inc. in the amount not-to-exceed \$1,825,000.00 for the purchase of property located at 3950 Chester Avenue, Cleveland, Ohio, Permanent Parcel No. 103-08-027, for use by Veterans Service Commission; authorizing the County Executive to take all necessary actions and to execute Agreement No. 2386 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 Councilmembers Stephens and Sweeney**

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

**On a motion by Mr. Tuma with a second by Ms. Turner, Resolution No. R2022-0098 was considered and adopted by unanimous vote.**

- 12) R2022-0101: A Resolution making awards to various municipalities in the total amount of \$2,733,018.00 for various municipal grant projects in connection with the 2022 Community Development Block Grant Program for the period 4/1/2022 – 9/30/2022; authorizing the County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) City of Bedford in the amount not-to-exceed \$150,000.00 for Bedford Municipal Pool House Repair.
  - b) City of Bedford Heights in the amount not-to-exceed \$150,000.00 for Perkins Road, North, Sidewalk.
  - c) City of Berea in the amount not-to-exceed \$150,000.00 for South Rocky River Drive Improvement Project.
  - d) City of Brooklyn in the amount not-to-exceed \$150,000.00 for Marquardt Park Improvements Phase II.

- e) City of Fairview Park in the amount not-to-exceed \$150,000.00 for Fairview Park/Metroparks Connectivity, Phase 2.
- f) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for Antenucci Sidewalk, Phase 2.
- g) City of Highland Hills in the amount not-to-exceed \$95,818.00 for Senior Bus Replacement.
- h) City of Lyndhurst in the amount not-to-exceed \$150,000.00 for Police and Fire Dedication Playground.
- i) City of Maple Heights in the amount not-to-exceed \$150,000.00 for Stafford Park Restoration Project-Phase 2.
- j) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for Glenridge Avenue Resurfacing Project
- k) City of North Olmsted in the amount not-to-exceed \$150,000.00 for West 231st Street in the City of North Olmsted.
- l) Village of North Randall in the amount not-to-exceed \$150,000.00 for Adaptive Reuse with Accessibility – Village Hall.
- m) Village of Oakwood in the amount not-to-exceed \$150,000.00 for Broadway Avenue American with Disabilities Act (ADA) Accessible/Sidewalk Project.
- n) City of Parma Heights in the amount not-to-exceed \$150,000.00 for North Church Drive Reconstruction Phase II.
- o) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for Community Center Roof Replacement.



- p) City of Shaker Heights in the amount not-to-exceed \$150,000.00 for South Side of Chagrin Lot Improvements.
- q) City of South Euclid in the amount not-to-exceed \$40,000.00 for Quarry Park Improvement Target Area Improvement Project.
- r) Village of Walton Hills in the amount not-to-exceed \$150,000.00 for Improvement Target Area Pavement Reconstruction Phase 2.
- s) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for Street and Road Repair.
- t) Village of Woodmere in the amount not-to-exceed \$47,200.00 for Community Garden Accessibility Project.

Sponsors: County Executive Budish/Department of Development and Councilmembers Turner, Tuma, Gallagher, Miller, Sweeney, Jones **and Baker**

Committee Assignment and Chair: Community Development – Stephens

**On a motion by Ms. Stephens with a second by Ms. Simon, Resolution No. R2022-0101 was considered and adopted by unanimous vote.**

- 13) R2022-0102: A Resolution making awards to various municipalities and non-profit organizations, in the total amount of \$1,776,685.00, for various projects or programs in connection with the 2022 Community Development Supplemental Grant Program for the period 4/1/2022 - 3/31/2023; authorizing the County Executive to execute the agreements and contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) City of Bedford in the amount not-to-exceed \$50,000.00 for Bedford Municipal Pool House Repair.
  - b) City of Bedford Heights in the amount not-to-exceed \$48,100.00 for Rebranding Signs.

- c) City of Berea in the amount not-to-exceed \$50,000.00 for South Rocky River Drive Improvement.
- d) City of Broadview Heights in the amount not-to-exceed \$49,805.00 for Community Electric Vehicle Charging Station.
- e) City of Brooklyn in the amount not-to-exceed \$50,000.00 for Aging in Place Program.
- f) City of Brook Park in the amount not-to-exceed \$50,000.00 for Central Park Campus Bathroom.
- g) CCH Development Corporation in the amount not-to-exceed \$50,000.00 for Old Brooklyn Campus Beautification.
- h) Cleveland Cultural Gardens in the amount not-to-exceed \$15,000.00 for One World Celebration Rockefeller Park.
- i) City of Cleveland Heights in the amount not-to-exceed \$41,000.00 for Parks and Playground.
- j) Village of Cuyahoga Heights in the amount not-to-exceed \$50,000.00 for Bucci Park Playground Equipment.
- k) City of Euclid in the amount not-to-exceed \$50,000.00 for Coulter Hero Park Multimodal Trail Loop.
- l) City of Fairview Park in the amount not-to-exceed \$50,000.00 for Bain Park Playground Project.
- m) Fairfax Renaissance Development Corporation in the amount not-to-exceed \$50,000.00 for Fairfax Master Plan.
- n) City of Garfield Heights in the amount not-to-exceed \$50,000.00 for Parks and Active Transportation Master Plan.
- o) Village of Glenwillow in the amount not-to-exceed \$50,000.00 for Pettibone Park Veterans Memorial Phase 1.

- p) City of Lakewood in the amount not-to-exceed \$50,000.00 for Warren Road Streetscape Project.
- q) LandBank in the amount not-to-exceed \$50,000.00 for Renovation of Mickey's Building in East Cleveland.
- r) City of Lyndhurst in the amount not-to-exceed \$50,000.00 for Brainard Park Fitness Upgrade.
- s) City of Maple Heights in the amount not-to-exceed \$50,000.00 for Exterior Maintenance Grant Program.
- t) City of Middleburg Heights in the amount not-to-exceed \$50,000.00 for Packard Avenue Resurfacing Rehabilitation Project.
- u) City of North Olmsted in the amount not-to-exceed \$50,000.00 for North Olmsted Security Camera Installation.
- v) Village of Oakwood in the amount not-to-exceed \$50,000.00 for Oakwood Branding Signs Project.
- w) Olmsted Township in the amount not-to-exceed \$50,000.00 for ADA Compliant Sidewalk and Ramps
- x) One South Euclid in the amount not-to-exceed \$50,000.00 for Exterior Home Repair Program.
- y) City of Parma in the amount not-to-exceed \$50,000.00 for Ukranian Village and Polish Village Streetscape Improvement Phase IV.
- z) City of Parma Heights in the amount not-to-exceed \$50,000.00 for Way Findings and Streetscape Enhancement Project.
- aa) City of Richmond Heights in the amount not-to-exceed \$50,000.00 for A Brighter Tomorrow - Kiwanis Lodge Community Center.
- bb) City of Seven Hills in the amount not-to-exceed \$50,000.00 for a Fitness Course.

- cc) City of Shaker Heights in the amount not-to-exceed \$50,000.00 for South Moreland Neighborhood Traffic Calming.
- dd) SOKOL Greater Cleveland in the amount not-to-exceed \$50,000.00 for Community Access and Greenspace Development.
- ee) City of Solon in the amount not-to-exceed \$50,000.00 for Solon Bicentennial Park.
- ff) City of Strongsville in the amount not-to-exceed \$50,000.00 for Resurface and Connection of Freedom Trail.
- gg) University Circle Inc. in the amount not-to-exceed \$50,000.00 for Jesse Owens Olympic Oak Plaza in Rockefeller Park.
- hh) Village of Valley View in the amount not-to-exceed \$50,000.00 for Demolition of Exchange Street Bridge.
- ii) Village of Walton Hills in the amount not-to-exceed \$50,000.00 for Improvement Target Area Pavement Reconstruction Phase 2.
- jj) City of Warrensville Heights in the amount not-to-exceed \$50,000.00 for Phase 3 Clarkwood Parkway and Granada Blvd.
- kk) Village of Woodmere in the amount not-to-exceed \$22,780.00 for Woodmere Police and Public Safety Electric Vehicle Program.

Sponsors: County Executive Budish/Department of Development and Councilmembers Turner, Sweeney, Miller, Gallagher, Tuma, Simon, Jones and **Baker**

Committee Assignment and Chair: Community Development – Stephens

**On a motion by Ms. Stephens with a second by Ms. Simon, Resolution No. R2022-0102 was considered and adopted by unanimous vote.**

- 14) R2022-0103: A Resolution making an award on RQ8006 to Chagrin Valley Dispatch Council in the amount not-to-exceed \$2,496,756.05 for Countywide Criminal Justice Data Sharing System Warehouse Hosting services for the period 5/1/2022 - 4/30/2027; authorizing the County Executive to execute Agreement No. 2372 and all other documents consistent with this said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive/Budish Department of Public Safety and Justice Services, on behalf of the Sheriff's Department **and Councilmember Turner**

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

**On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2022-0103 was considered and adopted by unanimous vote.**

- 15) R2022-0104: A Resolution authorizing an amendment to Contract No. 824 with Lutheran Metropolitan Ministry for operations and case management services for a 365-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2021 – 9/30/2022 for additional funds in the amount not-to-exceed \$4,272,759.00; 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.

Sponsors: County Executive Budish/Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services **and Councilmember Stephens**

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

**On a motion by Ms. Stephens with a second by Mr. Sweeney, Resolution No. R2022-0104 was considered and adopted by unanimous vote.**

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

- 1) R2022-0058: A Resolution amending Resolution No. R2019-0069 dated 3/26/2019, which declared that public convenience and welfare requires resurfacing of various roads, boulevards and avenues located in various municipalities in connection with the 2019 50/50 Resurfacing Program, Part B by removing Washington Boulevard from Wynn Road to Cedar Road in the City of University Heights and adding Cedar Road from South Taylor Road to South Green Road in the City of University Heights; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer **and Councilmember Stephens**

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

**On a motion by Mr. Tuma with a second by Ms. Simon, Resolution No. R2022-0058 was considered and adopted by unanimous vote.**

- 2) R2022-0076: A Resolution making awards on RQ8219 to various providers each in the amount not-to-exceed \$300,000.00, for a combined total not-to-exceed amount of \$600,000.00, for general sanitary engineering services commencing upon signature of all parties for a period of 3 years; authorizing the County Executive to execute Contract Nos. 2276 and 2277 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 2276 with Chagrin Valley Engineering, Ltd.

- b) Contract No. 2277 with Brown and Caldwell

Sponsor: County Executive Budish/Department of Public Works

**On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2022-0076 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee meeting will be held on Monday, May 2 at 1:00 p.m. and tentatively on Monday, May 16 at 1:00 p.m.**

**Ms. Baker reported that the Human Resources, Appointments & Equity Committee meeting will be held on Tuesday, May 6th at 10:00 a.m.**

**Mr. Tuma reported that the Public Works, Procurement & Contracting Committee meeting will be held on Wednesday, May 5th at 10:00 a.m.**

**Mr. Gallagher reported that the Public Safety & Justice Affairs Committee meeting will be held on Tuesday, May 3rd at 1:00 p.m.**

**Ms. Simon reported that a letter of support from the Students Against Marshall will be submitted to County Council advocating for Councilmembers to support the renaming of Cleveland-Marshall College of Law.**

12. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

13. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 6:17 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0105

Sponsored by: <b>Councilmember Baker on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 April 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classifications:

Exhibit A: Class Title: *Compensation Analyst*



Class Number: 14121  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirement section was added. No change to pay grade or FLSA status.

Exhibit B: Class Title: *Manager, Training (Manager, Training-HHS)*  
Class Number: 14054  
Pay Grade: 15A/Exempt  
\* PRC routine maintenance. Classification last revised in 2014.  
The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker, Foster Parent training, and HHS employees. As a result, planning factors were increased. Pay grade changed from 14A to 15A

Proposed Deleted Classification:

Exhibit C: Class Title: *Business Analytics and Project Management Specialist*  
Class Number: 14131  
Pay Grade: 12A/Exempt  
\* The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26, 2022

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

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: April 7, 2022

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 April 6, 2022, 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:

<b>PROPOSED REVISED CLASSIFICATIONS</b>			
<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Compensation Analyst 14121	13A Exempt	13A Exempt (No Change)	Human Resources
Manager, Training 14054 (Manager, Health and Human Services (HHS) Training)	14A Exempt	15A Exempt	Human Resources and Health and Human Resources

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Business Analytics and Project Management Specialist 14131	14131	12A Exempt	Human Resources

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

Joseph Nanni, Council Chief of Staff  
Sheba Marshall, Interim HR Director  
Andria Richardson, Clerk of Council  
Kelli Neale, Program Officer 4

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14121	Compensation Analyst	Human Resources	Exempt	13A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14121	Compensation Analyst	Human Resources	Exempt	13A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, 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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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Department of Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kelli Neale – PO3 HR	2/24/2022	Email	Class Spec Draft Review
Sheba Marshall – Interim Chief HR Officer	2/24/2022	Email	Class Spec Draft Review
Jim Battigaglia, Archer Consultant	3/7/2022	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compensation Analyst	<b>Class Number:</b>	14121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Human Resources		

### Classification Function

The purpose of this classification is to assist management level staff with the creation and implementation of compensation programs, to develop job descriptions for unclassified and bargaining unit positions, and to evaluate classified, unclassified, and bargaining positions to assign appropriate employee pay by reviewing relevant factors.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading county-wide compensation projects under a framework of policies, procedures, regulations, and guidelines. This position assists management level staff with making recommendations regarding compensation practices and related activities for classified, unclassified, and bargaining positions and ensuring that practices comply with legal standards. 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.**

- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers, and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.
  
- 15% +/- 5%
- Evaluates classified and unclassified jobs to assign appropriate employee pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, and develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs; reviews appropriate factors and recommends pay adjustments for individuals and employee groups; gathers, analyzes, and provides data for bargaining negotiations and advises agencies and Law Department.
  
- 10% +/- 5%
- Develops job descriptions for unclassified positions including the establishment of minimum requirements and related knowledge, skills, and abilities (KSAs); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions; submits job description to Law Department, engages in communications with Law Department and department management to assist with the determination of civil service status.

## Compensation Analyst

10% +/- 5%

- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures, and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%

- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

10% +/- 5%

- Manages and administers the Position Audit program; participates in the audit process including discussion with consultant and management, conducting desk audits, making a final determination, and compensation analysis; testifies as the county's expert witness in the event of an employee Appeal Hearing or arbitration.

10% +/- 5%

- Facilitates the HR process for Class Plan Maintenance with the PRC; works with PRC to gather employee and job duty information from agencies; advises and informs HR management of new, revised, and proposed deletion of non-bargaining classifications; moves employees into new or revised positions and reviews and sets salary.

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures, and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in human resources, human relations, labor relations, or related field with four (4) years of administering and facilitating compensation program experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

Effective Date: 03.01.2017  
Last Modified: 03.01.2017



## Compensation Analyst

### **Technology Requirements**

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

### **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**

- 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 SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, 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 compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, employees from external partner agencies, and outside vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Compensation 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
14054	Manager, Training	Human Resources and Health and Human Resources	Exempt	14A

**PROPOSED REVISED CLASSIFICATION**

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14054	Manager, Health and Human Services (HHS) Training	Health and Human Services	Exempt	15A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2014. The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker and Foster Parent training. As a result, planning factors were increased. Pay grade changed from 14A to 15A.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 14A: \$64,792.00 – \$90,729.60 PG 15A: \$69,388.80 – \$97,177.60 Employee’s current salary falls within new pay grade. Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Deborah Johnson, Director of HR – Talent Management	4/6/2021	Email	Review Draft
David Merriman, Director of Health and Human Services	4/7/2021  4/7/2021 08/13/2021 08/20/2021 09/02/2021	Phone Call  Email Email Email Email	Discussion with Albert B. about splitting position between HR and HHS Update on Process Update on Process Discussion Regarding PG Follow-up regarding Pay Grade
Leon Harris, Assistant Director HHS	09/02/2021	Email	Follow-up regarding Pay Grade
Brenda Payne-Riley, Manager, Training	4/7/2021 4/20/2021 08/13/2021	Email Email Email	Update her old CPQ Reminder Update on Process
Jim Battigaglia, Archer Consultant	6/08/2021 6/23/2021 6/30/2021	Email Email Email	Pay grade evaluation Reminder Reminder

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Health and Human Services (HHS) Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

### 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%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Effective Date: 09.13.2011  
Last Modified: 04.14.2014

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

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

### **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 employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>14131</b>	<b>Business Analytics and Project Management Specialist</b>	<b>Human Resources</b>	<b>Exempt</b>	<b>12A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Human Resources
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation Verona Blonde, Classification and Compensation Specialist
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<b>Human Resources Contact(s):</b>	Sheba Marshall, Director of Human Resources
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<b>Management Contact(s):</b>	Sheba Marshall, Director of Human Resources Jesse Drucker, Chief Human Resources Officer
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Analytics and Project Management Specialist	<b>Class Number:</b>	14131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Human Resources		

**Classification Function**

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

**Distinguishing Characteristics**

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

**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.**

25% +/- 10%

- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.

25% +/- 10%

- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.

25% +/- 10%

- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

## **Business Analytics and Project Management Specialist**

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field; or an equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Business Analytics and Project Management Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

Posted: 3/30/2022  
 Meeting: 4/6/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Compensation Analyst	14121	13A Exempt	13A Exempt (No Change)	Human Resources	PRC routine maintenance. Classification last revised in 2017. Updates were made to classification function, distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
Manager, Training <i>(Manager, Health and Human Services (HHS) Training)</i>	14054	14A Exempt	15A Exempt	Human Resources and Health and Human Resources	PRC routine maintenance. Classification last revised in 2014. The position is no longer a Human Resources position. Essential tasks were changed to reflect managing the North Central Ohio Regional Training Center for Social Worker, Foster Parent training, and HHS employees. As a result, planning factors were increased. Pay grade changed from 14A to 15A.

<b>DELETED CLASSIFICATION</b>	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Business Analytics and Project Management Specialist 14131	12A Exempt	Human Resources	The department director at the time (2017) requested this classification be created but never filled it. The current director does not have any plans to fill this position.

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compensation Analyst	<b>Class Number:</b>	14121
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Human Resources	<b>EXHIBIT A</b>	

### Classification Function

The purpose of this classification is to assist management level staff with the creation and implementation of compensation programs, to develop job descriptions for unclassified and bargaining unit positions, and to evaluate classified, unclassified, and bargaining positions to assign appropriate employee pay by reviewing relevant factors.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing and leading county-wide compensation projects under a framework of policies, procedures, regulations, and guidelines. This position assists management level staff with making recommendations regarding compensation practices and related activities for classified, unclassified, and bargaining positions and ensuring that practices comply with legal standards. 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.**

- 25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers, and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.
  
- 15% +/- 5%
- Evaluates classified and unclassified jobs to assign appropriate employee pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures, analyzes survey data, and develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs; reviews appropriate factors and recommends pay adjustments for individuals and employee groups; gathers, analyzes, and provides data for bargaining negotiations and advises agencies and Law Department.
  
- 10% +/- 5%
- Develops job descriptions for unclassified positions including the establishment of minimum requirements and related knowledge, skills, and abilities (KSAs); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions; submits job description to Law Department, engages in communications with Law Department and department management to assist with the determination of civil service status.

## Compensation Analyst

10% +/- 5%

- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures, and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%

- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

10% +/- 5%

- Manages and administers the Position Audit program; participates in the audit process including discussion with consultant and management, conducting desk audits, making a final determination, and compensation analysis; testifies as the county's expert witness in the event of an employee Appeal Hearing or arbitration.

10% +/- 5%

- Facilitates the HR process for Class Plan Maintenance with the PRC; works with PRC to gather employee and job duty information from agencies; advises and informs HR management of new, revised, and proposed deletion of non-bargaining classifications; moves employees into new or revised positions and reviews and sets salary.

5% +/- 2%

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures, and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

5% +/- 2%

- Performs salary survey analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in human resources, human relations, labor relations, or related field with four (4) years of administering and facilitating compensation program experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

Effective Date: 03.01.2017  
Last Modified: 03.01.2017

## Compensation Analyst

### **Technology Requirements**

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

### **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**

- 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 SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.
- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, 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 compensation terminology.
- Ability to communicate effectively with HR staff, department management, other County employees, employees from external partner agencies, and outside vendors.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## Compensation 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

<b>Class Title:</b>	Manager, Health and Human Services (HHS) Training	<b>Class Number:</b>	14054
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Health and Human Services	<b>EXHIBIT B</b>	

## Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

## Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

## 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%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

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

### **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 employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Analytics and Project Management Specialist	<b>Class Number:</b>	14131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Human Resources	<b>EXHIBIT C</b>	

**Classification Function**

The purpose of this classification is to lead in the identification, development, implementation, continuous improvement, and administration of core Human Resources (HR) metrics.

**Distinguishing Characteristics**

This is a journey level classification with the responsibility to identify business requirements for developing HR statistical and analytical reporting and conducting needs analysis for Key Performance Reporting requirements to support HR Operating Plan initiatives. Employees in this class work in collaboration with HR upper management to research, analyze, and administer core HR metrics to support the overall mission of Cuyahoga County. Employees work under general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level.

**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.**

25% +/- 10%

- Leads in the identification, development, implementation, continuous improvement and administration of core HR metrics; provides support to HR function in areas of people metrics, reporting, and advanced and predictive analytics; identifies relevant metrics to determine strategic planning and organization development efforts; produces an actionable HR and line of business dashboard; gives recommendations for implementation of new systems, procedures, or organizational changes to help achieve strategic plans and operational objectives; provides expertise as it relates to best practices in HR.

25% +/- 10%

- Extracts, manipulates, synthesizes, compiles, analyzes, and interprets data to support various key HR and organization initiatives; develops predictive systems to identify trends and drive organizational solutions; conducts data-based research to provide solutions to address critical HR issues; establishes processes for model development, validation, and implementation; develops and publishes reports based on research and analyses to communicate findings and implications; creates research and data summary reports for review by executives, managers, and other stakeholders; ensures that use of any data is in compliance with policies, laws, and procedures.

25% +/- 10%

- Manages progression of HR analytics and projects while meeting all timelines, objectives, and standards; collaboratively works with managers and decision makers to identify and define project mission and scope and develop project plans and project schedules; creates work plans and oversees administration; monitors and ensures project progress; identifies, tracks, monitors, and communicates all project-related issues; makes necessary adjustments to ensure successful project completion.

## **Business Analytics and Project Management Specialist**

15% +/- 10%

- Collaboratively works with individuals across department to accomplish HR related projects and improve processes; facilitates comprehensive department project integration; coordinates HR teams to achieve operational objectives and department alignment; influences cross functioning discussions and resolves conflicts between departments; ensures consistent communication within department.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, conferences, and trainings; serves as department representative on committees; presents information to stakeholders to facilitate project implementation and process improvement.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in Human Resources, Human Relations, Labor Relations or related degree and four (4) years of experience in Human Resources, Business Analytics, or related field; or an equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

### **Additional Requirements for all levels**

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-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 metrics reports, data, statistical reports, charts, graphs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Internal Operational Guidelines, Ohio Revised Code, and Federal Employment Laws.
- Ability to prepare project work plans, executive summaries, HR dashboard, reports, charts, graphs, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Business Analytics and Project Management Specialist**

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret Human Resources terminology and language.
- Ability to communicate with coworkers, management, directors, consultants, other County employees, and members of external agencies and committees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0082

Sponsored by: <b>Councilmember Baker on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 March 9, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A & B) 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: *Behavior Coordinator*  
Class Number: 15045

Pay Grade: 6A/Non-Exempt

Proposed Deleted Classification:

Exhibit B: Class Title: *Training Officer*

Class Number: 14051

Pay Grade: 7A/Non-Exempt

\*This classification is vacant. The Training Officer and Senior Training Officer classifications were combined into one new classification, HHS Training Specialist. It was determined there was no need for 2 levels since all employees were at the Senior level and performing the same essential job functions. The department did not intend to hire at the lower-level position.

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

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

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

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 12, 2022

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

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

**DATE:** March 17, 2022

**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 March 9, 2022, 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:

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	
Behavior Coordinator 15045	6A Non-Exempt	Public Works	
<b>PROPOSED DELETED CLASSIFICATIONS</b>			
<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Training Officer	14051	7A Non-Exempt	Human Resources and Human Services

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

Joseph Nanni, Council Chief of Staff  
 Kelli Neale, Program Officer 4  
 Andria Richardson, Clerk of Council  
 Sheba Marshall, Interim HR Director



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: March 3, 2022

Re: Classification Plan Administration

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the March 9, 2022, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Behavior Coordinator 15045	6A Non-Exempt	Public Works

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Training Officer 14051	7A Non-Exempt	Human Resources and Human Services

**PROPOSED NEW CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
15045	Behavior Coordinator	Public Works	Non-Exempt	6A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This is a new classification requested by Public Works based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	PG 6A \$40,996.80 - \$57,408.00 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	Position to be filled once classification is active.
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Mindy Naticchioni, Administrator, Animal Shelter	1/28/2022	Email	CPQ
Nichole English, Administrator, Planning and Program	1/28/2022	Email	Request Form
Kelli Neale, Program Officer 4 Deborah Conway,	1/28/2022	Email	Copied on Emails with CPQ and request form

Chief Dog Warden			
Deborah Conway, Chief Dog Warden Mindy Naticchioni, Administrator, Animal Shelter Nichole English, Administrator, Planning and Program	2/7/2022	Email	Review of Final Draft
Jim Battigaglia, Archer Consultant	2/14/2022 2/24/2022	Email Email	Pay Grade Evaluation Follow up for Pay Grade Evaluation
Kelli Neal, Program Officer 4- Compensation	2/28/2022	Email	Notification of pay grade evaluation
Deborah Conway, Chief Dog Warden Mindy Naticchioni, Administrator, Animal Shelter Nichole English, Administrator, Planning and Program	2/28/2022	Email	Notification of pay grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Behavior Coordinator	<b>Class Number:</b>	15045
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to ensure the behavioral health and wellness of all the dogs at the Cuyahoga County shelter; to create and implement behavior plans, enrichment, and behavior; to design training programs for shelter staff and volunteers; and to create behavior protocols for the shelter's policy and procedure manual.

## Distinguishing Characteristics

This is a journey level classification with responsibility for the behavioral health and wellness of the dog population at the County Animal Shelter. This classification works within a framework of well-defined policies, procedures, and regulations. Employees in this classification work under general supervision from the Chief Dog Warden, progressing to more independence as experience is acquired. Incumbents are expected to become fully aware of operating procedures and policies. This class requires public contact in communicating ownership and control of animals, laws, and regulations.

## Essential Job Functions

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

30% +/- 10%

- Identifies, creates, and implements behavior plans; performs and documents assessments on behavioral dogs that cannot directly go into the adoption program (i.e. dogs that are under socialized, feral, fearful, and/or showing other behavior concerns); determines course of training needed to correct undesirable behaviors for individual animals and more general common issues; determines and fits equipment needed for stronger and challenging dogs; participates in weekly meetings on status of behavioral dogs; provides recommendations regarding euthanasia when necessary based on behavior, lack of progress, or safety concerns; provides behavioral instructions to adopters.

25% +/- 10%

- Mentors and leads behavior training staff and volunteers; communicates weekly progress with volunteers; determines when volunteers reach trainer level or when they require additional coaching; coordinates the schedule of new behavior team volunteers with the volunteer coordinator.

20% +/- 10%

- Creates, implements, and oversees all behavior and enrichment programs; develops and writes protocols for behavior programs; updates social media pages related to dog behavior programs.

15% +/- 5%

- Plans for training classes; identifies changes and restructures programs as needed; works in collaboration with management to create behavior training materials and procedures for staff and volunteers; prepares training schedules; makes recommendations for successful outcomes (e.g., foster, board and train, transfer).

Effective Date: TBD  
Last Modified: TBD

## Behavior Coordinator

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources in the behavior program.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma with three (3) years of dog training, behavior modification, or related 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 office machines and equipment including a computer and multifunction printer.
- Ability to bend/twist, stand and walk for a prolonged period of time, lift up to 50 pounds, and push/pull up to 100 pounds.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **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**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

## Behavior Coordinator

- Ability to comprehend a variety of informational documents including daily supervisor reports, feeding schedules, medical to-do lists, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, volunteer Barkbook, the Employee Handbook, and relevant sections of the Ohio Revised Code.
- Ability to prepare canine behavior plans, enrichment schedules, unleashed reports, daily playground communication, 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 veterinary, animal control, and marketing terminology and language.
- Ability to communicate with Deputy Dog Wardens, Volunteer Coordinator, Adoption Coordinator, volunteers, clients, adoption customers, colleagues, other County employees, and the general public.

## Environmental Adaptability

- Work may involve exposure to temperatures/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, bright/dim lights, and noise extremes.

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**PROPOSED DELETED CLASSIFICATIONS**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
14051	Training Officer	Human Resources and Human Services	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	The classification is vacant. The Training Officer and Senior Training Officer classification were combined into one new classification, HHS Training Specialist. It was determined there was no need for 2 levels since all employees were at the Senior level and performing the same essential job functions. The department did not intend to hire at the lower-level position.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Human Resources
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<b>Management Contact(s):</b>	Brenda Payne-Riley, interim Administrator HHS Shared Services
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Training Officer	<b>Class Number:</b>	14051
<b>FLSA</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Departments:</b>	Human Resources and Human Services, only.		

### Classification Function

The purpose of this classification is to develop and implement training for department employees.

### Distinguishing Characteristics

This is an entry-level training officer classification. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to semi-independently perform the full range of duties associated with this level. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

### 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 training programs for department employees; conducts and tabulates needs analysis; designs and develops lesson plans to meet established training goals; develops program budget.
- 35% +/- 10%  
• Implements training programs for department employees; assures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training following lesson plan; analyzes training evaluation results to improve program.
- 15% +/- 10%  
• Performs administrative duties; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education, human resources or related field with one (1) year of training experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, copier, etc.

### Supervisory Responsibilities

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- Ability to provide instruction to other employees.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 memos, training literature, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, proposals, monthly reports, 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with supervisors, staff, students, parents, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

Posted on 3/3/22  
Meeting Date 3/9/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>NEW</u></b>					
Behavior Coordinator	15045	6A Non-Exempt	N/A	Public Works	This is a new classification requested by Public Works based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<b>DELETED CLASSIFICATION</b>	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Training Officer 14051	7A Non-Exempt	Human Resources and Human Services	The classification is vacant. The Training Officer and Senior Training Officer classification were combined into one new classification, HHS Training Specialist. It was determined there was no need for 2 levels since all employees were at the Senior level and performing the same essential job functions. The department did not intend to hire at the lower-level position.

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Behavior Coordinator	<b>Class Number:</b>	15045
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Public Works	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to ensure the behavioral health and wellness of all the dogs at the Cuyahoga County shelter; to create and implement behavior plans, enrichment, and behavior; to design training programs for shelter staff and volunteers; and to create behavior protocols for the shelter's policy and procedure manual.

## Distinguishing Characteristics

This is a journey level classification with responsibility for the behavioral health and wellness of the dog population at the County Animal Shelter. This classification works within a framework of well-defined policies, procedures, and regulations. Employees in this classification work under general supervision from the Chief Dog Warden, progressing to more independence as experience is acquired. Incumbents are expected to become fully aware of operating procedures and policies. This class requires public contact in communicating ownership and control of animals, laws, and regulations.

## Essential Job Functions

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

30% +/- 10%

- Identifies, creates, and implements behavior plans; performs and documents assessments on behavioral dogs that cannot directly go into the adoption program (i.e. dogs that are under socialized, feral, fearful, and/or showing other behavior concerns); determines course of training needed to correct undesirable behaviors for individual animals and more general common issues; determines and fits equipment needed for stronger and challenging dogs; participates in weekly meetings on status of behavioral dogs; provides recommendations regarding euthanasia when necessary based on behavior, lack of progress, or safety concerns; provides behavioral instructions to adopters.

25% +/- 10%

- Mentors and leads behavior training staff and volunteers; communicates weekly progress with volunteers; determines when volunteers reach trainer level or when they require additional coaching; coordinates the schedule of new behavior team volunteers with the volunteer coordinator.

20% +/- 10%

- Creates, implements, and oversees all behavior and enrichment programs; develops and writes protocols for behavior programs; updates social media pages related to dog behavior programs.

15% +/- 5%

- Plans for training classes; identifies changes and restructures programs as needed; works in collaboration with management to create behavior training materials and procedures for staff and volunteers; prepares training schedules; makes recommendations for successful outcomes (e.g., foster, board and train, transfer).

Effective Date: TBD  
Last Modified: TBD

## Behavior Coordinator

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness, and outcomes; tracks and reports on shelter's population status; monitors expenditures of resources in the behavior program.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma with three (3) years of dog training, behavior modification, or related 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 office machines and equipment including a computer and multifunction printer.
- Ability to bend/twist, stand and walk for a prolonged period of time, lift up to 50 pounds, and push/pull up to 100 pounds.
- Ability to distinguish between colors, hear sounds, identify odors, utilize depth perception, communicate orally, and accurately describe animals based on visual perceptions.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including the animal record database (PetPoint), publishing software (MS Publisher), spreadsheet software (MS Excel), and word processing software (MS Word).

#### **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**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

## Behavior Coordinator

- Ability to comprehend a variety of informational documents including daily supervisor reports, feeding schedules, medical to-do lists, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, volunteer Barkbook, the Employee Handbook, and relevant sections of the Ohio Revised Code.
- Ability to prepare canine behavior plans, enrichment schedules, unleashed reports, daily playground communication, 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 veterinary, animal control, and marketing terminology and language.
- Ability to communicate with Deputy Dog Wardens, Volunteer Coordinator, Adoption Coordinator, volunteers, clients, adoption customers, colleagues, other County employees, and the general public.

## Environmental Adaptability

- Work may involve exposure to temperatures/weather conditions, strong odors, toxic/poisonous agents, wetness/humidity, animals/wildlife, disease/bodily fluids, bright/dim lights, and noise extremes.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Training Officer	<b>Class Number:</b>	14051
<b>FLSA</b>	Non-Exempt	<b>Pay Grade:</b>	7
<b>Departments:</b>	Human Resources and Human Services, only.	<b>EXHIBIT B</b>	

### Classification Function

The purpose of this classification is to develop and implement training for department employees.

### Distinguishing Characteristics

This is an entry-level training officer classification. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to semi-independently perform the full range of duties associated with this level. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

### 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 training programs for department employees; conducts and tabulates needs analysis; designs and develops lesson plans to meet established training goals; develops program budget.
- 35% +/- 10%  
• Implements training programs for department employees; assures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training following lesson plan; analyzes training evaluation results to improve program.
- 15% +/- 10%  
• Performs administrative duties; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education, human resources or related field with one (1) year of training experience; or any equivalent combination of training and experience.

### Additional Requirements

No special license or certification is required.

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, copier, etc.

### Supervisory Responsibilities

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Last Modified: 04.14.2014



- Ability to provide instruction to other employees.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to evaluate, 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 memos, training literature, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, proposals, monthly reports, 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with supervisors, staff, students, parents, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0120

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> 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, to increase the cost of living adjustment for remaining Fiscal 2022; 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.

WHEREAS, due to current rates of inflation and in an effort to attract and retain personnel, it is further necessary to increase the cost of living adjustment for County Executive employees for the remainder of Fiscal 2022; and

**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.	7950 – Soil & Water Conservation			<b>BA2210038</b>
	SC950105 – Soil & Water Grants			
	Personal Services	\$	34,982.48	
	Other Expenses	\$	40,017.52	

The Office of Budget and Management on behalf of the Soil and Water Conservation District requests appropriation of \$75,000 for the Cuyahoga River Area of Concern (AOC) Facilitating Organization Support Grant (SC-20-EPA-AOC). Funding is provided from the Federal Environmental Protection Agency passed through Ohio EPA. No County match is required.

B.	1100 – General Fund			<b>BA2218031</b>
	BE100105 – Primary Election			
	Other Expenses	\$	29,359.00	

The Cuyahoga County Board of Elections requests appropriation of \$29,359 for revenue received from the Ohio Secretary of State, Warrant #0046244499 dated 3/22/22 for the Primary Election 2022 UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) mailing. Funding source is revenue received from Ohio Secretary of State which was deposited into the General Fund.

C.	1100 – General Fund			<b>BA2218033</b>
	BE100105 – Primary Election			
	Personal Services	\$	1,146,569.23	
	Other Expenses	\$	2,022,224.37	

The Cuyahoga County Board of Elections requests appropriations of \$3,168,793.60 for the second Special Primary Election estimated to be held August 2nd, 2022. This election is necessary following the extended litigation of State Legislative district maps and a primary election for those seats were not determined in time to meet mandated timelines. Ohio Revised Code requires counties to prepare cost estimates and file those with the Ohio Secretary of State. Estimates submitted by the Cuyahoga County Board of Elections total \$3,168,793.60 covering all 975 County precincts and 872,252 registered voters. Funding source is General Fund until the Secretary of State reimburses the County.

D.	1100 – General Fund			<b>BA2218034</b>
	BE100100 – Board of Elect Administration			
	Personal Services	\$	165,326.00	
	1100 – General Fund			
	BE100105 – Primary Election			
	Personal Services	\$	528,600.00	

The Cuyahoga County Board of Elections requests appropriation of \$693,926 for revenue received from Secretary of State, Warrant #0046127086 to assist with 2022 primary election expedited schedule. Funding source is revenue received from Ohio Secretary of State which was deposited into the General Fund.

E.	1100 – General Fund		<b>BA2218037</b>
	IG100100 – Inspector General		
	Personal Services	\$	26,217.78

The Agency of the Inspector General requests appropriations of \$26,217.78 to restore the budget impacted by payout of leave time to the previous Inspector General. The amount paid out was not budgeted and negatively impacts the ability of the Agency to complete fiscal year 2022 with sufficient personnel services appropriation. Funding source is County General Fund.

F.	2285 – Other Judicial		<b>BA2218038</b>
	IG285100 – Inspector General Registration Fees		
	Personal Services	\$	28,507.21

The Agency of the Inspector General requests an appropriation increase of \$28,507.21 in personal services within the Inspector General Vendor Fees Fund. The Agency will begin charging 50% of personnel expenses for one position with 50% duties dedicated to contractor registrations and related administrative maintenance. Funding source is the Inspector General Vendor Fees Fund which as of April 2022 has a balance of \$364,523.

G.	2285 – Other Judicial		<b>BA2221224</b>
	PS285105 – Sexual Assault Kit Initiative		
	Personal Services	\$	1,127,963.05
	Other Expenses	\$	267,114.95

The Prosecutor’s Office requests appropriations of \$1,395,078 to establish the 2022 Sexual Assault Kits Initiative grant award. This grant will allow the Prosecutor’s Office to fund a new project entitled Cuyahoga County Prosecutor Review, Investigation and Prosecution of Cold Case Sexual Assaults Using DNA Technologies. This project will allow CCPO to apply advanced DNA methodologies to identify sexual assault assailants and lead to prosecutions of cold cases. This grant is funded by the Department of Justice (15PBJA-21-GG-04308-SAKI) and covers the performance period of October 1, 2021, to September 30, 2024. No cash match is required for this grant.

H.	2260 – Human Services		<b>BA2222805</b>
	WF260110 – WF Innovation & Opportunities		
	Other Expenses	\$	70,000.00

The Office of Budget Management, on behalf of Workforce Development - Ohio Means Jobs|Cleveland - Cuyahoga County, requests appropriations of \$70,000 for a grant from State of Ohio to support the Opioid Fresh Start Program. This program is to help anyone impacted by the Opioid Crisis obtain employment. Award is valid through December 2023. Funding Source is a grant from the Ohio Department of Job and Family Services.

I.	2300 – Other Social Services		<b>BA2222806</b>
	HS300190 – Adoption Opportunities Grant		
	Other Expenses	\$	119,000.00

The Office of Budget and Management, on behalf of The Department of Health and Human Services - Division of Children and Family Services (DCFS), requests

appropriations of \$119,000 to establish a new grant award to be used for recruitment and retention of foster caregivers. Funding comes from allocated funds from House Bill 110 to the Ohio Department of Job and Family Services and the Office of Families and Children (OFC) to support statewide efforts for the recruitment and retention of foster caregivers. The grant, awarded to DCFS by OFC, provides funding for new services/programs and to enhance existing services/programs. Funds are valid through September 2023. Funding Source is a grant from the Ohio Department of Job and Family Services-Office of Families and Children.

J. 2260 – Human Services **BA2226007**  
 HS260215 – VEB Bldg NFSC  
 Personal Services \$ 708,873.00

The Office of Budget Management, on behalf of Cuyahoga Job and Family Services, requests appropriation of \$708,873 for an additional funding awarded by the State of Ohio. This award is for a Medicaid Special projects. The award is valid until June 2022. Funding source is the Ohio Department of Job and Family Services.

K. 2285 – Other Judicial **BA2227614**  
 ME285105 – DNA Backlog Reduction Program  
 Other Expenses \$ (5,031.74)

The Office of Budget and Management, on behalf of the Department of Public Safety and Justice Services, requests an appropriation reduction of \$5,031.74 to close out of the DNA Backlog Reduction 19/20 Grant (activity BC2018-684). The grant is funded by the Department of Justice, Office of Justice Programs, National Institute of Justice and ran for the period of January 01, 2019 through December 31, 2020. The original award was for \$276,257 and this reduction is due to one project coming in under budget and travel, which was originally anticipated, did not take place due to COVID. There is no cash balance to resolve.

L. 2280 – Other Health and Safety **BA2227615**  
 PJ280120 – State SHSP-Law Enforcement  
 Other Expenses \$ (1,729.53)

The Office of Budget and Management, on behalf of the Department of Public Safety and Justice Services, request an appropriation reduction of \$1,729.53 to close out of the FY2017 State Homeland Law Enforcement Grant. The grant is funded by the Ohio Emergency Management Agency and ran for the period of September 01, 2017 through May 31, 2021. The original award was for \$307,257 and the reduction is due to the fact that one of the projects came in under budget. There is no cash balance to resolve.

M. 2285 – Other Judicial **BA2227616**  
 ME285110 – Prof Cont Edu – Paul Coverdell  
 Personal Services \$ 250,000.00

The Department of Public Safety and Justice Services, is requesting appropriations of \$250,000 for a new grant award from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice. The grant is for two (2) full time Forensic Scientist positions for the Cuyahoga County Regional Forensic Science Laboratory in connection with the FY2021 Paul Coverdell Forensic Science Improvement Competitive

Grant Program for the period of October 1, 2021 through September 30, 2023. There is no cash match requirement for this grant. This grant received Consent Item Approval on March 14, 2022 (Consent Item Approval No. CON2022-24).

**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: 7950 – Soil & Water Conservation	<b>BA2210036</b>
SC950105 – Soil & Water Grants	
Other Expenses	\$ 2,580.00
TO: 7950 – Soil & Water Conservation	
SC950105 – Soil & Water Grants	
Personal Services	\$ 2,580.00

The Soil and Water Conservation District requests an appropriation transfer of \$2,580 to adjust expenses associated with the Cuyahoga River Area of Concern (AOC) Facilitating Organization Support Grant (SC-20-EPA-AOC). This revision provides for the AOC Symposium execution and post-event follow-up and additional Earth Month related community outreach. Funding is provided from the Federal Environmental Protection Agency passed through Ohio EPA. The District was approved for an time extension for a revised grant period October 3, 2020 through May 31, 2022. No County match is required.

B. FROM: 5720 – Public Utilities	<b>BA2210039</b>
PW720100 – Public Utilities	
Other Expenses	\$ 65,985.00
TO: 5720 – Public Utilities	
PW720100 – Public Utilities	
Personal Services	\$ 65,985.00

The Department of Public Works and the Department of Sustainability request an appropriation transfer of \$65,985 from other expenditures to personal services. This request is made in order to chargeback to the Public Utility Fund a portion of payroll costs for the Director of Sustainability, who is serving as program manager until a full-time employee is hired. The funding source for the Public Utility-Microgrid is General Fund.

C. FROM: 1100 – General Fund	<b>BA2218032</b>
BE100100 – Board of Elect Administration	
Personal Services	\$ 149,352.00
TO: 1100 – General Fund	
BE100125 – Electronic Voting Consultation	
Other Expenses	\$ 149,352.00

The Cuyahoga County Board of Elections requests an appropriation transfer of \$149,352 for DIMS, Election Force and AIMS contracts that were inadvertently not included in the 2022 Primary Election budget. This appropriation transfer from personal services to other expenses within the Primary Election budget. This transfer has no impact on the General Fund.

D. FROM: 1100 – General Fund		<b>BA2218035</b>
IG100100 – Inspector General		
Personal Services	\$	43,738.23
Other Expenses	\$	8,261.77
TO: 1100 – General Fund		
IA100100 – Internal Audit		
Personal Services	\$	43,738.23
Other Expenses	\$	8,261.77

The Agency of the Inspector General and the Department of Internal Audit request an appropriation transfer of \$52,000 from the Inspector General budget to the Internal Audit budget. This transfer shifts the appropriations for one full-time employee that was previously shared by the AIG and IG back to the respective departments. The new leadership in each department have agreed that the shared duties are no longer applicable. This transfer has no impact on the General Fund.

E. FROM: 2330 – Youth Services		<b>BA2221225</b>
JC330100 – Youth Services Subsidy-FDCC		
Personal Services	\$	40,040.00
TO: 2330 – Youth Services		
JC330100 – Youth Services Subsidy-FDCC		
Other Expenses	\$	40,040.00

Juvenile Court requests an appropriation transfer of \$40,040 from Personal Services to Other Expenses. These funds were approved by the grantor to be used to pay MST Therapist stipends for when they are on-call 24/7. The grant period runs from July 1, 2021 through June 30, 2022. There is no cash match required.

**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: 2257 – HHS Levy 4.7	<b>CT2226008</b>
FS257110 – HHS Levy 4.7 Subsidies	
Trans Out – Transfer Out	\$ 1,763,634.50
2255- Health Human Services Levy	
FS255105 – HHS Levy 4.8 Subsidies	
Trans Out – Transfer Out	\$ 1,763,634.50
TO: 2260 – Human Services	

HS260185 – Admin Svcs- Gen'l Manager  
Trans In – Transfer In                      \$                      3,527,269.00

The Office of Budget and Management is requesting a cash transfer in the amount of \$3,527,269 for the first half of the mandated share subsidy for the Division of Cuyahoga Job and Family Services. This Subsidy is funded by the 4.7 and 4.8 Health and Human Services Levy.

**SECTION 4.** That, any provision of the Employee Handbook, any codified or uncodified ordinance, or any resolution to the contrary notwithstanding, this Council hereby approves an across-the-board cost of living adjustment (COLA) for non-bargaining County Executive employees of an additional one percent (1%) over current 2022 pay rates for the period July 3, 2022 through December 31, 2022. If any specific appropriation is necessary to effectuate the additional COLA described herein, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation. Pay rates and wages for bargaining unit employees shall be governed by their respective collective bargaining agreements. The Executive or the Executive's designee is authorized to execute side letters with the various bargaining units limited to the additional COLA described herein.

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

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

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



Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Journal CC046  
May 10, 2022



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: May 4, 2022

Re: Fiscal Agenda – 5/10/2022 - 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 **May 10, 2022**. The requested fiscal items, including additional appropriation increases and decreases, 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 grant closeout as requested
- Appropriation Transfers as requested

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

Department	Amount Requested	Item	Funding Source	Purpose
Soil and Water Conservation	\$75,000.00	A	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Board of Elections	\$29,359.00	B	General Fund	Appropriation Increase
Board of Elections	\$3,168,793.60	C	General Fund	Appropriation Increase
Board of Elections	\$693,926.00	D	General Fund	Appropriation Increase
Inspector General	\$26,217.78	E	General Fund	Appropriation Increase

Inspector General	\$28,507.21	F	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Prosecutor’s Office	\$1,395,078.00	G	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Workforce Development	\$70,000.00	H	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Children and Family Services	\$119,000.00	I	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Children and Family Services	\$708,873.00	J	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Public Safety and Justice Services	\$ (5,031.74)	K	Grant Funded – No General/HHS Levy Fund Impact	Grant Closeout
Public Safety and Justice Services	\$ (1,729.53)	L	Grant Funded – No General/HHS Levy Fund Impact	Grant Closeout
Public Safety and Justice Services	\$250,000.00	M	Grant Funded – No General/HHS Levy Fund Impact	Grant Appropriation Increase

**Appropriation 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 Requested	Item	Funding Source	Purpose
Soil and Water Conservation	\$2,580.00	A	Grant Funded – No General/HHS Levy Fund Impact	Appropriation Transfer
Public Works	\$65,985.00	B	General Fund	Appropriation Transfer
Board of Elections	\$149,352.00	C	General Fund	Appropriation Transfer
IG/IA	\$52,000.00	D	General Fund	Appropriation Transfer
Juvenile Court	\$40,040.00	E	Grant Funded – 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.

<b>Department</b>	<b>Amount Requested</b>	<b>Item</b>	<b>Funding Source</b>	<b>Purpose</b>
Job & Family Services	\$3,527,269.00	A	HHS Levy Fund	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0121

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the designation of Joyce Huang to serve as the alternate to Mayor Justin Bibb on the Cuyahoga County Planning Commission representing the Cleveland Region for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code (“R.C.”) Section 713.22 provides for the organization and maintenance of a county planning commission;

WHEREAS, R.C. Section 713.22(A) establishes the procedure by which a member of a county planning commission may designate not more than (1) one alternate to serve on a member’s behalf;

WHEREAS, R.C. Section 713.22(A) requires that a member’s designation of an alternate be made by a letter of appointment directed to the clerk of the county board of commissioners, which designation the board may either approve or disapprove;

WHEREAS, Article III, Section 3.01 states the Council shall be the legislative and taxing authority of the County; and

WHEREAS, on or about May 3, 2022, Mayor Justin Bibb caused a letter of appointment designating Joyce Huang as his alternate to the Cuyahoga County Planning Commission to be served on the Clerk of Council.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms Joyce Huang to serve as the alternate to Mayor Justin Bibb on the Cuyahoga County Planning Commission, representing the Cleveland Region for the term 1/1/2022 – 12/31/2024.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of 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\_\_\_\_



**City of Cleveland**  
Justin M. Bibb, Mayor

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Office of the Mayor  
Cleveland City Hall  
601 Lakeside Avenue, Room 202  
Cleveland, Ohio 44114  
216/664-3990 • Fax 216/420-8766  
[www.cleveland-oh.gov](http://www.cleveland-oh.gov)

April 11, 2022

Mary Cierebiej  
Cuyahoga County Planning Commission  
Executive Director & CEO  
2079 E. 9<sup>th</sup> St., Suite 5-300, Cleveland, OH 44115

Dear Mary,

Please accept this correspondence as official notification that I am appointing the following individual to serve on my behalf and represent the City of Cleveland on the Cuyahoga County Planning Commission

**Joyce Huang**  
Director of City Planning  
[jhuang@clevelandohio.gov](mailto:jhuang@clevelandohio.gov)  
(216) 664-3468

Any additional questions can be directed to Ryan Puente, Chief Government Affairs Officer, at (216) 664-3544 or via email at [rpunte@clevelandohio.gov](mailto:rpunte@clevelandohio.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Justin M. Bibb", with a long horizontal flourish extending to the right.

**Justin M. Bibb**  
Mayor | City of Cleveland

Joyce Pan Huang, Vice President of Community Development  
MidTown Cleveland, Inc.



**Long Bio:**

Joyce Pan Huang is the incoming Director of City Planning for the City of Cleveland in the Bibb administration. Prior to this appointment, she served as the Vice President of Community Development at MidTown Cleveland, Inc., an economic and community development organization for the MidTown and AsiaTown neighborhoods. During Joyce's tenure at MTC, she coordinated five visionary and community-driven planning efforts for MidTown's transportation corridors, neighborhood-based arts and culture, and the innovative Neighborhood Vision Plan. Joyce also executed on a variety of placebuilding projects, culminating in a mural festival that added 19 murals to the neighborhood. Her own contributions in the Asian American Pacific Islander (AAPI) community led to the formation of an AsiaTown team housed at MTC, the first to serve residents comprising staff of Asian descent with language fluency. A deep respect for people, culture and lived experience drivers her philosophy for neighborhood growth. Racial equity and belonging are the key driving principles for her work, along with the belief that people-centered investments and relationship-building are central to developing dynamic neighborhoods.

Joyce is a transplant with roots in the Rochester, NY area who lived for 10 years in the Shaker Square, Ohio City and AsiaTown neighborhoods. She holds a Master of Urban Planning, Design and Development from Cleveland State University's Levin College of Urban Affairs and a B.S. in Sociology with a minor in Program in the Environment from the University of Michigan. Joyce is the recipient of Cleveland Magazine's 2022 Most Interesting People, Crain's 40 Under 40 in 2020, the YWCA's Distinguished Young Woman Award in 2019 and the AICP Outstanding Planning Student award in 2017. Joyce has participated in speaking engagements and panels for gatherings such as The City Club of Cleveland, Ohio American Planning Association, the Midwest Creative Placemaking Summit, and Rail~Volution.

Joyce's board and volunteer involvement includes the Federal Reserve Bank of Cleveland's Community Advisory Council, NOACA's Emerging Leaders Council, the Executive Committee of Building Hope in the City, the Executive Committee of the Cleveland Asian Festival, the Advisory Board of the Ariel Economic Development Fund CDFI, and the Steering Committee co-chair of [unbail] Inform. Past experience includes sitting on the City of Cleveland's East Region Design Review Advisory Committee and the Advisory Board Member for the Cleveland State University MUPD reaccreditation process. Joyce also contributes to Cleveland's Asian American Pacific Islander (AAPI) community's civic engagement efforts.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0122

<p>Sponsored by: <b>County Executive Budish/Departments of Public Works and Health and Human Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 842 with Fairfax Renaissance Development Corporation for lease of office space, located at 8111 Quincy Avenue, Cleveland for the period 6/1/2002 – 5/31/2022, to extend the time period to 5/31/2027 and for additional funds in the amount not-to-exceed \$5,888,550.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Departments of Public Works and Health and Human Services has recommended an amendment to Contract No. 842 with Fairfax Renaissance Development Corporation for lease of office space, located at 8111 Quincy Avenue, Cleveland for the period 6/1/2002 – 5/31/2022, to extend the time period to 5/31/2027 and for additional funds in the amount not-to-exceed \$5,888,550.00; and

WHEREAS, the primary goal of this amendment is to extend the lease for the Neighborhood Family Service Center located at 8111 Quincy Avenue, Cleveland, consisting of approximately 63,600 square feet of space; and

WHEREAS, this project is funded 100% by Health and Human Services 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. 842 with Fairfax Renaissance Development Corporation for lease of office space, located at 8111 Quincy Avenue, Cleveland for the period 6/1/2002 – 5/31/2022, to extend the time period to 5/31/2027 and for additional funds in the amount not-to-exceed \$5,888,550.00.



Title: 2022 Amendment for Lease of Space for HHS with Fairfax Renaissance Development Corporation.

The Department of Public Works is seeking to amend a certain lease of space on behalf of HHS agencies with FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION to extend the term an additional 5 years. (RQ# 18220)

#### Scope of Work Summary

Department of Public Works, on behalf of Health and Human Services (HHS) is requesting approval of a five-year amendment for lease of 63,660 square feet of space located at 8111 Quincy Ave. with the Landlord, FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION in an amount not to exceed \$5,888,550.00.

Health and Human Services Levy funds have been used to lease this space to provide direct line services to the Public for JFS and CFS. The current lease is expiring on 05/31/2022 and the new amended term would start 06/01/2022 and run for 5 years through 05/31/2027. The County has a right of contraction to reduce its square footage at a couple of points during the new term. CE13495, CM842, PWD2637.

The new lease has a start date of June 1, 2022 and will run through May 31, 2027.

The primary goals of the project are to continue to provide office space for various HHS (JFS & CFS) agencies to provide accessible human services in the neighborhoods. No TAC approval is required.

#### Procurement

The procurement method for the underlying lease was originally through RFP # 18220. This current amendment is pursuant to the terms of the original lease, as amended. The County will save moving and new build-out costs by continuing to stay in this current location and continue to partner with Fairfax Development, a community partner and a non-profit, local development corporation. The total value of this current amendment is ~~\$5,880,550.00~~ **\$5,888,550.00**.

#### Contractor and Project Information

FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION

8111 Quincy Ave. Suite #100

Cleveland, Ohio, 44104

216 361-8400

Council District 07

The Executive Director of Fairfax Renaissance Development Corporation is Ms. Denise VanLier

The address or location of the project is:

Fairfax Renaissance Development Corporation

8111 Quincy Ave. (PPN 119-26-004)

Cleveland, Ohio 44104

The project is located in Council District 07

#### Project Status and Planning

The project is taking advantage of the County's long term relationship with this non-profit, local development corporation where it has used space to have direct Health and Human Services accessible in various neighborhoods. This proposed amendment will extend this lease by an additional 5 years.

The current lease term expires May 31, 2022 and HHS and DPW would request to have approval in place prior to that date.

#### Funding

This lease is funded through the County's Health and Human Services levy funds.

The schedule of payments will be monthly.

The project is an amendment to a existing Lease. This amendment changes the term by extending the lease an additional 5 years. The new amendment will be in an amount to not exceed ~~\$5,880,550.00~~ **\$5,888,550.00**. The history of this lease, as amended is an original lease that was in place from 06/01/2002 through 05/31/2016 (\$28,955,330.00) and amended for an additional 5 year term of 06/01/2016 through 05/31/2022 (\$5,500,224.00).

**Department of Purchasing – Required Documents Checklist**

**Fairfax Renaissance Development Corporation  
RQ#18220 CM#842 Supplier#2713 Vendor#25642**

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	RQ3277-RQ#18220
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	CM#842

Briefing Memo	Department JCM provided/NDF	Clerk of the Board
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Late Submittal Required:	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				JCM provided/NDF	OK
IG#	22-0019 exp12/31/26			NDF	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	3/25/22		NDF	OK (not required for this action)
Debarment/Suspension Verified	Date:	3/30/22		NDF	OK
Auditor's Finding	Date:	3/30/22		NDF	OK
Independent Contractor (I.C.) Requirement	Date:	3/15/22 3/24/2022		NDF	OK
Cover - <i>Master amendments only</i>				NDF	OK
Contract Evaluation				JCM to provide	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				NDF	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	PWD-2637 ADavis
Matrix Law Screen shot	PWD-2637 ADavis
COI	Email verification - AAssad
Workers' Compensation Insurance	Email verification - AAssad

**Department of Purchasing – Required Documents Checklist**

**Fairfax Renaissance Development Corporation  
RQ#18220 CM#842 Supplier#2713 Vendor#25642**

Original Executed Contract (containing insurance terms) & all executed amendments	PWD-2637 ADavis
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**REVISED 4/19/2022 Accounting Units:** 3/31/22 KStarks provided HHS fiscal staff completed Accounting Unit chart

3/31/22 DRA and verification email funds available from VCrawford and ABeasley provided

3/31/22 Cherwell#130710 CM842 moved from "OPD timed out" to "ready to activate" Now active with the assistance of SWalker, PPorter. PPorter requested NFarina to verify with KStarks/HHS staff that existing 22 fund lines are correct for contract ending 5/31/22. NFarina emailed JMyers and KStarks and DBasta resolved and provided verification email that CM842 existing 22 funds correct for R2017-0090 ending 5/31/22 and ready for new Amendment.

4/19/22 DRA's revised and accounting units on checklist from VCrawford and ABeasley –new lines 6/7 revised per DBasta

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
06/01/22-12/31/22	HS260210	54400	UCH08260	\$447,291.08
06/01/22-12/31/22	HS260130	54400	UCH02140	\$230,422.67
01/01/23-12/31/23	HS260210	54400	UCH08260	\$766,784.70
01/01/23-12/31/23	HS260130	54400	UCH02140	\$395,010.30
01/01/24-12/31/24	HS260210	54400	UCH08260	\$772,911.98
01/01/24-12/31/24	HS260130	54400	UCH02140	\$398,166.77
01/01/25-12/31/25	HS260210	54400	UCH08260	\$777,288.60
01/01/25-12/31/25	HS260130	54400	UCH02140	\$400,421.40
01/01/26-12/31/26	HS260210	54400	UCH08260	\$789,543.15
01/01/26-12/31/26	HS260130	54400	UCH02140	\$406,734.35
01/01/27-05/31/27	HS260210	54400	UCH08260	\$332,623.50
01/01/27-05/31/27	HS260130	54400	UCH02140	\$171,351.50
			<b>TOTAL</b>	<b>\$ 5,888,550.00</b>

**Accounting Units:** 3/31/22 KStarks provided HHS fiscal staff completed Accounting Unit chart

3/31/22 DRA and verification email funds available from VCrawford and ABeasley provided

3/31/22 Cherwell#130710 CM842 moved from "OPD timed out" to "ready to activate" Now active with the assistance of SWalker, PPorter. PPorter requested NFarina to verify with KStarks/HHS staff that existing 22 fund lines are correct for contract ending 5/31/22. NFarina emailed JMyers and KStarks and DBasta resolved and provided verification email that CM842 existing 22 funds correct for R2017-0090 ending 5/31/22 and ready for new Amendment.

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
06/01/22-12/31/22	HS260210	54400	UCH08260	\$383,392.35
06/01/22-12/31/22	HS260130	54400	UCH02140	\$197,505.18
01/01/23-12/31/23	HS260210	54400	UCH08260	\$766,784.70

**Department of Purchasing – Required Documents Checklist**

**Fairfax Renaissance Development Corporation  
RQ#18220 CM#842 Supplier#2713 Vendor#25642**

01/01/23-12/31/23	HS260130	54400	UCH02140	\$395,010.30
01/01/24-12/31/24	HS260210	54400	UCH08260	\$772,036.65
01/01/24-12/31/24	HS260130	54400	UCH02140	\$397,715.88
01/01/25-12/31/25	HS260210	54400	UCH08260	\$777,288.60
01/01/25-12/31/25	HS260130	54400	UCH02140	\$400,421.40
01/01/26-12/31/26	HS260210	54400	UCH08260	\$787,792.50
01/01/26-12/31/26	HS260130	54400	UCH02140	\$405,832.50
01/01/27-05/31/27	HS260210	54400	UCH08260	\$399,148.20
01/01/27-05/31/27	-HS260130	54400	UCH02140	\$205,621.80
	-	-	<b>TOTAL</b>	<b>\$ 5,888,550.00</b>

Contract History CE/AG# (if applicable)	CE13495 N/A
Infor/Lawson PO# Code (if applicable)	N/A
Lawson RQ# (if applicable)	RQ#18220
CM Contract#	CM#842

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
	\$28,653,139.00 (Agreement approval)		10/1/2001-12/31/2016	8/8/2000	Reso # 0030203
	\$0.00 (1 <sup>st</sup> amendment to lease agreement)		6/1/2002 – 5/31/2017	3/13/2001	Reso # 0109111
Original Amount	\$ 28,955,330.00		10/1/2001 - 12/31/2016	5/28/2002	Resol#022165
Prior Amendment Amounts (list separately)	(Amend #2)	\$302,191.00	6/1/2002 – 5/31/2017	4/9/2002	Reso # 0214108
	(Amend #3)	\$ 225,000.00	5/31/2017	4/1/2003	Resol#31337
	(Amend #4)	\$ 5,500,224.00	5/31/2022	5/23/2017	R2017-0090
Pending Amendment	(Amend #5)	\$ 5,888,550.00	5/31/2027		
Total Amendments		\$ 11,613,774.00			
Total Contact Amount		\$ 40,569,104.00			

**Purchasing Use Only:**

Prior Resolutions:	R2017-0090, 031337, 0214108, 022165, 0109111, 0030203
Amend:	842

**Department of Purchasing – Required Documents Checklist**

**Fairfax Renaissance Development Corporation  
RQ#18220 CM#842 Supplier#2713 Vendor#25642**

Vendor Name:	Fairfax Renaissance Development Corporation
ftp:	6/1/2002 – 5/31/2022 EXT 5/31/2027
Amount:	Add'l \$5,888,550.00mm
History/CE:	OK
EL:	Needs WET
Procurement Notes:	<p>4/13/2022: BuySpeed RQ3277 referenced. Revised Amendment to end 5/31/2027. Attach revised checklist with corrected accounting breakdown – accounting must match amendment amount.</p> <p>4/7/2022: May has 31 days, are you sure you want to end on 5/30/2027, as is currently in the contract and not 5/31/2027? Expiration date in Contract tab has 5/31/2027. This information must match. Justification references an RFP – what was that number? RQ18220 was RFP for revenue-generating child care center at the Quincy location. Prior covers reference RQ3277 (BuySpeed#). Amendment lines for 2022 funding must have expiration of 12/31/2022. Accounting Units on checklist does not match amendment amount - attach revised checklist with corrected accounting breakdown; History has been corrected to reflect all prior amendments.</p>
Purchasing Buyer's initials and date of approval	OK, ssp 4/20/2022



## CONTRACT EVALUATION FORM

<b>Contractor</b>	FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE13495, PWD2637, Vendor #25642, CM842				
<b>RQ#</b>	18220				
<b>Time Period of Original Contract</b>	10.01/2001 to May 31, 2022				
<b>Background Statement</b>	Renewal of Lease of 63,660 square feet of space for use by various HHS Agencies				
<b>Service Description</b>	Lease of space for HHS located at 8111 Quincy Ave., Cleveland, Ohio.				
<b>Performance Indicators</b>	Terms of the Lease Agreement.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Daily delivery of climate controlled, cleaned space for use by HHS County agencies.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Consistent adherence to terms of the Lease.				
<b>Department Contact</b>	John Myers, Department of Public Works				
<b>User Department</b>	HHS				
<b>Date</b>	March 31, 2022				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0123

<p>Sponsored by: <b>County Executive Budish/Department of Development</b></p>	<p><b>A Resolution;</b> authorizing a grant award to Fund for Our Economic Future of Northeast Ohio in the total amount not-to-exceed \$9,000,000.00 as fiscal agent, for Workforce Funders Group for various workforce development activities, commencing upon contract signature of all parties for a period of 3 years; authorizing the County Executive to execute the Contract No. 2451 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 Development has recommended a grant award to Fund for Our Economic Future of Northeast Ohio in the total amount not -to-exceed \$9,000,000.00 as fiscal agent, for Workforce Funders Group for various workforce development activities, commencing upon contract signature of all parties for a period of 3 years:

- a) In the amount not-to-exceed \$5,000,000.00 for expansion of the Manufacturing Sector Partnership
- b) In the amount not-to-exceed \$1,000,000.00 for a Higher Education Internship Program
- c) In the amount not-to-exceed \$3,000,000.00 for Career Education in public schools Countywide

WHEREAS, the funders collaborative will focus on manufacturing, healthcare and IT sectors; and

WHEREAS, the primary goal for this project is to provide funding for three critical workforce development initiatives, each of which supports and is strategically connected to ongoing Workforce Sector Partnership activities; and

WHEREAS, this project is 100% funded by the General Fund - American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services; 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 grant award to Fund for Our Economic Future of Northeast Ohio in the total amount not-to-exceed \$9,000,000.00 as fiscal agent, for Workforce Funders Group for various workforce development activities, commencing upon contract signature of all parties for a period of 3 years:

- a) In the amount not-to-exceed \$5,000,000.00 for expansion of the Manufacturing Sector Partnership
- b) In the amount not-to-exceed \$1,000,000.00 for a Higher Education Internship Program
- c) In the amount not-to-exceed \$3,000,000.00 for Career Education in public schools Countywide

**SECTION 2.** That the County Executive is authorized to execute Contact No. 2451 all documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

The Department of Development recommends a grant award of \$9,000,000 to The Fund for our Economic Future as fiscal agent for the Workforce Funders Group. This grant award is made from the General Fund appropriation approved by County Council on March 8, 2022, made possible by the calendar year 2021 receipt of American Rescue Plan funds by Cuyahoga County to replace revenue lost due to COVID-19.

The \$9,000,000 grant award will provide three years of funding for three critical workforce development initiatives, each of which supports and is strategically connected to ongoing Workforce Sector Partnership activities, also funded, in part, by the Workforce Funders Group:

(a) \$5,000,000 for expansion of the Manufacturing Sector Partnership, to dramatically increase the number of people placed into manufacturing jobs through the Manufacturing Sector Partnership. This will scale up manufacturing hiring from 500 to a goal of placing 2,750 people, 60% who are Black or Latinx, in good paying manufacturing jobs,. Support will include stipends during training and wraparound services before, during, and for a year after completing training. Outreach through neighborhood-based partners, and job coaches, will also expand.

(b) \$1,000,000 for a Higher Education Internship Program, to create 500 internships or co-ops for higher ed students in industries including manufacturing, information technology, healthcare, science & finance.

(c) \$3,000,000 for Career Education in public schools countywide, partnering with the newly formed Greater Cleveland Career Consortium to ensure all students in Cuyahoga County (with a focus on our first ring suburban schools and traditionally marginalized students) graduate high school with a career plan and vision, and the skills to reach that vision. Funding will focus on institutionalizing career awareness, guidance, exploration and workforce opportunities for students in grade 6-12 in Cuyahoga County.

The grant agreement will provide for three annual payments of \$3,000,000 each, with release of the second and third annual payments conditioned on satisfactory progress on funded activities.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	2451

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing</b>
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			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			CF	OK Jgas 4-21-22
IG#	19-0013-REG 31DEC2023		CF	OK Jgas 4-21-22
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:	2/17/2022	CF	OK Jgas 4-21-22
Auditor’s Finding	Date:	2/17/2022	CF	OK Jgas 4-21-22
Vendor’s Submission			CF	OK Jgas 4-21-22
Independent Contractor (I.C.) Requirement	Date:	10/13/2021	CF	OK Jgas 4-21-22
Cover - <i>Master contracts only</i> <i>Fund for our Economic Future of Northeast Ohio</i> 27-0606927 4415 Euclid Avenue, Suite 203 Cleveland, OH 44103 Bethia Burke 216.456.9800			N/A	N/A
Contract Evaluation – <i>if required</i>			CF	OK Jgas 4-21-22
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CF	OK Jgas 4-21-22

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law</b>
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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Department initials
Agreement/Contract and Exhibits	CF (Attached)
Matrix Law Screen shot	CF (Attached)
COI	CF (Attached)
Workers’ Compensation Insurance	CF (Attached, expires 7-1-22)

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Upon Execution (est 6/15/2022)-12/31/2022	FS100500	55130	FS-21-ARP-LFRF	\$3,000,000.00
1/1/2023-12/31/2023	FS100500	55130	FS-21-ARP-LFRF	\$3,000,000.00
1/1/2024-12/31/2024	FS100500	55130	FS-21-ARP-LFRF	\$3,000,000.00
1/1/2025-6/14/2025				\$0.00
			<b>TOTAL</b>	\$9,000,000.00

<b>Contract History</b> CE/AG# (if applicable)	CE1900142-01, CE1900437-01-CONV
<b>Infor/Lawson PO# and PO Code</b> (if applicable)	EXMT
<b>Lawson RQ#</b> (if applicable)	
<b>CM Contract#</b>	1621, 1904

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,450,000.00		1/1/2022-12/31/2024	11/23/2021	R2021-0246
<b>Prior Amendment Amounts</b> (list separately)		\$225,000.00	1/1/2022-12/31/2024	3/7/2022	BC2022-132
		\$100,000.00	1/1/2019-12/31/2021	9/30/2019	BC2019-715
		\$290,000.00	7/24/2018-12/31-2021	9/12/2018	R2018-0138
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions:	R2021-0246, BC2022-132, BC2019-715, R2018-0138
CM#:	2451
Vendor Name:	Fund for Our Economic Future Northeast Ohio
ftp:	Effective date upon signature of County Executive – Three years from effective date
Amount:	NTE \$9,000,000.00
History/CE:	CE1900142-01, CE1900437-01-CONV, 1621, 1904
EL:	OK
Procurement Notes:	The Department of Development recommends a grant award of \$9,000,000 to The Fund for our Economic Future as fiscal agent for the Workforce Funders Group. This grant award is made from the General Fund appropriation approved by County Council on March 8, 2022, made possible by the calendar year 2021 receipt of American Rescue Plan funds by Cuyahoga County to replace revenue lost due to COVID-19. The \$9,000,000 grant award will provide three years of funding for three critical workforce development initiatives, each of which supports and is strategically connected to ongoing Workforce Sector Partnership activities. The grant agreement will provide for three annual payments of \$3,000,000 each, with release of the second and third annual payments conditioned on satisfactory progress on funded activities. The Effective date is upon signature of County Executive, and the expiration date is three years from effective date.
Purchasing Buyer approval:	Jgas 4-21-22



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Fund for Our Economic Future of NEO				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1904				
<b>RQ#</b>					
<b>Time Period of Original Contract</b>	1/1/2022 to 12/31/2024				
<b>Background Statement</b>	The Dept of Development previously contracted with the Fund for our Economic Future to serve as the fiscal agent and to monitor the creation of up to three (3) sector partnership intermediaries for workforce development.				
<b>Service Description</b>	Provides funding to support the manufacturing, healthcare and information technology sector partnerships.				
<b>Performance Indicators</b>	Each sector partnership was to develop specific programs to improve talent attraction in its respective sector.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Each sector partnership did form, develop and implement specific programs.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	All sector partnerships fulfilled their initial work plans.				
<b>Department Contact</b>	Frank Brickner				
<b>User Department</b>	Workforce Development				
<b>Date</b>	2/17/2022				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0124

<p>Sponsored by: <b>County Executive Budish/Department of Human Resources</b></p>	<p><b>A Resolution</b> authorizing an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2021 to extend the time period to 12/31/2022 and 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.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,500,000.00; and

WHEREAS, The MetroHealth System through the MetroHealth Select Network agreement will continue a risk-sharing arrangement for claims incurred beginning January 1, 2022; and

WHEREAS, this project is 100% funded by the Hospitalization 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 amendment to Agreement No. 1175 with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,500,000.00.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 1175 and all other 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: Department of Human Resources 2022 Amendment to the MetroHealth System MetroHealth Select Network Agreement on RQ 42556

**Scope of Work Summary**

The Department of Human Resources is requesting approval of an amendment with The MetroHealth System for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents. The term of the agreement is 01/01/2016 – 12/31/2021. This amendment will extend through 12/31/2022 and increase the contract by \$1,500,000.00.

**Procurement**

This is a government agency to government agency agreement with the MetroHealth system.

**Vendor Information**

The MetroHealth System  
2500 MetroHealth Drive  
Cleveland OH 44109

**Council District 3**

The President and CEO is Dr. Akram Boutros.

**Funding**

This agreement is funded by the Hospitalization Self-Insurance Fund

Invoicing is annual.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	RQ42556
Infor/Lawson PO# Code (if applicable):	CONV
CM Contract#	1175

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	SW	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Delay in amending due to HR reviewing the shared savings portion of the agreement. This agreement is typically amended late as the County waits for Metro Health to provide the amendment and our consultant to provide the estimated amount to be paid by the County.	
What is being done to prevent this from reoccurring?	HR always looks to process as early as possible and will review the agreement with new leadership in 2023.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			SW	OK
IG#			N/A GOVT	N/A
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:	4/6/2022	SW	OK
Auditor's Finding	Date:	4/6/2022	SW	OK
Independent Contractor (I.C.) Requirement	Date:		N/A GOVT	N/A
Cover - <i>Master amendments only</i>			N/A	OK
Contract Evaluation			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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	SW
COI	N/A
Workers’ Compensation Insurance	N/A
Original Executed Contract (containing insurance terms) & all executed amendments	SW

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		<b>\$1,500,000.00</b>
			<b>TOTAL</b>	<b>\$1,500,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	AG1800067
<b>Infor/Lawson PO# Code (if applicable)</b>	CONV
<b>Lawson RQ# (if applicable)</b>	BuySpeed RQ42556 N/A
<b>CM Contract#</b>	1175

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$0		1/1/2016 - 12/31/2017	8/10/2015	
<b>Prior Amendment Amounts (list separately)</b>		\$1,800,000.00	12/31/2018	5/29/2018	R2018-0108
		\$900,000.00	12/31/2019	4/23/2019	R2019-0081
		\$12,890,904.00	12/31/2020	6/9/2020	R2020-0087
		\$0.00	12/31/2021	5/17/2021	BC2021-237
<b>Pending Amendment</b>		\$1,500,000.00	12/31/2022		
<b>Total Amendments</b>		\$17,090,904.00			
<b>Total Contact Amount</b>		\$17,090,904.00			

**Purchasing Use Only:**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions:	BC2021-237, R2020-0087, R2019-0081, R2018-0108
Amend:	1175
Vendor Name:	The MetroHealth System
ftp:	1/1/2016 – 12/31/2021 EXT 12/31/2022
Amount:	Add'l \$1,500,000.00mm
History/CE:	OK
EL:	Needs WET
Procurement Notes:	<p>4/14/2022: signed amendment attached on 4/13/2022 – does not have the amount of \$1,500,000.00 as the word version did under 1.1 Total Compensation for Services; however, action approved by Law Department</p> <p>4/8/2022: Amendment not signed by MetroHealth – as previously stated, if re-submitting without vendor's signature, attach approval of Director of Department of Purchasing and/or vendor's confirmation they will not sign prior to County signature.</p> <p>Disapproval Comments 4/7/2022: This is an Amendment request - attach completed, current Amendment Checklist. Department of Purchasing review will commence upon re-submission back into the buyer review queue. If re-submitting without vendor's signature, attach approval of Director of Department of Purchasing and/or vendor's confirmation they will not sign prior to County signature.</p>
Purchasing Buyer's initials and date of approval	OK, ssp 4/14/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The MetroHealth System				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800067 CM#1175				
<b>RQ#</b>	CC002-18-42556				
<b>Time Period of Original Contract</b>	1/1/2016-12/31/2021				
<b>Background Statement</b>	MetroHealth Select Network Agreement				
<b>Service Description</b>	MetroHealth Select Network Agreement for health benefit plans under a self-funded arrangement for employees and dependents.				
<b>Performance Indicators</b>	This is the shared savings portion of the MetroHealth agreement. Beyond shared savings, MetroHealth will provide trauma, emergency and critical care, women's and children's services, comprehensive medical and surgical subspecialties, heart and vascular care, cancer care, senior health, stroke and rehabilitative health care services.				
<b>Actual Performance versus performance indicators (include statistics):</b>	All requirements met				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	See above				
<b>Department Contact</b>	Stephen Witt				
<b>User Department</b>	Human Resources				
<b>Date</b>	4/19/2021				



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0125

Sponsored by: <b>County Executive Budish/Department of Health and Human Services</b>	<b>A Resolution;</b> authorizing a grant award to Greater Cleveland Food Bank in the amount not-to-exceed \$5,000,000.00 to construct a new and expanded food distribution center in the City of Cleveland’s Collinwood neighborhood and to renovate the current facility, located at 15500 South Waterloo Road, Cleveland, to serve as a one-stop-shop for critical wraparound social services and support, effective upon contract signature of all parties for a period of one (1) year; authorizing the County Executive to execute the Contract No. 2429 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/Health and Human Services has recommended a grant award to Greater Cleveland Food Bank in the amount not-to-exceed \$5,000,000.00 to construct a new and expanded food distribution center in the City of Cleveland’s Collinwood neighborhood and to renovate the current facility, located at 15500 South Waterloo Road, Cleveland, to serve as a one-stop-shop for critical wraparound social services and support, effective upon contract signature of all parties for a period of one (1) year; and

WHEREAS, the primary goal for this project is to provide construct a new and expanded food distribution center and renovate the current facility to a one stop shop for wrap-around services; and

WHEREAS, this project is 100% funded by the General Fund- American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services; 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 grant award to Greater Cleveland Food Bank in the amount not-to-exceed \$5,000,000.00 to construct a new and expanded food distribution center in the City of Cleveland's Collinwood neighborhood and to renovate the current facility, located at 15500 South Waterloo Road, Cleveland, to serve as a one-stop-shop for critical wraparound social services and support, effective upon contract signature of all parties for a period of one (1) year.

**SECTION 2.** That the County Executive is authorized to execute Contact No. 2429 all documents consistent with said agreement and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES - Greater Cleveland Food Bank for Food Insecurity to support mission activities – GRANT AGREEMENT

Scope of Work Summary

Department of Health and Human Services is requesting approval of a grant agreement with the Great Cleveland Food bank for the anticipated cost of \$5,000,000.00.

This Agreement shall become effective as of the Effective Date and shall remain in full force and effect for one year from the Effective Date, unless extended by written agreement of the Parties.

Describe the exact services being provided. The anticipated start-completion dates are 5/1/2022-4/30/2023

First, the Food Bank is constructing a new, expanded food distribution center on a piece of donated property that previously stood vacant for nearly forty years in Cleveland's Collinwood neighborhood. This new facility will allow the Food Bank to exponentially increase our capacity to receive and store food, produce meals, and distribute more to our network of one thousand partner agencies.

Second, the Food Bank is converting our current facility on South Waterloo Road into a family-focused space to serve as a one-stop-shop for critical wrap-around social services and support. The new and renovated space will include a client choice food pantry and also serve as a hub to other local nonprofits who specialize in addressing the root causes of hunger - housing, healthcare, and employment. With this two-pronged approach to hunger relief, the Food Bank can more effectively connect clients to the resources they need to fight food insecurity today and tomorrow.

The primary goals of the project are:

- a) Construct a new and expanded food distribution center
- b) Renovate current facility to serve as a one stop shop for wrap-around services.

Procurement

The procurement method for this project is grant agreement, The total value of the grant agreement is \$5,000,000.00

The Grant Agreement was closed on: Pending Council Approval

If an RFP Exemption is being requested please list the reason a competitive process was not utilized. The grant agreement is a Council and Executive Priority related to the funds for American Rescue Plan Act (ARPA)

Contractor and Project Information

The address of the Vendor is:  
Greater Cleveland Food Bank  
15500 S. Waterloo Rd.  
Cleveland, Ohio 44110

The President and CEO of the Cleveland Food Bank is Kristin Warzocha.

The project location is 15500 S. Waterloo Rd., Cleveland, Ohio 44110.

The project is available throughout the County

**Project Status and Planning**

The project is a new to the County

**Funding**

The project is funded 100% by the American Rescue Plan Act (ARPA) funding

The schedule of payments is other. One-time payment.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	N/A
CM Contract#	2429

<b>Greater Cleveland Food Bank - Food Insecurity Grant Agreement</b>	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	DL	<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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<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>RFP Exemptions (Contract)</b>				
<b>Reviewed by Purchasing</b>				
			Department initials	Purchasing
Justification Form			DL	Revised needed – OK
IG#	22-0093-REG exp 12/31/2026		DL	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:	03/18/2022	DL	OK
Auditor’s Finding	Date:	03/18/2022	DL	OK
Vendor’s Submission 04/07/2022			DL	Signed Contract - OK
Independent Contractor (I.C.) Requirement	Date:	01/07/2022	DL	OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			N/A	Missing – Different scope, per dept - OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DL	OK

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
05/01/2022 – 04/30/2023	FS100500	55130	FS-21-ARP-LFRF	\$5,000,000.00
			<b>TOTAL</b>	<b>\$5,000,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	2429

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$5,000,000.00		05/01/2022 – 04/30/2023	Pending Approval	Pending Approval
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$5,000,000.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	
<b>CM#:</b>	2429
<b>Vendor Name:</b>	Greater Cleveland Food Bank

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

ftp:	Upon Execution – One Year
Amount:	\$5,000,000.00 M
History/CE:	OK
EL:	OK
Procurement Notes:	4/13/22: Justification Form states that the Grant was awarded by Council and Executive, that Resolution is needed. Contract Evaluation is missing, the County has contracted with the Foodbank for providing these services in the past. TN

Purchasing Buyer approval: TN 4/14/22





**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	David Latsko
Requestor Phone Number	(216) 987-7421
Date	3/24/22
Requisition Number	N/A

**OPERATING DEPARTMENT & ACTIVITY:**

The Department of Health and Human Services plans to enter into a grant agreement with Greater Cleveland Food Bank for Food Insecurity to support mission activities in the amount of \$5,000,000.00.

RQ#     N/A    

**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)**
- Contract Amendment**
- 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 Greater Cleveland Food Bank's mission is to ensure that everyone in Greater Cleveland has the nutritious food they need every day, including during the COVID-19 (Coronavirus) crisis; and has increased its services in response to the Coronavirus crisis as well as its focus on strengthening food security this grant is to support those Mission Activities.

First, the Food Bank is constructing a new, expanded food distribution center on a piece of donated property that previously stood vacant for nearly forty years in Cleveland's Collinwood neighborhood. This new facility will allow the Food Bank to exponentially increase our capacity to receive and store food, produce meals, and distribute more to our network of one thousand partner agencies.

Second, the Food Bank is converting our current facility on South Waterloo Road into a family-focused space to serve as a one-stop-shop for critical wrap-around social services and support. The new and renovated space will include a client choice food pantry and also serve as a hub to other local nonprofits who specialize in addressing the root causes of hunger - housing, healthcare, and employment.

This is a new grant agreement for \$5,000,000.00.

This Agreement shall become effective as of the Effective Date and shall remain in full force and effect for one year from the Effective Date, unless extended by written agreement of the Parties.

*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).**

100% American Rescue Plan Act (ARPA)

**3. Was the specific project funding included in OBM-approved budget for the current year? If not, please explain.**

**Yes. ARPA approved project.**

**4. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)**

This grant agreement is a priority issue for County Council and the Executive.

**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).**

This grant agreement is a priority issue for County Council and the Executive.

**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).**

This grant agreement is a priority issue for County Council and the Executive.

**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).**

Again, This grant agreement is a priority issue for County Council and the Executive.

**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.**

We have no future plan to make a purchase for these services after this initial agreement.

**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:** 4/13/2022

RQ# N/A

**Procurement software system title: HHS grant agreement with Greater Cleveland Food Bank for Food Insecurity to support mission activities in the amount of \$5,000,000.00.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0126

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Cuyahoga County Job and Family Services</b>	<b>A Resolution</b> making awards on RQ8476 to various providers in the total amount not-to-exceed \$9,397,121.00 for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Cuyahoga County Job and Family Services has recommended awards on RQ8476 to various providers in the total amount not-to-exceed \$9,397,121.00 for the Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023:

- a) Contract No. 2389 with Verge, Inc. in the amount not-to-exceed \$1,400,000.00
- b) Contract No. 2390 with Youth Opportunities Unlimited in the amount not-to-exceed \$7,997,121.00; and

WHEREAS, the primary goals of this project are (a) provide workforce services to youth and young adults ages 14-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and; and

WHEREAS, the project is funded 100% from Temporary Assistance for Needy Families (TANF) 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 awards on RQ8476 to various providers in the total amount not-to-exceed \$9,397,121.00 for the

Comprehensive Case Management Employment Program-Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023:

- a) Contract No. 2389 with Verge, Inc. in the amount not-to-exceed \$1,400,000.00
- b) Contract No. 2390 with Youth Opportunities Unlimited in the amount not-to-exceed \$7,997,121.00.

**SECTION 2.** That the County Executive is authorized to execute a Master Contract and all other documents consistent with said awards and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

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



Cuyahoga County Department of Job & Family Services; RQ# 8476; Youth Opportunities Unlimited (Y.O.U.); Verge, Inc.; Summer Youth Employment Program

#### Scope of Work Summary

Department of Job & Family Services is requesting approval of an RFP Master Agreement with Youth Opportunities Unlimited (Y.O.U.) and Verge, Inc. not to exceed ~~\$9,397,120.00~~ **\$9,397,121.00**.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

4/09/2019 – R2019-0088

6/23/2020 – R2020-0117

5/25/2021 - R2021-0130

9/19/2021 – BC2021-486

Y.O.U. and Verge, Inc. will collaborate to operate a Summer Youth Employment Program serving low-income, in-school, TANF-eligible youth ages 14-24 for the period April 1, 2022 through December 31, 2023.

Depending on vendor performance there is an optional extra 10 months that can be awarded from 01/01/2024 through 10/31/2024.

The primary goals of the project are to provide the youth participants:

- To increase the employability of TANF-eligible youth by providing a summer work experience which will result in improved soft skills necessary for success in the workplace
- To increase the ability of TANF-eligible youth to compete in the current job market by developing a work history and obtaining a positive job reference
- To improve TANF-eligible youth job retention in paid, unsubsidized employment by enhancing workplace skills and offering youth the opportunity to obtain quality, full time employment with benefits

#### Procurement

The procurement method for the Master Agreement was RFP. The total value of the RFP is ~~\$9,397,120.00~~ **\$9,397,121.00**.

The RFP was issued on 12/28/2021 and closed on 01/26/2022.

There were 94 responses issued to vendors and 4 proposal responses received:

1. Catholic Charities
2. Eckerd Youth Alternatives
3. Verge Inc.
4. Youth Opportunities Unlimited (Y.O.U.)

All four proposals were reviewed by two separate review teams, with recommendations for award to Verge Inc. and Y.O.U. based on higher review scores.

#### Contractor and Project Information

Youth Opportunities Unlimited

1228 Euclid Ave, Suite 200

Cleveland, OH 44115

Craig Dorn, CEO

Verge, Inc

1325 Carnegie Avenue, 2<sup>nd</sup> Floor  
Cleveland, OH 44115  
Shaun Woods, President

This project is open to all Cuyahoga County residents who meet the eligibility criteria

#### Project Status and Planning

The project's term is about to begin. We issued an RFP and reviewed proposals and made awards to these two vendors. Contract negotiations took some time and getting revised budgets additionally took some time. We could not complete the draft contract for signature without the revised budgets.

Contract is being submitted late because of a vendor delay on signing the contract and submitting compliant COIs. To prevent this from reoccurring in the future the agency will start the process earlier and be more available for questions and concerns from the vendor regarding the contract.

#### Timeline for late submittal-

November 2022	Prepare/finalize RFP
December 1, 2021	Enter requisition for RFP into Infor
December 28, 2021	Release RFP
January 10, 2022	Pre-bid conference @ 1:00 p.m.
January 26, 2022	Proposals due by 11:00 a.m. @ OPD
February 17 <sup>th</sup> /18 <sup>th</sup>	Evaluate/rate proposals and prepare recommendation
February 23, 2022	Internal Deliberation for awards
March 4, 2022	Award letters sent out and vendor negotiations begin
March 11, 2022	Revised budget from Y.O.U. received
March 4 – March 29, 2022	Write contract/s, contract document collection
March 15, 2022	Revised budget from Verge received
March 23, 2022	Request contract draft from Law Department
March 24, 2022	Request revised budgets from both vendors
March 29, 2022	Revised Budgets submitted
March 29, 2022	Submit revised budgets to the law department
April, 8, 2022	Sent Contracts for signature to both Vendors
April 11, 2022	Followed up with Vendors
April 12, 2022	Received Signed Contracts from Both Vendors
April 12, 2022	Released contracts in Infor

#### Funding

The project is funded 100% by the Temporary Assistance for Need Families funds (TANF)

The schedule of payments is monthly, by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8476
Infor/Lawson PO# Code (if applicable):	RFP
Event #	2298
CM Contract#	2389

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	Vendor Delay on signing contract and returning compliant COIs	
What is being done to prevent this from reoccurring?	Start the process earlier and make ourselves more available for questions and concerns from the vendor regarding the contract	

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

Verge, Inc.	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AC	Okay per MH
Bid Specification Packet	AC	Okay per MH
Evaluation Summary (names of evaluators to be included)	AC	
Final DEI Goal Setting Worksheet	N/A	n/a Okay per MH
Diversity Documents – <i>if required (goal set)</i>	N/A	n/a Okay per MH
Award Letter (sent to awarded vendor)	AC	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Okay per MH
Tabulation Sheet	AC	Okay per MH
Evaluation/Scoring Summary ( <i>includes evaluator names</i> )	AC	Okay per MH
IG# 19-0066-REG Exp: 12/31/2023	AC	Okay per MH
Debarment/Suspension Verified Date: 3/23/2022	AC	Okay per MH
Auditor’s Finding Date: 3/23/2022	AC	Okay per MH
Vendor’s Submission	AC	Okay per MH
Independent Contractor (I.C.) Requirement Date: 3/15/2022	AC	Okay per MH
Cover - <i>Master contracts only</i>	AC	Okay per MH
Contract Evaluation – <i>if required</i>	N/A	n/a Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	n/a Okay per MH
Checklist Verification	AC	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>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AC
Matrix Law Screen shot	N/A
COI	AC
Workers' Compensation Insurance	AC
Performance Bond, if required per RFP	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022 – 12/31/2022	HS260100	55130	UCH08301	\$700,000.00
1/1/2023 – 12/31/2023	HS260100	55130	UCH08301	\$700,000.00
			<b>TOTAL</b>	<b>\$1,400,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	8476
<b>CM Contract#</b>	<b>MASTER</b>

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$9,397,121.00</b>		04/01/2022 – 12/31/2023	Pending	Pending
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$9,397,121.00</b>			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions	n/a
CM#:	Master Contract 1 of 2
Vendor Name:	Verge, Inc.
ftp:	Effective Date – December 31, 2023
Amount:	\$9,397,121.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	Master Agreement for TANF Summer Youth Employment in the amount of \$9,397,121.00 ftp effective date through 12/31/2023. (Verge, Inc. to receive \$1,400,000.00)
Purchasing Buyer’s initials and date of approval	<b>Okay per MH. 4/21/2022</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8476
Infor/Lawson PO# Code (if applicable):	RFP
Event #	2298
CM Contract#	2390

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	Vendor Delay on signing contract and returning compliant COIs	
What is being done to prevent this from reoccurring?	Start the process earlier and make ourselves more available for questions and concerns from the vendor regarding the contract	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing</b>
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Youth Opportunities Unlimited (Y.O.U.)	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AC	Okay per MH
Bid Specification Packet	AC	Okay per MH
Evaluation Summary (names of evaluators to be included)	AC	
Final DEI Goal Setting Worksheet	N/A	n/a Okay per MH
Diversity Documents – <i>if required (goal set)</i>	N/A	n/a Okay per MH
Award Letter (sent to awarded vendor)	AC	Okay per MH
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Okay per MH
Tabulation Sheet	AC	Okay per MH
Evaluation/Scoring Summary ( <i>includes evaluator names</i> )	AC	Okay per MH
IG# 20-0365-REG Exp 12/31/2024	AC	Okay per MH
Debarment/Suspension Verified Date: 3/23/2022	AC	Okay per MH
Auditor’s Finding Date: 3/23/2022	AC	Okay per MH
Vendor’s Submission	AC	Okay per MH
Independent Contractor (I.C.) Requirement Date: 3/24/2022	AC	Okay per MH
Cover - <i>Master contracts only</i>	AC	Okay per MH
Contract Evaluation – <i>if required</i>	N/A	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	n/a Okay per MH
Checklist Verification	AC	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>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AC
Matrix Law Screen shot	N/A
COI	AC
Workers’ Compensation Insurance	AC
Performance Bond, if required per RFP	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022 – 12/31/2022	HS260100	55130	UCH08301	\$3,726,253.00
1/1/2023 – 12/31/2023	HS260100	55130	UCH08301	\$4,270,868.00
			<b>TOTAL</b>	<b>\$7,997,121.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	8476
<b>CM Contract#</b>	MASTER

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$9,397,121.00		04/01/2022 – 12/31/2023	Pending	Pending
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$9,397,121.00			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions	n/a
CM#:	Master Contract 2 of 2
Vendor Name:	Youth Opportunities Unlimited
ftp:	Effective Date – December 31, 2023
Amount:	\$9,397,121.00
History/CE:	Okay per MH
EL:	Okay per MH
Procurement Notes:	Master Agreement for TANF Summer Youth Employment in the amount of \$9,397,121.00 ftp effective date through 12/31/2023. (Youth Opportunities Unlimited to receive \$7,997,121.00)
Purchasing Buyer's initials and date of approval	<b>Okay per MH. 4/21/2022</b>



AWC



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 8476	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$12,000,000.00
CONTRACT PERIOD: 4/1/2022 - 10/31/2024	RFB/RFP/RFQ DUE DATE: January 26, 2022	NUMBER OF RESPONSES (issued/submitted): 94/4
REQUESTING DEPARTMENT: Job and Family Services	COMMODITY DESCRIPTION: TANF Summer Youth Employment Program	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREFERENCE % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Catholic Charities Diocese of Cleveland 79 Detroit Ave Cleveland OH 44102	N/A	N/A	Buyer Initials: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0766 Exp 12/31/2023 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> YES DOP Buyer Initials: AHW			SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: <u>    </u> % MBE: <u>    </u> % WBE: <u>    </u> %  SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials:		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3. Verge Inc 1325 Carnegie Ave 2 <sup>nd</sup> Fl Cleveland OH 44115	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No * IG Number: N/A * NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> YES DOP Buyer Initials: AHW	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___% MBE: ___% WBE: ___% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4. Youth Opportunities Unlimited The Halle Building 1228 Euclid Ave #200 Cleveland OH 44115	N/A	N/A	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0365 Exp: 12/31/24 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> YES DOP Buyer Initials: AHW	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Youth Opportunities Unlimited				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#627				
<b>RQ#</b>	44122				
<b>Time Period of Original Contract</b>	7/1/2019-6/30/2022				
<b>Background Statement</b>	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with Temporary Assistance to Needy Families (TANF) funding to provide the services for youth in the Comprehensive Case Management and Employment Program (CCMEP).				
<b>Service Description</b>	Provide WIOA and TANF eligible youth and young adults with assessment, training and employment assistance				
<b>Performance Indicators</b>	Current evaluation period: (75% of one year metric) 36 participants received paid work experience. Average training wage: \$12.50/hour				
<b>Actual Performance versus performance indicators (include statistics):</b>	Current evaluation period (75% of one year metric) 29 participants received paid work experience. Average training wage: \$13.04/hour. based on most recent data identified.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Program impacted in terms of enrollment, retention and milestones achievement due to unprecedented COVID-19 pandemic building and employer closures and stay-at-home orders/advisories.				
<b>Department Contact</b>	Marcos Cortes 216 698-2586				

<b>User Department</b>	CJFS
<b>Date</b>	4/21/2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0127

<b>Sponsored by: County Executive Budish/Sheriff Department</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 228 with The MetroHealth System for Correctional Health Care Services for the Cuyahoga County Jail System for the period of 5/9/2019 – 5/8/2022 to extend the time period to 08/08/2022 and for additional funds in the amount of \$10,600,000.00, for a total not-to-exceed amount of \$53,927,040.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Sheriff Department has recommended an amendment to Contract No. 228 with The MetroHealth System for Correctional Health Care Services for the Cuyahoga County Jail System for the period of 5/9/2019 – 5/8/2022 to extend the time period to 08/08/2022 and for additional funds in the amount not-to-exceed \$10,600,000.00;

WHEREAS, the primary goal of this project is to provide medical services to the detainees of the Cuyahoga County Corrections Center mandated by ORC 5120:1-8-09 which mandates medical, dental and mental health services to all County Jail inmates; and

WHEREAS, this project is funded 100% by the General Fund Jail Health Care; 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 an amendment to Contract No. 228 with The MetroHealth System for Correctional Health Care Services for the Cuyahoga County Jail System for the period of 5/9/2019 – 5/8/2022 to extend the time period to 08/08/2022 and for additional funds in the amount of \$10,350,000.00, for a total not-to-exceed amount of \$53,927,040.00.



**SECTION 2.** If any specific appropriation is necessary to effectuate the amendment described herein, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**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\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0113

Sponsored by: <b>County Executive Budish/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> adopting the Annual Alternative Tax Budget for the year 2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, O.R.C. 5705.281 permits the county budget commission to waive the tax budget requirement, but shall require the taxing authority to provide such information to the commission as may be required by the commission to perform its duties under this chapter; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual Alternative Tax Budget; and,

WHEREAS, the County Operating Tax Budget for 2023 is \$1,942,343,088; and,

WHEREAS, after due consideration of the Alternative Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Alternative Tax Budget for the year 2023.

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

**SECTION 1.** The year 2023 Annual Alternative Tax Budget for the County of Cuyahoga as prepared in accordance with O.R.C. 5705.28, O.R.C. 5705.281, and the requirement of the Cuyahoga County Budget Commission, is hereby approved.





ARMOND BUDISH  
Cuyahoga County Executive

To: County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: April 6, 2022

RE: 2023 Alternative Tax Budget

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Pursuant to **Ohio Revised Code §5705.28(A)(2)** and **Ohio Revised Code 5705.281**, the County is required to adopt the annual Alternative Tax Budget by July 15<sup>th</sup>. The intent of the Alternative Tax Budget is to estimate revenue generated by property tax levies for the coming year and to demonstrate, by way of the estimates, the need to continue to levy the taxes.

**A total of 14.85 mills will be levied by the County in voted and unvoted millage in 2023 totaling \$438.8 million.** The revenue generated by this millage supports general operations, debt service, health and human services, and programs and services for the developmentally disabled.

This proposed 2023 Alternative Tax Budget reflects an allocation of the 1.45 inside millage: 1.10 mills to the General Fund and 0.35 mills to the General Obligation Bond Retirement Fund. This is a change from the prior year increasing the allocation to the General Fund by 0.10 mills and decreasing the allocation to the General Obligation Bond Retirement Fund by the same 0.10 mills. This change is due to the \$4 billion increase in assessed valuation (*from 30.8 billion in 2020 to 34.8 billion in 2021*).

Attached please find the following:

- Resolution R2022-xxxx, adopting the 2023 Alternative Tax Budget
- The 2023 Alternative Tax Budget, Schedules I-V

Please contact Mike Chambers or I with any questions. Thank you for your consideration.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0109

Sponsored by: <b>County Executive Budish</b>	A <b>Resolution</b> confirming the County Executive’s reappointment of Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmember Sweeney</b>	

WHEREAS, the Cuyahoga County Audit Committee was created pursuant to the provisions of Article XI, Section 11.01 of the Cuyahoga County Charter, in order to “provide internal auditing to assist the County Executive, Fiscal Officer, the Council, and other county officers and departments, institutions, board, commissions, authorities, organizations and agencies of County government funded in whole or in part by County funds in providing taxpayers of the County with efficient and effective services;” and

WHEREAS, pursuant to the Cuyahoga County Charter, as amended by the electors of Cuyahoga County on November 3, 2015, the Cuyahoga County Audit Committee is comprised of the President of Council or a member of Council appointed by the President of Council and four County residents with experience in the field of auditing, accounting, government operations, or financial reporting who are appointed by the County Executive and confirmed by Council; 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 Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025; and

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

**SECTION 1.** The Council of Cuyahoga County hereby confirms the County Executive’s reappointment of Yvette M. Ittu to serve on the Cuyahoga County Audit Committee for the term 1/1/2022 – 12/31/2025.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26, 2022

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

Additional Sponsorship Requested: May 6, 2022

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0110

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

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

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Reappointments:

- a) Brandy Carney Term: 1/1/2022 – 12/31/2024
- b) Vincent Holland Term: 1/1/2022 – 12/31/2024



c) Scott Osiecki Term:1/1/2022 -12/31/2024

**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 following individuals to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board:

Reappointments:

- a) Brandy Carney Term: 1/1/2022 – 12/31/2024
- b) Vincent Holland Term: 1/1/2022 – 12/31/2024
- c) Scott Osiecki Term: 1/1/2022 – 12/32/2024

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26, 2022

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

[Clerk's Note: Due to typographical errors, technical corrections to the time period were made by the Clerk at the request of the Law Department: May 6, 2022]

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0111

Sponsored by: <b>County Executive Budish</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Alan Rosskamm to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Chapter 3354.05, the former Cuyahoga County Board of Commissioners created a board of trustees of a community college district; and

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President are charged with fulfilling the goals set forth in the College Mission Statement; and

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and

WHEREAS, 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, County Executive Budish has nominated Alan Rosskamm (replacing J. David Heller) to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027.

**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 Alan Rosskamm (replacing J. David Heller) to serve on the Cuyahoga Community College Board of Trustees for the term 1/18/2022 – 1/17/2027.

**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. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives

the affirmative vote of a majority of members of Council, this resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: April 26, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0112

Sponsored by: <b>County Executive Budish</b>	A <b>Resolution</b> confirming the County Executive’s reappointment of A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Miller and Sweeney</b>	

WHEREAS, the Lake Erie Energy Development Corporation (“Corporation”) was formed for charitable, educational and scientific purposes including supporting economic development by promoting alternative sources of energy in Northeast Ohio and to facilitate the production of energy from wind energy conversion technologies; and

WHEREAS, pursuant to the Code of Regulations of the Corporation, the Board Members shall be appointees of Ashtabula County, Cuyahoga County, Lorain County, Lake County, the City of Cleveland, NorTech and the Cleveland Foundation and the appointees of Ashtabula County, Cuyahoga County, Lorain County, Lake County and the City of Cleveland shall be appointed through resolution of such Board Member’s respective government board or officials; and

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

WHEREAS, the County Executive has nominated A. Steven Dever to be reappointed to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/204; and

**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 A. Steven Dever to serve, in his official capacity as representative of Cuyahoga County, on the Lake Erie Energy Development Corporation Board of Directors for the term 5/1/2021 – 4/30/2024.

**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. Pursuant

to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this resolution shall become immediately effective.

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26 2022

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

Additional Sponsorship Requested: May 6, 2022

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0114

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p> <p>Co-sponsored by: <b>Councilmember Turner</b></p>	<p><b>A Resolution</b> making an award on RQ8922 with CATTs Construction, Inc. in the amount not-to-exceed \$1,527,760.16 for resurfacing of Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2396 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 Public Works/ Division of County Engineer has recommended an award on RQ8922 to CATTs Construction, Inc. in the amount not-to-exceed \$1,527,760.16 for resurfacing of Harvard Road from East 190<sup>th</sup> Street to Warrensville Center Road in the City of Warrensville Heights in connection with the 2021-2024 Transportation Improvement Program; and

WHEREAS, the primary goals of this project are resurfacing 0.50 mile of the existing asphalt concrete wearing course; the repair of deteriorated flexible and/or rigid base; the adjustment, reconstruction and/or replacement of various castings and structures; constructing a uniform three-inch (3") asphalt concrete overlay; reconstructing existing curb ramps for ADA compliancy; and any other related items shown on the plans; and

WHEREAS, the anticipated start-completion dates are 5/25/2022 – 10/25/2022; and

WHEREAS, the project is located in County District 9 and is funded as follows: (a) 45% Federal, (b) 20% Issue 1, (c) 17.5% Road and Bridge Funds and (d) 17.5% City of Warrensville Heights; 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:**





First Reading/Referred to Committee: April 26, 2022  
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 4, 2022

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

Title: Department of Public Works Award Recommendation for Harvard Avenue (CR-43) Resurfacing Existing Roadway from E. 190th Street to Warrensville Center Road in the city of Warrensville Heights, Ohio PID#112466

#### Scope of Work Summary

Department of Public Works is requesting approval of a contract CATTs Construction for the anticipated cost of \$1,527,760.16.

Describe the exact services being provided. The work within the limits of this 0.50 mile resurfacing project includes the planning of existing asphalt concrete wearing course; the repair of deteriorated flexible and/or rigid base; the adjustment, reconstruction, and/or replacement of various castings and structures; constructing a uniform three inch (3") asphalt concrete overlay; reconstructing existing curb ramps for ADA compliancy; and other related items as shown on the plans, or stipulated in the specifications, plan notes, proposal notes, or elsewhere in the bid package for Harvard Avenue from East 190th Street to Warrensville Center Road in the City of Warrensville Heights, Ohio.

Anticipated dates for the project is to start May 25, 2022 and end approximately October 25, 2022.

The primary goals of the project are (list 2 to 3 goals). See above question.

The project is not mandated.

Municipality of project is Warrensville Heights, Ohio

#### Procurement

The procurement method for this project was RFB. The total value of the RFB is \$1,527,760.16. The estimate for this project was \$1,628,000.00. This award is 6.15% below the engineers estimate. We took the lowest and best bid.

The RFB was closed on March 18, 2022. There were 9 bids packages picked up in the Purchasing department with 5 bids submitted and 5 bids accepted. There is a DBE participation/goal of 7%.

#### Contractor and Project Information

CATTs Construction, Inc.

2123 Aurora Road

Warrensville Heights, Ohio 44146

Council District (9)

The contract administrator for the contractor/vendor is Joy Stang.

Location of the project is: Harvard Avenue in Warrensville Heights, Ohio

The project is located in Council District (9).

#### Project Status and Planning

The project is a new to the County

#### Funding

The project is funded 45% Federal, 20% Issue 1, 17.5% county, 17.5 municipality.

The schedule of payments is by invoice.

For Federally funded projects include this paragraph in the resolution:

Pursuant to the County's home rule authority granted by Section 1.01 of the Cuyahoga County Charter, the County is hereby authorized to comply with the retainage policy implemented by the Ohio Department of Transportation in accordance with 49 CFR §26.29(b), whereby subrecipients of federal aid do not withhold retainage from prime contractors and prime contractors do not withhold retainage from subcontractors where such subcontractors provide performance bonds.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8922
Infor/Lawson PO # Code (if applicable):	RFB
Event #	2469
CM Contract#	2396

	Department	Clerk of the Board
Briefing Memo	meb	

Late Submittal Required:	Yes <input type="checkbox"/>	<del>✓</del> No
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
---	------------------------------	------

<b>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>		
	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	meb	Missing – OK 3/28/22
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	Meb	OK
Final DEI Goal Setting Worksheet	meb	OK
Diversity Documents – <i>if required (goal set)</i>	DBE	N/A - DBE Goal
Award Letter (sent to awarded vendor)	Meb	OK 3/23/22
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A
Non-Collusion Affidavit	Meb	OK
Public Works Bid Results	Meb	OK
Tabulation Sheet	Meb	OK
Prevailing Wage Public Improvement Agreement	Meb	OK
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	Meb	OK
Worktype Worksheets, <i>if applicable</i>	Meb	OK
SBE Worktype Worksheets, <i>if applicable</i>	DBE	N/A – DBE Goal
Drug Free Workplace, <i>if applicable</i>	Meb	Missing – OK uploaded 4/8/22
Project of Similar Complexity, <i>if applicable</i>	Meb	OK
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	Meb	OK
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	Refer to website	N/A - Website
Other, <i>per Section 3 “Required Bid Documents” Buy America</i>	meb	Fed EEO – OK Affirmative Action Cert – OK Buy American - OK
IG#	21-0042 exp 12/31/2025	Meb

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Debarment/Suspension Verified	Date:	3/4/22	Meb	OK
Auditor’s Finding	Date:	3/23/22	Meb	OK
Vendor’s Submission ( <i>Form of Proposal</i> )			Meb	OK
Independent Contractor (I.C.) Requirement	Date:	3/30/22	Meb	OK
Contract Evaluation – <i>if required</i>			meb	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			meb	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	
	<b>Department initials</b>
Agreement/Contract and Exhibits	Meb
Bid Guarantee & Contract Bond	Meb
Matrix Law Screen shot	Meb
COI	Meb
Workers’ Compensation Insurance	meb
Railroad Insurance – <i>if required</i>	n/a

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
n/a	PW605100	73300	CRDOT0002901	<b>\$1,527,760.16</b>
			<b>TOTAL</b>	<b>\$1,527,760.16</b>

### Purchasing Use Only:

Prior Resolutions:	CM1140 – BC2022-161, R2021-0116
CM#:	2396
Vendor Name:	CATTS Construction, Incorporated
ftp:	N/A
Amount:	\$1,527,760.16-M
History/CE:	OK (completed by DoP)
EL:	OK
Procurement Notes:	4/5/22: Incorrect checklist, most current checklist is also needed. DoP review will begin once the correct checklist has been uploaded. TN  4/7/22: Notice of Intent letters are missing, DFSP is missing, and Affirmative Action Cert is missing. TN

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer's initials and date of approval	TN 4/11/22
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## CONTRACT EVALUATION FORM

<b>Contractor</b>	CATTS Construction				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM1140				
<b>RQ#</b>	4636				
<b>Time Period of Original Contract</b>	n/a				
<b>Background Statement</b>	Resurfacing of Existing Roadway from Pleasant Valley Road to Pearl Road in the cities of Parma and Parma Heights				
<b>Service Description</b>	This project includes the repair of the existing full depth concrete, constructing a uniform three inch asphalt concrete overlay, the removal and replacement of deteriorated curb and abutting underdrains, reconstructing existing curb ramps for ADA compliancy and other items as shown in the plans.				
<b>Performance Indicators</b>	Quality of work, meeting CPM schedule, cooperation with local businesses and residents, Promptness with Compliance Requests ie.(B2G/LCP/DBE Affidavits)				
<b>Actual Performance versus performance indicators (include statistics):</b>	Contractor is working well with local businesses and residents.				
<b>Rating of Overall Performance of Contractor</b>	<u>Superior</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Poor</u>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Construction is on schedule. The contractor is working well with local residents/businesses to ease the impact of construction.				
<b>Department Contact</b>	Mary Ellen Butler				
<b>User Department</b>	Public Works Construction				

**Date**

3/2/2022



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0115

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p> <p>Co-sponsored by: <b>Councilmembers Sweeney and Tuma</b></p>	<p><b>A Resolution</b> making an award on RQ8923 to Tri Mor Corporation in the amount not-to-exceed \$4,646,967.30 for resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2405 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 Public Works/Division of County Engineer has recommended an award on RQ8923 to Tri Mor Corporation in the amount not-to-exceed \$4,646,967.30 for resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma in connection with the 2021-2024 Transportation Improvement Program; and

WHEREAS, the primary goals of this project are the resurfacing of 0.44 miles of Ridge Road from Pearl Road to just north of Brookpark Road, and full depth pavement reconstruction of 0.32 miles of Ridge Road from just north of Brookpark Road to just north of Flowerdale Avenue. Project also includes pavement marking, spot sign improvements and upgrading all curb ramps to be ADA compliant; and

WHEREAS, the anticipated start-completion dates are: 5/25/2022 – 4/4/2023; and

WHEREAS, the project is located in County Districts 3, 4 & 7 and is funded as follows: (a) 63% Federal; (b) 20% Issue 1; (c) 8.5% Road and Bridge Fund; and (d) 8.5% municipalities; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ8923 to Tri Mor Corporation in the amount not-to-exceed \$4,646,967.30 for resurfacing of Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of



First Reading/Referred to Committee: April 26, 2022  
Committee(s) Assigned: : Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 4, 2022

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

Title: Award Recommendation for Ridge Road (CR-10) Resurfacing and Reconstruction of Existing Roadway from Pearl Road to Flowerdale Avenue in the cities of Brooklyn, Cleveland, and Parma, Ohio RQ8923 PID 112546

#### Scope of Work Summary

Department of Public Works Construction is requesting approval of a with Tri Mor Corporation for the anticipated cost of \$4,646,967.30.

Describe the exact services being provided. The anticipated start-completion dates:

The project consists of resurfacing of 0.44 miles of Ridge Road from Pearl Road to just north of Brookpark Road, and full depth pavement reconstruction of 0.32 miles of Ridge Road from just north of Brookpark Road to just north of Flowerdale Avenue. Project work also includes pavement marking, spot sign improvements and upgrading all curb ramps to be ADA compliant.

Start date is 5/25/2022 and approximate end date is 4/4/2023.

The primary goals of the project are (list 2 to 3 goals). See above

The project is not mandated.

Municipality of project is Brooklyn, Cleveland, and Parma

#### Procurement

The procurement method for this project was RFB. The total value of the RFB is \$4,646,967.30. The estimate for this project was \$5,087,067.00. Award is 8.651% below the estimate for the project.

The RFB was closed on 3/18/2022. There is a DBE participation/goal of 8%.

There were 10 bids pulled from OPD, 4 bids submitted for review, 4 bids approved. We accepted the lowest bid.

#### Contractor and Project Information

Tri Mor Corporation

8530 North Boyle Parkway

Twinsburg, OH 44087

Council District (n/a) Summit County

The CEO for the contractor/vendor is Neille Vitale.

The address or location of the project is: Ridge Road from Pearl Road to Flowerdale Avenue in the cities of Brooklyn, Cleveland, and Parma, Ohio

The project is located in Council District 3,4 and 7.

#### Project Status and Planning

The project is new to the County

#### Funding

Funding is 63% Federal, 20% Issue 1, 8.5% County and 8.5% municipality.

The schedule of payments is by invoice.

This is a Federally funded projects include this paragraph in the resolution:

Pursuant to the County's home rule authority granted by Section 1.01 of the Cuyahoga County Charter, the County is hereby authorized to comply with the retainage policy implemented by the Ohio Department of Transportation in accordance with 49 CFR §26.29(b), whereby subrecipients of federal aid do not withhold retainage from prime contractors and prime contractors do not withhold retainage from subcontractors where such subcontractors provide performance bonds.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8923
Infor/Lawson PO # Code (if applicable):	RFB
Event #	2461
CM Contract#	2405

Briefing Memo	Department meb	Clerk of the Board
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Late Submittal-Required:-	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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"/>	<input checked="" type="checkbox"/> No
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### FULL AND OPEN COMPETITION Construction Projects – Road & Bridge Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	Meb	OK WB
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	Meb	OK WB
Final DEI Goal Setting Worksheet	Meb	N/A WB
Diversity Documents – <i>if required (goal set)</i>	DBE	OK WB
Award Letter (sent to awarded vendor)	Meb	OK WB
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A WB
Non-Collusion Affidavit	Meb	OK WB
Public Works Bid Results	Meb	OK WB
Tabulation Sheet	Meb	OK WB
Prevailing Wage Public Improvement Agreement	Meb	OK WB
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	Meb	OK WB
Worktype Worksheets, <i>if applicable</i>	Meb	OK WB
SBE Worktype Worksheets, <i>if applicable</i>	n/a	N/A WB
Drug Free Workplace, <i>if applicable</i>	Meb	OK WB
Project of Similar Complexity, <i>if applicable</i>	Meb	OK WB
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	Meb	OK WB
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	See website link	OK WB
Other, <i>per Section 3 “Required Bid Documents” Buy America</i>	Meb	OK WB
IG# 20-0113 exp 12/31/2024	Meb	OK WB
Debarment/Suspension Verified Date: 3/24/22	Meb	OK WB
Auditor’s Finding Date: 3/24/22	Meb	OK WB
Vendor’s Submission ( <i>Form of Proposal</i> )	Meb	OK WB
Independent Contractor (I.C.) Requirement Date: 4/4/22	meb	OK WB
Contract Evaluation – <i>if required</i>	meb	OK WB

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	n/a	N/A WB
Checklist Verification	meb	OK WB

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	
	<b>Department initials</b>
Agreement/Contract and Exhibits	Meb
Bid Guarantee & Contract Bond	Meb
Matrix Law Screen shot	Meb
COI	Meb
Workers’ Compensation Insurance	Meb
Railroad Insurance – <i>if required</i>	n/a

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
n/a	PW605100	73300	CRDOT0003101	<b>\$4,646,967.30</b>
			<b>TOTAL</b>	<b>\$4,646,967.30</b>

### Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	2405
Vendor Name:	Tri Mor Corporation
ftp:	n/a
Amount:	\$4,646,967.30
History/CE:	OK
EL:	OK
Procurement Notes:	OK to proceed
Purchasing Buyer’s initials and date of approval	WB 4/12/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	TRI-MOR, Corp.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	210277				
<b>RQ#</b>	48304				
<b>Time Period of Original Contract</b>	n/a				
<b>Background Statement</b>	Pavement removal, clearing and grubbing, excavation and grading, pavement installation, storm drainage installation, NAVAID installation and electrical improvements.				
<b>Service Description</b>	Apron 'H' & Taxiway 'B' Reconstruction at Cuyahoga County Airport will include pavement removal, clearing and grubbing, excavation and grading, pavement installation, storm drainage installation, NAVAID installation and electrical improvements.				
<b>Performance Indicators</b>	Quality of work, meeting CPM schedule, cooperation with local businesses and residents.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Contractor is working well with local businesses and residents.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
Select One (X)			X		
<b>Justification of Rating</b>	They are performing satisfactorily, according to the engineers.				
<b>Department Contact</b>	Anthony DiVencenzo				
<b>User Department</b>	Department of Public Works Construction				
<b>Date</b>	09-23-2021				



# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0116

<b>Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ8921 to The Vallejo Company in the amount not-to-exceed \$2,988,925.02 for the rehabilitation of Superior Road from Euclid Avenue to Lee Road in the Cities of Cleveland Heights and East Cleveland; authorizing the County Executive to execute Contract No. 2378 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,285,237.76 to fund a portion of said contract; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ8921 to The Vallejo Company in the amount not-to-exceed \$2,988,925.02 for the rehabilitation of Superior Road from Euclid Avenue to Lee Road in the Cities of Cleveland Heights and East Cleveland authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$1,285,237.76 to fund a portion of said contract; and

WHEREAS, the primary goals of this project are resurfacing of approximately 1.7 miles of Superior Road (CR-41) from Euclid Avenue to Lee Road in the Cities of East Cleveland and Cleveland Heights. Installation of new asphalt intermediate and surface courses, full and partial depth pavement repairs and curb, sidewalk and drive apron repairs as required, utility adjustments, ADA curb ramp upgrades and new pavement markings for the length of the corridor; and

WHEREAS, the anticipated start-completion dates are 5/31/2022 - 11/4/2022; and

WHEREAS, the project is located in County District 10 and is funded as follows (a) 20% Federal; (b) 35% Ohio Public Commission Funds; (c) 43% County Motor Vehicle \$7.50 License Tax Fund and (d) 2% municipalities; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ8921 to The Vallejo Company in the amount not-to-exceed \$2,988,925.02 for the rehabilitation of Superior Road from Euclid Avenue to Lee Road in the Cities of Cleveland Heights and East Cleveland

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2378 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: April 26, 2022

Committee(s) Assigned: Public Works, Procurement & Contracting

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

Title: Recommendation of Award for Superior Road Resurfacing from Euclid Avenue to Lee Road in the cities of East Cleveland and Cleveland Heights RQ8921

#### Scope of Work Summary

Department of Public Works is requesting approval of a contract with The Vallejo Company for the anticipated cost of \$2,988,925.02.

The Project new to the County.

Describe the exact services being provided.

This project includes the resurfacing of approximately 1.7 miles of Superior Road (CR-41) from Euclid Avenue to Lee Road in the Cities of East Cleveland and Cleveland Heights. Work tasks include the installation of new asphalt intermediate and surface courses, full and partial depth pavement repairs and curb, sidewalk and drive apron repairs as required, utility adjustments, ADA curb ramp upgrades and new pavement markings for the length of the corridor.

The anticipated start-completion dates are May 31, 2022 and ending approximately November 4, 2022.

The project is not mandated.

(Municipality of project is East Cleveland and Cleveland Heights)

#### Procurement

The procurement method for this project was RFB. The total value of the RFB is \$2,988,925.02. The estimate for this project was \$3,144,351.52. This bid is 8.18% below the estimate.

The RFB was closed on 3/10/2022. There is a DBE participation/goal of 7%.

There were 8 bids pulled from OPD, 4 bids submitted for review, 4 bids approved. We accepted the lowest and best bid.

#### Contractor and Project Information

The Vallejo Company  
4000 Brook Park Road  
Cleveland, Ohio 44134  
Council District (7)

The vice president for the contractor/vendor is Mark Adzema.

The project is located in Council District (10).

#### Project Status and Planning

The project is a new project to the County.

#### Funding

The project is funded 20% Federal, 35% OPWC Funds, 43% County \$7.50 fund, and 2% municipalities.

The schedule of payments is by invoice.

This is a Federally funded projects please include this paragraph in the resolution:

Pursuant to the County's home rule authority granted by Section 1.01 of the Cuyahoga County Charter, the County is hereby authorized to comply with the retainage policy implemented by the Ohio

Department of Transportation in accordance with 49 CFR §26.29(b), whereby subrecipients of federal aid do not withhold retainage from prime contractors and prime contractors do not withhold retainage from subcontractors where such subcontractors provide performance bonds.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8921
Infor/Lawson PO # Code (if applicable):	RFB
Event #	2470
CM Contract#	2378

Briefing Memo	Department meb	Clerk of the Board
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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
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<b>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>		
	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	Meb	OK 3/17/2022
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	Meb	OK
Final DEI Goal Setting Worksheet	DBE	Missing – uploaded 3/24/22 OK
Diversity Documents – <i>if required (goal set)</i>	DBE	N/A
Award Letter ( <i>sent to awarded vendor</i> )	Meb	OK 3/16/2022
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	N/A
Non-Collusion Affidavit	Meb	OK
Public Works Bid Results	Meb	OK
Tabulation Sheet	Meb	OK
Prevailing Wage Public Improvement Agreement	meb	OK
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	meb	OK
Worktype Worksheets, <i>if applicable</i>	meb	OK
SBE Worktype Worksheets, <i>if applicable</i>	DBE	N/A
Drug Free Workplace, <i>if applicable</i>	Meb	OK
Project of Similar Complexity, <i>if applicable</i>	Meb	OK
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	Meb	Missing – uploaded 3/24/22 OK
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	See website	On Website
Other, <i>per Section 3 “Required Bid Documents” Buy american</i>	meb	OPWC EEO – OK Affirmative Action Cert – OK Buy American - OK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

IG#	19-0025 exp 12/31/2023			meb	OK
Debarment/Suspension Verified	Date:	3/16/22		meb	Revised needed - uploaded 3/24/22 OK
Auditor’s Finding	Date:	3/16/22		meb	OK
Vendor’s Submission ( <i>Form of Proposal</i> )				meb	OK
Independent Contractor (I.C.) Requirement	Date:	3/22/22		meb	OK
Contract Evaluation – <i>if required</i>				meb	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	N/A
Checklist Verification				meb	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	meb
Bid Guarantee & Contract Bond	meb
Matrix Law Screen shot	meb
COI	meb
Workers’ Compensation Insurance	meb
Railroad Insurance – <i>if required</i>	n/a

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
n/a	PW605100	73300	CRDOT0003201	<b>\$2,988,925.02</b>
			<b>TOTAL</b>	<b>\$2,988,925.02</b>

### Purchasing Use Only:

Prior Resolutions:–	
CM#:	2378
Vendor Name:	The Vallejo Company
ftp:	N/A
Amount:	\$2,988,925.02 M
History/CE:	N/A
EL:	OK
Procurement Notes:	3/23/22: Debarment Form is missing Federal Funding Check. DEI Goal Setting Worksheet is missing and required. Federal EEO designation is missing and required. PO Code is missing in the Vendor Agreement. TN

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Purchasing Buyer's initials and date of approval	TN 3/28/22
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## CONTRACT EVALUATION FORM

<b>Contractor</b>	Vallejo Company				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	20000242/RFB				
<b>RQ#</b>	47752/CM#695				
<b>Time Period of Original Contract</b>	n/a				
<b>Background Statement</b>	Resurfacing of East 116th Street from Miles Road to Union Avenue in the City of Cleveland.				
<b>Service Description</b>	The contract consists of resurfacing 1.28 miles of E. 116th Street, reconfiguration of the E. 116th Street/Corlett Avenue intersection with offset left turn lanes, and reconfiguration of the E. 116th Street/MLK Jr. Drive/Farrington Avenue intersection with a single land roundabout. Project also includes pavement marking upgrades, spot sign improvements and upgrading all curb ramps to be ADA compliant.				
<b>Performance Indicators</b>	Quality of work, meeting CPM schedule, cooperation with local businesses and residents, Promptness with Compliance Requests ie.(B2G/LCP/DBE Affidavits)				
<b>Actual Performance versus performance indicators (include statistics):</b>	Contractor is working well with local businesses and residents.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Contractor is performing work according to plan and specs.				
<b>Department Contact</b>	Mary Ellen Butler				

<b>User Department</b>	Public Works Construction
<b>Date</b>	7/8/2021

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0118

Sponsored by: <b>County Executive Budish/Fiscal Department</b>	<b>A Resolution</b> authorizing various contracts with Manatron, Inc. dba Aumentum Technologies in the total amount not-to-exceed \$664,467.00 for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract Nos. 2411 & 2424 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/Fiscal Department has authorized various contracts with Manatron, Inc. dba Aumentum Technologies in the total amount not-to-exceed \$664,467.00 for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2022 as follows:

- a) Contract No. 2411 in the amount not-to-exceed \$134,892.00 for CAMA SIGMA system;
- b) Contract No. 2424 in the amount not-to-exceed \$529,575.00 for the Visual Property Tax System; and

WHEREAS, the purpose of this project is to provide maintenance and support services on the Manatron Visual Property Tax System and SIGMA CAMA software system and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% with the Real Estate Assessment 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 various contracts with Manatron, Inc. dba Aumentum Technologies in the total amount not-



\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 26, 2022  
Committee(s) Assigned: Finance & Budgeting

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

**Manatron, Inc. – CAMA SIGMA System**

Title: Fiscal Department; RQ# xxxx; 2022; Manatron Inc.; Contract; 2022 Manatron Inc. CAMA Sigma System Maintenance Contract

**Scope of Work Summary**

Fiscal Department requesting approval of a contract with Manatron Inc. for the anticipated cost not-to-exceed \$134,892.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

Prior Approval # EXEC2020-0245  
EXEC2019-04861  
EXEC2018-02943

Describe the exact services being provided.

This contract is for the support and maintenance on the Manatron CAMA Sigma tax system software. The anticipated start-completion dates are 01/01/2022- 12/31/2022.

The primary goal of the project is to have access to maintenance services including upgrades/ patches and repairs to software currently in use within multiple County departments.

Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval
- 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**

The procurement method for this project was RFP-Exemption. The total value is \$134,892.00.

No competitive process was used due to the vendor being the only option to provide maintenance for the CAMA Sigma software currently in use by several County departments. **A sole source process was not conducted.**

**Contractor and Project Information**

Manatron Inc.

510 East Milham Avenue

Portage, MI 60694

The Executive V.P. for the contractor/vendor is Scot Crismon.

**Project Status and Planning**

The project generally reoccurs annually, however - The County is in the process of upgrading and replacing the software that is noted under this contract. Essentially, when the new system is up and running, this service, from this vendor, will no longer be needed.

**Timeline for late submittal-**

9/24/21 - Contracts were prepared by our legal team

9/30/21 - Contracts returned, signed by vendor, and entered into Matrix for legal review - OK'd  
11/1/22 - Began requesting documents - annual non-compete, independent contractor, insurance etc  
12/7/21 - Follow-up request  
1/10/22 - Received signed and notarized docs - annual non compete and independent contractor forms  
1/26/22 - Prepared Briefing memo and justification memos -finals - initial ones done in 11/21  
1/25/22 - insurance info received and input into matrix for legal review  
1/28/22 - Legal/Insurance requested cyber and waive of subrogation endorsement - forwarded to Vendor same day  
2/2/22 - Connected our legal to their insurance legal  
2/14/22 - Awatef question to vendor regarding Terms and conditions  
2/22/22 - Follow-up with Awatef - "nothing received"  
2/27/22 - Email from Awatef that she will be receiving a revised COI  
3/7/22 - Follow-up with Awatef - out of office message  
3/10/22 - Requested J Phillips initiate the requests in onbase (performed by the requester before the buyer actions)  
3/15/22 - Follow-up with Awatef - nothing received  
3/15/22 - J Rhyne offered to call on the insurance issue - unknown status at this time - referred him to Awatef  
3/17/22 - Received legal insurance ok to proceed pending receipt of requested docs  
3/17/22 - Reached out to vendor contact as well as AR contact requesting docs and explaining payment status  
3/17/22 - Vendor contact was reaching out to his insurance associate to address open issues  
3/23/22 - Vendor requested status of "acceptance of the response" and position of insurance broker from Awatef  
3/24/22 - Additional issuance request provided by Awatef to vendor  
3/25/22 - Per Awatef - "Blanket Waiver of Subrogation is acceptable"  
3/28/22 - Insurance approved by Awatef  
4/4/22 - All documents were completed/updated and released in INFOR  
4/5/22 - First disapproval received from OPD - comments addressed and re-released  
4/6/22 - Second disapproval received from OPD - comments addressed and re-released  
4/7/22 - OPD approval received

#### Funding

The project is funded 100% by the Real Estate Assessment Fund.  
The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo - CAMA	MZ	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issues with receiving vendor documentation	
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"/>
---	------------------------------	--

<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>RFP Exemptions (Contract)</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Justification Form - CAMA			MZ	OK (uploaded 4/5/2022, Fiscal Officer verification of signature authority addition 4/6/2022)
IG#	21-0113 12-4335		MZ	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1/11/22	MZ	N/A (document attached is not completed properly, not required for this action)
Debarment/Suspension Verified	Date:	3/8/22	MZ	OK
Auditor's Finding	Date:	3/8/22	MZ	OK
Vendor's Submission			MZ	OK (signed contract)
Independent Contractor (I.C.) Requirement	Date:	4/11/22 1/10/2022	MZ	OK
Cover - <i>Master contracts only</i>				OK
Contract Evaluation – <i>if required</i>				OK (uploaded 4/5/2022)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A
Checklist Verification			MZ	OK

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	MZ/



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	MZ/
COI	MZ/
Workers’ Compensation Insurance	MZ/

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/22-12/31-22	FS305100	55200		\$134,892.00
			<b>TOTAL</b>	134,892.00

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	RQ3360
<b>CM Contract#</b>	CM82

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$111,577.00 \$132,222.00		1/1/18-12/31/18 1/1/2021-12/31/2021	11/27/17 12/8/2020	BC2017-872 R2020-0245
<b>Prior Amendment Amounts (list separately)</b>		\$120,503.00	12/31/19	11/5/18	EXEC2018-02943
		\$125,926.00	12/31/20	12/9/19	EXEC2019-04861
		\$132,222.00	12/31/21	12/29/20	EXEC2020-0245
<b>Pending Amendment</b>		\$134,892.00			
<b>Total Amendments</b>		\$513,543.00			
<b>Total Contact Amount</b>		\$625,120.00 \$132,222.00			

### Purchasing Use Only:

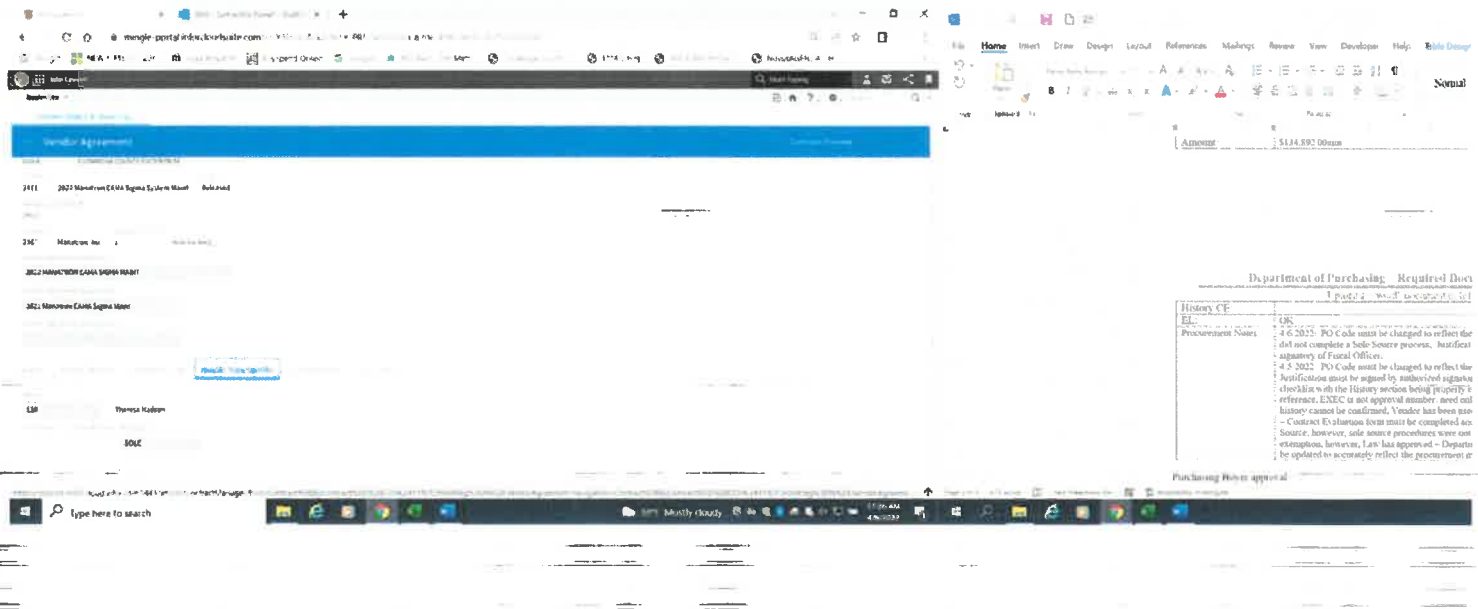
Prior Resolutions:	R2020-0245
CM#:	2411
Vendor Name:	Manatron, Inc.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2022-12/31/2022
Amount:	\$134,892.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>4/7/2022: Justification signed by Rocco now okay per Fiscal Officer verification of signature authority 4/6/2022 via e-mail;</p> <p>4/6/2022: PO Code must be changed to reflect the exemption being requested, i.e., you did not complete a Sole Source process; Justification must be signed by authorized signatory of Fiscal Officer.</p> <p>4/5/2022: PO Code must be changed to reflect the exemption being requested; Justification must be signed by authorized signatory of Fiscal Officer; Attach revised checklist with the History section being properly completed (no prior contract number reference, EXEC is not approval number, need only last prior contract information, so history cannot be confirmed; Vendor has been used for prior contract for same services – Contract Evaluation form must be completed and uploaded; Contract refers to Sole Source; however, sole source procedures were not followed – should refer RFP exemption; however, Law has approved – Department of Purchasing believes it should be updated to accurately reflect the procurement method.</p>

Purchasing Buyer approval: **OK, ssp 4/7/2022**



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Manatron - CAMA				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	Cm82				
<b>RQ#</b>	3360				
<b>Time Period of Original Contract</b>	PY – 1/1/21 – 12/31-21				
<b>Background Statement</b>	Annual Maintenance contract for the CAMA Sigma software system				
<b>Service Description</b>	Provide Annual Maintenance contract for the CAMA Sigma software system				
<b>Performance Indicators</b>	System is able to perform without incident and provides accurate data for use by our Real Estate services and any necessary maintenance issues are addressed timely				
<b>Actual Performance versus performance indicators (include statistics):</b>	Performance in the past has been satisfactory				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	System has been able to perform efficiently and accurately				
<b>Department Contact</b>	Lisa Rocco				
<b>User Department</b>	FS305100				
<b>Date</b>	4/5/22				

**Manatron, Inc. – Visual Property Tax System**

Title: Fiscal Department; RQ# YYYY; 2022; Manatron Inc.; Contract; 2022 Manatron MVP Tax System Maintenance Contract

**Scope of Work Summary**

Fiscal Department requesting approval of a contract with Manatron Inc. for the anticipated cost not-to-exceed \$529,575.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

**Prior Approval #**

EXEC2020-0245  
EXEC2019-04861  
EXEC2018-02942

Describe the exact services being provided.

This contract is for the support and maintenance on the Manatron MVP Tax system software. The anticipated start-completion dates are 01/01/2022- 12/31/2022.

The primary goal of the project is to have access to maintenance services including upgrades/ patches and repairs to software currently in use within multiple County departments.

Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval
- 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**

The procurement method for this project was RFP-Exemption. The total value is \$529,575.00.

No competitive process was used due to the vendor being the only option to provide maintenance for the MVP Tax software currently in use by several County departments. **A sole source process was not conducted.**

**Contractor and Project Information**

Manatron Inc.  
510 East Milham Avenue  
Portage, MI 60694

The Executive VP for the contractor/vendor is Scot Crimson.

**Project Status and Planning**

The project generally reoccurs annually, however - The County is in the process of upgrading and replacing the software that is noted under this contract. Essentially, when the new system is up and running, this service, from this vendor, will no longer be needed.

Timeline for late submittal-

9/24/21 - Contracts were prepared by our legal team  
9/30/21 - Contracts returned, signed by vendor, and entered into Matrix for legal review - OK'd  
11/1/22 - Began requesting documents - annual non-compete, independent contractor, insurance etc  
12/7/21 - Follow-up request  
1/10/22 - Received signed and notarized docs - annual non compete and independent contractor forms  
1/26/22 - Prepared Briefing memo and justification memos -finals - initial ones done in 11/21  
1/25/22 - insurance info received and input into matrix for legal review  
1/28/22 - Legal/Insurance requested cyber and waive of subrogation endorsement - forwarded to Vendor same day  
2/2/22 - Connected our legal to their insurance legal  
2/14/22 - Awatef question to vendor regarding Terms and conditions  
2/22/22 - Follow-up with Awatef - "nothing received"  
2/27/22 - Email from Awatef that she will be receiving a revised COI  
3/7/22 - Follow-up with Awatef - out of office message  
3/10/22 - Requested J Phillips initiate the requests in onbase (performed by the requester before the buyer actions)  
3/15/22 - Follow-up with Awatef - nothing received  
3/15/22 - J Rhyne offered to call on the insurance issue - unknown status at this time - referred him to Awatef  
3/17/22 - Received legal insurance ok to proceed pending receipt of requested docs  
3/17/22 - Reached out to vendor contact as well as AR contact requesting docs and explaining payment status  
3/17/22 - Vendor contact was reaching out to his insurance associate to address open issues  
3/23/22 - Vendor requested status of "acceptance of the response" and position of insurance broker from Awatef  
3/24/22 - Additional issuance request provided by Awatef to vendor  
3/25/22 - Per Awatef - "Blanket Waiver of Subrogation is acceptable"  
3/28/22 - Insurance approved by Awatef  
4/4/22 - All documents were completed/updated and released in INFOR  
4/5/22 - First disapproval received from OPD - comments addressed and re-released  
4/6/22 - Second disapproval received from OPD - comments addressed and re-released  
4/7/22 - OPD approval received

Funding

The project is funded 100% by the Real Estate Assessment Fund.  
The schedule of payments is by invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	2424

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo - MVP	MZ	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issues with receiving vendor documentation Department of Purchasing Note: From department's Justification – “Issues with getting quote and other information returned from the vendor as well as internal process and personnel issues. In addition, there was a delay in getting the appropriate insurance documentation and approvals:	
What is being done to prevent this from reoccurring?	Department of Purchasing Note: From department's Justification – “Process and personnel issues should be resolved going forward”	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing			
		Department initials	Purchasing
Justification Form - MVP		MZ	OK (uploaded 4/5/2022, Fiscal Officer verification of signature authority addition 4/6/2022)
IG#	21-0113 12-4335	MZ	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date: 1/11/22	MZ	N/A (not properly completed; however not required)
Debarment/Suspension Verified	Date: 3/8/22 3/18/2022	MZ	OK
Auditor's Finding	Date: 3/8/22	MZ	OK
Vendor's Submission		MZ	OK (signed contract)
Independent Contractor (I.C.) Requirement	Date: 1/11/22 1/10/2022	MZ	OK
Cover - <i>Master contracts only</i>			OK
Contract Evaluation – <i>if required</i>			OK (uploaded 4/5/2022)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A
Checklist Verification		MZ	OK

Other documentation may be required depending upon your specific item

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

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

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	MZ/
Matrix Law Screen shot	MZ/
COI	MZ/
Workers' Compensation Insurance	MZ/

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/22-12/31-22	FS305100	55200		<b>\$529,575.00</b>
			<b>TOTAL</b>	529,575.00

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	83

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<del>\$446,308.00</del> \$519,094.00		<del>1/1/18-12/31/18</del> 1/1/2021- 12/31/2021	<del>11/27/17</del> 12/8/2020	<del>BC2017-871</del> R2020-0245
<b>Prior Amendment Amounts (list separately)</b>		\$473,086.00	12/31/19	11/5/18	EXEC2018-02942
		\$494,375.00	12/31/20	12/9/19	EXEC2019-04861
		\$519,094.00	12/31/21	12/29/20	EXEC2020-0245
<b>Pending Amendment</b>		\$529,575.00			
<b>Total Amendments</b>		\$2,016,130.00			
<b>Total Contact Amount</b>		\$2,462,438.00 \$519,094.00			

2 | Page

Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions:	R2020-0245
CM#:	2424
Vendor Name:	Manatron, Inc.
ftp:	1/1/2022 – 12/31/2022
Amount:	\$529,575.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>4/7/2022: Justification signed by Rocco now okay per Fiscal Officer verification of signature authority 4/6/2022 via e-mail;</p> <p>4/6/2022: PO Code must be changed to reflect the exemption being requested, i.e., sole source process was not used for this contract; Justification must be signed by authorized signatory of Fiscal Officer.</p> <p>4/5/2022: PO Code must be changed to reflect the exemption being requested; Justification must be signed by authorized signatory of Fiscal Officer; Attach revised checklist with the History section being properly completed (no prior contract number reference, EXEC is not approval number, need only last prior contract information, so history cannot be confirmed; Vendor has been used for prior contract for same services – Contract Evaluation form must be completed and uploaded; Contract refers to Sole Source; however, sole source procedures were not followed – should refer RFP exemption; however, Law has approved – Department of Purchasing believes it should be updated to accurately reflect the procurement method.</p>

Purchasing Buyer approval: **OK, ssp-4/7/2022**



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Manatron - MVP				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	Cm83				
<b>RQ#</b>					
<b>Time Period of Original Contract</b>	PY – 1/1/21 – 12/31-21				
<b>Background Statement</b>	Annual Maintenance contract for the MVP software system				
<b>Service Description</b>	Provide Annual Maintenance contract for the MVP software system				
<b>Performance Indicators</b>	System is able to perform without incident and provides accurate data for use by our Real Estate services and any necessary maintenance issues are addressed timely				
<b>Actual Performance versus performance indicators (include statistics):</b>	<del>Performance in the past has been satisfactory</del>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	System has been able to perform efficiently and accurately				
<b>Department Contact</b>	Lisa Rocco				
<b>User Department</b>	FS305100				
<b>Date</b>	4/5/22				

# Department of Purchasing – Required Documents Checklist

## Upload as “word” document in Infor

The screenshot shows a web browser window displaying the Infor system interface. The browser's address bar shows the URL: `mingle-portal.inforcloudsuite.com/CUYAHOGACOUNTY_PRD/ae2125da-8708-418c-9035-857507052ca6`. The page title is "Contract Mgmt & Sourcing" and the main heading is "Vendor Agreement".

Key information displayed on the page includes:

- Contract Group:** CUYA CUYAHOGA COUNTY ENTERPRISE
- Contract:** 2424 **2022 Manatron MYP System Maint** **Status:** Released
- Working Contract ID:** 2424
- Supplier:** 2367 **Manatron, Inc** **Supplier Contact:** 1 **Andrew Berg**
- Vendor Agreement Reference:** 2022 MANATRON MYP SYSTEM MAINT
- Vendor Agreement Description:** 2022 Manatron MYP System Maint
- Vendor Agreement Description 2:** (Empty field)

Navigation tabs at the bottom of the form include: Header, Header Defaults, Header Pricing, **Header Type Specific**, Commitments, and User Fields.

Additional fields shown include:

- Buyer:** 110 **Theresa Nadson**
- Po Number:** (Empty field)
- Last PO Release:** (Empty field)
- PO Code:** SOLC

The Windows taskbar at the bottom shows the system time as 11:43 AM on 4/17/2021, with a weather forecast of 59°F and "Mostly cloudy".

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0097

<p>Sponsored by: <b>County Executive Budish/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> making an award on RQ7469 to various providers, each in the amount not-to-exceed \$350,000.00, with a combined total not-to-exceed \$700,000.00, for general mechanical-electrical-plumbing, architectural and engineering services, commencing upon contract signature of all parties for a period of 3 years; authorizing the County Executive to execute Contract No. 2353 and Contract No. 2354 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer has recommended an award on RQ7469 to various providers, each in the amount not-to-exceed \$350,000.00, with a combined total not-to-exceed \$700,000.00, for general mechanical-electrical-plumbing, architectural and engineering services, commencing upon contract signature of all parties for a period of 3 years as follows:

- a) Contract No. 2353 with Advanced Engineering Consultants, Inc.
- b) Contract No. 2354 with Karpinski Engineering, Inc.; and

WHEREAS, the primary goal of this project is to continue to maximize our resources to address our infrastructure needs; and

WHEREAS, the project is funded 100% by General Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ7469 to various providers, each in the amount not-to-exceed \$350,000.00, with a combined total not-to-exceed \$700,000.00, for general mechanical-electrical-

plumbing, architectural and engineering services, commencing upon contract signature of all parties for a period of 3 years as follows:

- a) Contract No. 2353 with Advanced Engineering Consultants, Inc.
- b) Contract No. 2354 with Karpinski Engineering, Inc.; and

**SECTION 2.** That the County Executive is authorized to execute Contract No. 2353 and Contract No. 2354 and all documents consistent with said awards and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 12, 2022  
Committee(s) Assigned: Public Works, Procurement & Contracting

Committee Report/Second Reading: April 26, 2022

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

**Advanced Engineering Consultants, Inc.**

myPro Transaction Title: Public Works, 2022, Advanced Engineering Consultants, Inc. General Mechanical-Electrical-Plumbing Architectural-Engineering Services, RQ #7469

**Scope of Work Summary**

Department of Public Works requesting award and approval of a contract with Advanced Engineering Consultants, Inc. for the not-to-exceed cost of \$350,000.00. The anticipated start completion dates are ~~April 26, 2022—April 25, 2025~~ **upon signature for a period of 3 years.**

The primary goal of this contract is to allow this office to continue to maximize our resources (staff and financial) to address our infrastructure needs. In order to be more aggressive and efficient in addressing the enormous quantity of infrastructure needs, this office has implemented several operational changes to optimize all available funding sources and to optimize the use of available financial resources and in-house staff resources, this office has restricted flexibility to address “peaks” in staffing needs due to emergency infrastructure needs, changes in project schedules, and/or urgent ancillary project design/implementation needs. To address these “peaks” in staging needs, this office has instituted the use of a consulting engineering firm to provide General Mechanical-Electrical-Plumbing Architectural-Engineering Services, on a task basis.

**Various Locations**

Various Districts

**Procurement**

RFQ

For items procured through a competitive process, answer the following:

- a. The RFQ was closed on October 13, 2021.
- b. There were 8 statements of qualifications submitted for review, 2 proposal was approved.
- c. There is 15% SBE, 10% MBE, and 5% WBE on this RFQ.
- d. One of the Contracts was an SBE set-aside.

**Contractor Information**

Advanced Engineering Consultants, Inc.

6500 Rockside Road, Suite 210

Cleveland, Ohio 44131

Council District (06)

The consultant Project Principal is Sam Reed

**Funding**

The funding for the contract was appropriated in the current budget.

The schedule of payments is monthly by invoicing.

**Karpinski Engineering, Inc.**

myPro Transaction Title: Public Works, 2022, Karpinski Engineering, General Mechanical-Electrical-Plumbing Architectural-Engineering Services, RQ #7469

Department of Public Works requesting award and approval of a contract with Karpinski Engineering, Inc. for the not-to-exceed cost of \$350,000.00. The anticipated start completion dates are ~~April 26, 2022 – through April 25, 2025~~ upon signature for a period of 3 years.

The primary goal of this contract is to allow this office to continue to maximize our resources (staff and financial) to address our infrastructure needs. In order to be more aggressive and efficient in addressing the enormous quantity of infrastructure needs, this office has implemented several operational changes to optimize all available funding sources and to optimize the use of available financial resources and in-house staff resources, this office has restricted flexibility to address “peaks” in staffing needs due to emergency infrastructure needs, changes in project schedules, and/or urgent ancillary project design/implementation needs. To address these “peaks” in staging needs, this office has instituted the use of a consulting engineering firm to provide General Mechanical-Electrical-Plumbing Architectural-Engineering Services, on a task bases.

Various Locations  
Various Districts

Procurement  
RFQ

The RFQ was closed on October 13, 2021.

There were 8 statements of qualifications submitted for review, 2 proposal was approved.

There is 15% SBE, 10% MBE, and 5% WBE on this RFQ.

One of the Contracts was an SBE set-aside.

Contractor Information  
Karpinski Engineering, Inc.  
3135 Euclid Avenue  
Cleveland, Ohio 44115  
Council District (07)

The consultant Project Principal is Joseph Hofstetter

Funding

The funding for the contract was appropriated in the current budget.

The schedule of payments is monthly by invoicing.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7469
Infor/Lawson PO# Code (if applicable):	
Event #	1764
CM Contract#	2353

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

<b>FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing</b>
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	LABT	OK
Bid Specification Packet	LABT	OK
Evaluation Summary (names of evaluators to be included)	LABT	OK
Final DEI Goal Setting Worksheet	N/A	N/A (not required until 12/2021)
Diversity Documents – <i>if required (goal set) Part of Submittal</i>	LABT	OK
Award Letter (sent to awarded vendor)	LABT	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>	N/A	N/A
Tabulation Sheet	LABT	OK (completed attached 3/8/2022)
Evaluation/Scoring Summary ( <i>includes evaluator names</i> )	LABT	OK (see above requirement)
IG# 22-0011-Reg	LABT	OK
Debarment/Suspension Verified	Date: 1/6/2022	LABT
Auditor’s Finding	Date: 1/6/2022	OK (see above note)
Vendor’s Submission	LABT	OK
Independent Contractor (I.C.) Requirement	Date: 1/5/2022	LABT
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LABT	OK

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LABT



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	LABT
COI	LABT
Workers’ Compensation Insurance	LABT

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
<del>4/12/2022 – 12/31/2022</del> <b>Effective Date-12/31/2022</b>	PW600100	55130	CFCWP0000203	<b>\$100,000.00</b>
1/1/2023 -12/31/2023	PW600100	55130		\$100,000.00
1/1/2024 – 12/31/2024	PW600100	55130		\$100,000.00
<del>1/1/2025 – 4/11/2025</del> <b>1/1/2025-End Date</b>	PW600100	55130		\$50,000.00
			<b>TOTAL</b>	<b>\$350,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>					
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions	
CM#:	2353
Vendor Name:	Advanced Engineering Consultants, Inc.
ftp:	3-Year Contract, effective upon execution by both parties
Amount:	\$350,000.00mm
History/CE:	OK
EL:	OK

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Procurement Notes:	3/23/2022: Department re-submitting as they have revised the contract dates and vendor name. Dates entered by Department on the CM action on Contract tab are estimated dates. 3/8/2022: Part 1 of 2. This is the non-SBE set-aside award. Attach completed tab sheet (must check award section).
Purchasing Buyer's initials and date of approval	REVISED CONTRACT REVIEW, OK ssp 3/23/2022  OK, ssp 3/14/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7469
Infor/Lawson PO# Code (if applicable):	
Event #	1764
CM Contract#	2354

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			LABT	OK
Bid Specification Packet			LABT	OK
Evaluation Summary (names of evaluators to be included)			LABT	OK
Final DEI Goal Setting Worksheet			N/A	N/A (no requirement until 12/2021)
Diversity Documents – <i>if required (goal set)</i> <b>Part of Submittal</b>			LABT	OK
Award Letter (sent to awarded vendor)			LABT	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>			N/A	N/A
Tabulation Sheet			LABT	OK (completed uploaded 3/8/2022)
Evaluation/Scoring Summary ( <i>includes evaluator names</i> )			LABT	OK (see above requirement)
IG#	13-0015 Reg		LABT	OK
Debarment/Suspension Verified	Date:	4/18/2022 <del>1/1/2022</del> 3/8/2022	LABT	OK (current uploaded 3/8/2022)
Auditor’s Finding	Date:	1/6/2022	LABT	OK (60 days exactly from original 3/7/22 entry into Buyer review queue)
Vendor’s Submission			LABT	OK
Independent Contractor (I.C.) Requirement	Date:	4/5/2022 1/14/2022	LABT	OK
Cover - <i>Master contracts only</i>			N/A	OK
Contract Evaluation – <i>if required</i>			LABT	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LABT	OK

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LABT
Matrix Law Screen shot	LABT
COI	LABT
Workers’ Compensation Insurance	LABT

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
<del>4/12/2022 – 12/31/2022</del> <span style="color: red;">Effective Date – 12/31/2022</span>	PW600100	55130	CFCWP0000601	<b>\$100,000.00</b>
1/1/2023 -12/31/2023	PW600100	55130		\$100,000.00
1/1/2024 – 12/31/2024	PW600100	55130		\$100,000.00
<del>1/1/2025 – 4/11/2025</del> <span style="color: red;">1/1/2025-End Date</span>	PW600100	55130		\$50,000.00
			<b>TOTAL</b>	<b>\$350,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1500153
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	CE1500153-01
<b>Lawson RQ# (if applicable)</b>	32367
<b>CM Contract#</b>	1079

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$250,000.00		6/15/2015-6/14/2018	<del>6/17/2015</del> <span style="color: red;">6/15/2015</span>	BC 2015-239
<b>Prior Amendment Amounts (list separately)</b>		\$100,000.00		<del>2/9/2016</del> <span style="color: red;">2/8/2016</span>	BC 2016-92
		\$00.00	12/31/2019	6/25/2018	BC 2018-407
		\$200,000.00	12/31/2021	1/13/2020	BC 2020-20
<b>Pending Amendment</b>		\$00.00	<del>6/30/2022</del> <span style="color: red;">12/31/2022</span>	<b>Pending</b> <span style="color: red;">2/28/2022</span>	<b>BOC Consent agenda</b>
<b>Total Amendments</b>		\$300,000.00			
<b>Total Contact Amount</b>		\$550,000.00			

### Purchasing Use Only:

Prior Resolutions	BOC consent 2/28/2022, BC2020-20, BC2018-407, BC2016-92, BC2015-239
CM#:	2354
Vendor Name:	Karpinski Engineering, Inc.
ftp:	3-Year Contract, effective upon execution by both parties
Amount:	\$350,000.00mm

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	3/23/2022: Department re-submitting as they have revised the contract dates. Dates entered by Department on the CM action on Contract tab are estimated dates. 3/11/2022: Will approve to agenda queue once 1 of 2 is reviewed/approved. 3/8/2022: Part 2 of 2. This is the SBE set-aside award. Attach completed tab sheet (must check award section). Debarment form dated 1/1/2022 over 60 days.
Purchasing Buyer's initials and date of approval	REVISED CONTRACT REVIEW, OK, ssp 3/23/2022 OK, ssp 3/11/2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0100

<p>Sponsored by: <b>County Executive Budish/Department of Development</b></p>	<p><b>A Resolution</b> authorizing an Economic Development Loan to JumpStart, Inc. in the amount not-to-exceed \$2,500,000.00 to provide local matching funds to support one-half of the operating costs to carry out the Ohio Third Frontier Entrepreneurial Services Program to assist early-stage tech startups, innovators, and small businesses throughout Cuyahoga County; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended an Economic Development Loan in the amount not-to-exceed \$2,500,000.00 to JumpStart, Inc. fully amortizing over a 7- year term, at 3% interest; payments and interest deferred until 2023. Forgivable up to 100% upon documentation that certain minimum outcomes have been achieved in 2022 due to Entrepreneurial Services Program assistance to the client companies; and

WHEREAS, JumpStart, Inc. is an organization that assists early-stage tech startups, innovators and small businesses throughout Cuyahoga County; and

WHEREAS, the proposed County loan would be utilized exclusively for investments and loans for companies located within Cuyahoga County, which will improve the County's global competitiveness, foster economic growth, and broaden the diversity of the County's tech-based ecosystem; and

WHEREAS, an essential objective for the County in making the loan is to provide funding to minority-owned businesses, and JumpStart, Inc. is committed to emphasizing diversity in the portfolio companies' leadership teams and workforces with a direct intent to provide funding to minority-owned companies; and

WHEREAS, the proposed funding source for the loan is the Economic Development Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an Economic Development Loan to JumpStart, Inc. in the amount not-to-exceed \$2,500,000.00 to provide local matching funds to support one-half of the operating costs to carry out the Ohio Third Frontier Entrepreneurial Services Program to assist early-stage tech startups, innovators, and small businesses throughout Cuyahoga County.

**SECTION 2.** That the County Executive and/or the Director of Development is authorized to execute all documents consistent with said loan and this Resolution.

**SECTION 3.** That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 12, 2022  
Committee(s) Assigned: Economic Development & Planning

Committee Report/Second Reading: April 26, 2022

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



Title: JumpStart, Inc.

Department of Development; 2022; JumpStart, Inc.; \$2,500,000; Economic Development Loan

Scope of Work Summary

Department of Development requesting approval of an Economic Development loan with JumpStart, Inc. for the anticipated cost not-to-exceed \$2,500,000.00.

Economic Development Fund

Borrower Name: JumpStart, Inc.

Project Name: JumpStart, Inc.

Project Purpose: JumpStart, Inc. is an organization that assists early-stage tech start-ups, innovators, and small businesses throughout Cuyahoga County. The loan funds will be used to match funds from the Ohio Third Frontier in performing Entrepreneurial Services Program activities through calendar year 2022.

Loan Type: Economic Development Loan

Loan amount: \$2,500,000 – not to exceed

Total Project amount \$5,000,000

Loan Terms: Fully amortizing over a 7-year term, at 3% interest; payments and interest deferred until 2023. Forgivable up to 100% upon documentation that certain minimum outcomes have been achieved in 2022 due to Entrepreneurial Services Program assistance to the client companies.

Funding Source: Economic Development Fund



**DATE:** March 22, 2022  
**TO:** County Council  
**FROM:** Paul Herdeg  
**SUBJECT:** Proposed Economic Development Loan to JumpStart, Inc.  
**CC:** Armond Budish, Bill Mason, Matt Carroll

The Department of Development recommends making a \$2,500,000 economic development loan to JumpStart, Inc. The purpose of this loan is to provide JumpStart with local matching funds to support one-half of the operating costs to carry out the Ohio Third Frontier Entrepreneurial Services Program to assist early-stage tech startups, innovators, and small businesses throughout Cuyahoga County.

Ohio Third Frontier (OTF) is an internationally recognized, technology-based economic development initiative that is successfully changing the trajectory of Ohio's economy. The combination of state funding through OTF resources leveraged with local cash match allows JumpStart and partners to accelerate the growth of hundreds of local startups and small firms.

Since 2017, JumpStart has leveraged the Ohio Third Frontier Entrepreneurial Services Program funding to assist 470 Cuyahoga County companies. 173 (36%) of these companies are led by women; 83 (17%) of these companies are led by Black and Latino/a/Hispanic persons, and a combined 214 (45%) of the companies served are led by women, Black, and/or Latino/a/Hispanic persons. Further, 5,050 jobs were created and retained in Cuyahoga County by these companies.

The loaned funds will be used to match \$2,500,000 of OTF funds to sustain Entrepreneurial Services Program activities through the end of calendar year 2022. JumpStart projects the following minimum outcomes to be achieved from this work by the end of 2022:

- 230 companies located in Cuyahoga County will be assisted
- 350 jobs will be created in Cuyahoga County
- 600 jobs will be retained in Cuyahoga County
- \$160M leveraged capital will be invested in these Cuyahoga County companies

Further, a minimum of 40% of the companies assisted will be managed or founded by Women, Black and or Latino/Hispanic persons and located in Cuyahoga County.

The following loan terms are recommended by the Department of Development:

- Fully amortizing over 7 years at 3% interest; payments and interest deferred until 2023.
- Forgivable up to 100% upon documentation that the above stated minimum outcomes have been achieved due to Entrepreneurial Services Program assistance to companies.
- Adequate security, which may include intangible assets, as determined by Development.

The above loan recommendation is approved, subject to approval by County Council:

  
County Executive

3-23-22  
Date

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2022-0003

Sponsored by: <b>County Executive Budish</b>  Co-sponsored by: <b>Councilmembers Conwell, Sweeney, Baker and Miller</b>	<b>An Ordinance</b> providing for an amendment to the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to create a Tuition Assistance Program to be applicable to all County employees and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual, otherwise known as the Employee Handbook; and

WHEREAS, pursuant to Section 9.01 of the County Charter, the County’s human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination based on race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and

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

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

**SECTION 1.** Adoption of Revised Human Resources Personnel Policies and Procedures Manual: Council hereby amends the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) by adding new Section 10.12, as detailed in the attachment hereto, which amendment shall be effective for all County employees and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended manual to all employees who are subject to the manual in accordance with the Department’s usual method of dissemination.

**SECTION 2.** Policies applicable to bargaining employees shall be effective in accordance with state law and any applicable collective bargaining agreement. This



First Reading/Referred to Committee: April 12, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested: May 6, 2022

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

## **Tuition Assistance Program**

It is the policy of Cuyahoga County to support and encourage employees to reach their personal goals, to take advantage of educational opportunities to enhance their job-related skills and to promote career development. Acquiring new skills; staying current with best practices and new technology; and gaining access to new information improves employee productivity, creates a pool of qualified and productive staff, and strengthens the County's commitment to promote the economic well-being of its employees.

Participation is voluntary and is not a condition of continued employment.

### **Eligibility**

Employee Eligibility: To be eligible for any form of tuition reimbursement under this program an employee must:

1. Be a full-time, benefits eligible employee as defined section 6.01 Employment Status in the Employee Handbook.
2. Have completed one (1) year of full-time continuous service prior to the date on which the course(s) commences.
3. Be pursuing a degree or taking individual courses at an institution approved by the Human Resources Department. The courses must be related to the employee's current position or a probable future assignment; and
4. Be in active employment status when the course(s) is completed. The resignation, release, or discharge of a participating employee after enrollment, and prior to the class completion date, will result in the employee's automatic ineligibility for a tuition reimbursement.

Eligible Coursework:

1. Program must be offered by an institution approved by Human Resources.
2. Eligible education includes undergraduate and graduate classes and individual credit granting seminars.
3. Does not include conferences or courses required for licensure/certification or to maintain minimum job qualifications.
4. Does not include books, fees, lab charges, travel, mileage, room and board/lodging or other non-tuition expenses.

Reimbursement

1. Grade of "C" or better for undergraduate studies, "B" or better for graduate studies, and a "Pass" or "Completed" for seminars.
2. Classes taken for Audit purposes are not eligible for reimbursement.

3. Maximum reimbursement of \$3,600 per calendar year for undergraduate and graduate study.

#### Approved Institution

For purposes of this Tuition Assistance Program, Approved Institution means a non-profit, public or private institution of higher education that provides Associate's, Baccalaureate and Master's/graduate programs and is accredited by the Higher Learning Commission for the programs being offered, as selected by the Director of Human Resources from time to time through a request for proposals process. The Director of Human Resources shall, no less than once every calendar year notify County employees of those institutions identified by the Director of Human Resources as an Approved Institution.

#### Procedures

To be eligible to receive reimbursement for educational expenses, employees must follow the following procedures:

- Prior to enrolling in an educational course, the employee must provide their manager/supervisor with information about the course for which the employee would like to receive reimbursement/payment and discuss the job-relatedness of the continuing education.
- At least thirty (30) prior to the commencement of the course(s), a Tuition Reimbursement Request Form must be completed by the employee, signed by the employee's department head or designee and submitted to the Human Resources Department for approval.
- Once the course(s) have been approved via the Human Resources Department, employees shall execute a Tuition Reimbursement Agreement, which describes the terms under which reimbursement is provided.
- The Human Resources Department will maintain the original Tuition Reimbursement Request Form and all subsequent supporting documentation.
- Once the course is successfully completed, the employee shall submit documented receipts (or outstanding invoices) for tuition payment/reimbursement from the educational institution and documentation reflecting that the employee received the required passing grade or certification of a passing completion to the Human Resources Department.
- Requests for reimbursement received after the commencement of the course will not be approved. **Completing tuition reimbursement documentation or enrolling in a class is not a guarantee of payment. Tuition reimbursement requests will not be authorized unless it is approved by the employee's department head and authorized by Human Resources prior to the begin date of the class.**
- Employees are not permitted to take classes during their working hours under this program.

- The Human Resources Department will coordinate the reimbursement with the Fiscal Office.

### Repayment Rules

**Should an employee leave County employment *for any reason* during the three (3) year period following the completion date of the last course taken by the employee, the employee shall be responsible to repay the reimbursement per the following schedule\*:**

- Within 1 year one hundred percent (100%) of any reimbursements received by the County within the previous 12-month period immediately preceding the employees' last day of employment.
- Within 2 years, seventy-five percent (75%) of any payments made within the previous 12-month period immediately preceding the employees' last day of employment.
- Within 3 years, fifty percent (50%) of any payments made within the previous 12-month period immediately preceding the employees' last day of employment.

\*Special circumstances, as it relates to repayment will be reviewed and a determination will be provided by the Director of Human Resources.

Any exception granted by the Director of Human Resources is made on a case-by-case basis. All decisions will be final and not considered a precedent for future requests.