



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, MARCH 14, 2023**  
**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) February 28, 2023 Committee of the Whole Meeting [See Page 15]
  - b) February 28, 2023 Regular Meeting [See Page 17]
7. **ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
8. **MESSAGES FROM THE COUNTY EXECUTIVE**
9. **LEGISLATION INTRODUCED BY COUNCIL**
  - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
    - 1) R2023-0050: A Resolution awarding a total sum, not to exceed \$10,000, to City Fresh for the purchase of a replacement diesel Class 4-7 truck from the District 3 ARPA Community Grant Fund; and declaring the necessity that this [See Page 32]

Resolution become immediately effective.

Sponsor: Councilmember Sweeney

- 2) R2023-0051: A Resolution awarding a total sum, not to exceed \$50,000, to the Julia de Burgos Cultural Arts Center for Arts and Culture Community Programming from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 40]

Sponsor: Councilmember Sweeney

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

- 1) R2023-0026: A Resolution awarding a total sum, not to exceed \$10,000, to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students from the District 9 ARPA Community Grant Fund, and declaring the necessity that this Resolution become immediately effective. [See Page 49]

Sponsors: Councilmembers Turner, Simon, Stephens, Jones, Miller, Conwell, and Schron

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

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

- 1) R2023-0027: 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 58]

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

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

- 2) R2023-0042: A Resolution reappointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2023 - 3/7/2029, and declaring the necessity that this Resolution become immediately effective. [See Page 86]

Sponsor: Councilmember Turner

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

**d) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING  
ADOPTION**

- 1) R2023-0024: A Resolution awarding a total sum, not to exceed \$8,000, to the City of Fairview Park for the Evolis Radar Speed Sign Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 99]

Sponsors: Councilmembers Kelly, Simon, Tuma, Conwell and  
Gallagher

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

- 2) R2023-0025: A Resolution awarding a total sum, not to exceed \$28,850, to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle” from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 107]

Sponsors: Councilmembers Simon, Tuma, Conwell, Gallagher  
and Kelly

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

**e) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING  
AND REFERRAL TO COMMITTEE**

- 1) O2023-0004: An Ordinance enacting the right of county renters to Pay-to-Stay; and declaring the necessity that this Ordinance become immediately effective. [See Page 116]

Sponsor: Councilmember Miller

- 2) O2023-0005: An Ordinance renumbering Section 202.07 of the Cuyahoga County Code to 204.02 and to clarify the duties of the County Sheriff's Department and the County Sheriff; and declaring the necessity that this Ordinance become immediately effective. [See Page 120]

Sponsors: Councilmembers Kelly and Gallagher

- 3) O2023-0006: An Uncodified Ordinance authorizing the County Executive to provide a one-time bonus to certain non-bargaining classified County employees to ensure they receive the entire amount equal to the 6.44% average increase that other non-bargaining classified and unclassified employees received in 2022; and declaring the necessity that this Uncodified Ordinance become immediately effective. [See Page 124]

Sponsor: Councilmember Sweeney

## 10. LEGISLATION INTRODUCED BY EXECUTIVE

### f) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2023-0052: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 127]

Sponsor: County Executive Ronayne/Office of Budget and Management

- 2) R2023-0053: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, Region 2-B, Local Number 70 ("UAW"), representing approximately six (6) employees in the classification of Court Security Officers in the Cuyahoga County Sheriff's Department for the period 1/1/2022-12/31/2024; directing that funds necessary to



implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 135]

Sponsor: County Executive Ronayne/Department of Law/Sheriff's Department

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

- 1) R2023-0054: A Resolution confirming the County Executive's appointment of Jacqueline Fletcher, upon her taking the oath of office, as Director of the Division of Children and Family Services in the Department of Health and Human Services, and declaring the necessity that this Resolution become immediately effective. [See Page 138]

Sponsor: County Executive Ronayne

- 2) R2023-0055: A Resolution confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development, and declaring the necessity that this Resolution become immediately effective. [See Page 140]

Sponsor: County Executive Ronayne

- 3) R2023-0056: A Resolution confirming the County Executive's appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2023 – 3/31/2026, and declaring the necessity that this Resolution become immediately effective: [See Page 147]

Reappointment:

- i) Michele C. Scott Taylor, MD

Appointment:

- ii) Dan Blakemore

Sponsor: County Executive Ronayne

- 4) R2023-0057: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective: [See Page 163]

Re-appointments:

- i) M. Gabriella Celeste
- ii) Beverly R. Charles
- iii) David S. Crampton, PhD
- iv) Debra Rex

Sponsor: County Executive Ronayne

- 5) R2023-0058: A Resolution authorizing an amendment to Contract No. 1030 with Duct Fabricators, Incorporated for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 – 4/30/2023, to extend the time period to 12/31/2024 and for additional funds in the amount not-to-exceed \$797,800.00; 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 189}

Sponsor: County Executive Ronayne/Department of Public Works

- 6) R2023-0059: A Resolution authorizing an amendment to Contract No. 1649 with TranSystems Corporation of Ohio for design engineering services in connection with rehabilitation of Hilliard Road Bridge No. 08.57 over Rocky River and Valley Parkway in the Cities of Lakewood and Rocky River, to change the scope of services, effective upon signature of the County Executive, and for additional funds in the amount not-to-exceed \$1,676,937.00; 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 198]

Sponsor: County Executive Ronayne/Department of Public Works

- 7) R2023-0060: A Resolution making an award on RQ11369 to CATTs Construction Inc. in the amount not-to-exceed \$3,069,263.91 for resurfacing and rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; authorizing the County Executive to execute Contract No. 3108 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 \$5.00 License Tax Funds in the amount of \$3,069,263.91 to fund said contract;; and declaring the necessity that this Resolution become immediately effective. [See Page 208]

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

- 8) R2023-0061: A Resolution authorizing a revenue generating Agreement with the City of Berea in the amount not-to-exceed \$550,000.00 for maintenance and repair of storm and sanitary sewers for the period 4/1/2023 – 3/31/2024; authorizing the County Executive to execute Agreement No. 3154 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 235]

Sponsor: County Executive Ronayne/Department of Public Works

- 9) R2023-0062: A Resolution authorizing an amendment to Contract No. 2958 with Kaiser Group (DE) LLC dba Dynamic Workforce Solutions for Title I Business Services in connection with the Federal Workforce Innovation and Opportunity Act for the period 1/1/2023 – 6/30/2024 to expand the scope of services to provide program support and financial services for the Cuyahoga County Skill-Up Program and for additional funds in the total amount not-to-exceed \$1,250,000.00, effective 4/1/2023; 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 240]

Sponsor: County Executive Ronayne/Department of Development on behalf of the Department of Health and Human Services

- 10) R2023-0063: A Resolution authorizing an amendment to a Grant Agreement via Contract No. 2855 with Hitchcock Center for Women to support construction of a residential treatment and recovery center, to support women experiencing substance abuse issues, for the period 9/13/2022 – 4/30/2025 for additional funds in the amount not-to-exceed \$967,800.00; 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 248]

Sponsor: County Executive Ronayne/Office of Innovation and Performance on behalf of Health and Human Services/Office of the Director

- 11) R2023-0064: A Resolution authorizing an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2981 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 254]

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

- 12) R2023-0065: A Resolution authorizing Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,539,371.43 for child support services for the period 1/1/2023 - 12/31/2023; authorizing the County Executive to execute Agreement Nos. 3155, 3156, 3158, 3159 and 3160 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 263]

a) Agreement No. 3155 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$4,146,253.89.

b) Agreement No. 3156 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,668,462.25.

- c) Agreement No. 3158 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$22,329.73.
- d) Agreement No. 3159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$17,068.20.
- e) Agreement No. 3160 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,685,257.36.

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

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

- 1) R2023-0047: A Resolution making an award on RQ11381 to CATTs Construction, Inc. in the amount not-to-exceed \$1,494,590.80 for resurfacing of Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and the Village of Mayfield in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 3037 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 310]

Sponsor: County Executive Ronayne/Department of Public Works

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

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

- 1) R2023-0030: A Resolution confirming the County Executive's appointment of The Honorable Mayor Georgine Welo to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025, and

declaring the necessity that this Resolution become immediately effective. [See Page 334]

Sponsor: County Executive Ronayne

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

- 2) R2023-0031: A Resolution confirming the County Executive’s appointment of The Honorable Mayor Marie Gallo to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024, and declaring the necessity that this Resolution become immediately effective. [See Page 340]

Sponsor: County Executive Ronayne

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

- 3) R2023-0032: A Resolution confirming the County Executive’s appointment of The Honorable Mayor Nicole Dailey Jones to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 345]

Sponsor: County Executive Ronayne

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

- 4) R2023-0044: A Resolution confirming the County Executive’s appointment of The Honorable Mayor Gigi Traore to serve on the Cuyahoga County Planning Commission representing the Cuyahoga County Region for the term 3/25/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective.[See Page 349]

Sponsor: County Executive Ronayne

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

- 5) R2023-0046: A Resolution authorizing the County Executive to execute all Non-Monetary Contracts, including but not limited to Agreements, Easements, Leases, Memorandums of Understanding, and Permits in connection with the Beulah Park-Euclid Beach Connector Project; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 353]

Sponsor: County Executive Ronayne/Department of Public Works

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

- 6) R2023-0048: A Resolution authorizing an amendment to a Master Contract with various providers for community-based services to support at-risk children and families for the period 4/1/2021 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$4,912,734.60; authorizing the County Executive to execute the amendment and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 357]

- a) Contract No. 1098 with Catholic Charities Corporation in the amount not-to-exceed \$688,959.77.
- b) Agreement No. 1099 with City of Lakewood in the amount not-to-exceed \$585,866.61.
- c) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$247,925.20.
- d) Contract No. 1101 with The East End Neighborhood House in the amount not-to-exceed \$247,925.20.
- e) Contract No. 1102 with Harvard Community Services Center in the amount not-to-exceed \$296,202.54.
- f) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$792,052.92.

- g) Contract No. 1104 with The Centers for Families and Children in the amount not-to-exceed \$441,034.57.
- h) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$882,069.14.
- i) Contract No. 1106 with West Side Community House in the amount not-to-exceed \$730,698.65.

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

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

- 7) R2023-0049: A Resolution making an award on RQ9776 to The MetroHealth System in the amount not-to-exceed \$1,551,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2833 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 411]

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

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

**j) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION**

- 1) R2023-0029: A Resolution authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution ; and declaring the necessity that this Resolution become immediately effective. [See Page 420]

Sponsor: County Executive Ronayne on behalf of Cuyahoga



County Board of Elections

Committee Assignment and Chair: Committee of the Whole – Jones

**k) CONSIDERATION OF ORDINANCES FOR FIRST READING AND RERERRAL TO COMMITTEE**

- 1) O2023-0007: An Ordinance amending Section 202.08 of the Cuyahoga County Code regarding the Department of Development and enacting new Section 202.09 to establish the Department of Housing and Community Development; and declaring the necessity that this Ordinance become immediately effective. [See Page 439]

Sponsor: County Executive Ronayne

- 2) O2023-0008: An Ordinance amending Cuyahoga County Code Chapter 506; Procurement Card Program Policies and Procedures to approve revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 4/11/2023; and declaring the necessity that this Ordinance become immediately effective. [See Page 443]

Sponsor: County Executive Ronayne/Fiscal Officer/  
Department of Purchasing

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

REGULAR MEETING:

TUESDAY, MARCH 28, 2023  
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, FEBRUARY 28, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
3:30 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 3:36 p.m.**

### 2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers Sweeney, Tuma, Gallagher, Schron, Conwell, Turner, Simon, Kelly, Miller and Jones were in attendance and a quorum was determined. Councilmember Stephens entered the meeting after the roll-call was taken.**

### 3. PUBLIC COMMENT

**There were no public comments given.**

### 4. ITEM REFERRED TO COMMITTEE

- a) R2023-0029: A Resolution authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Council President Jones turned the gavel over to Mr. Miller, Chair of the Finance and Budgeting Committee.**

**Mr. Anthony Perlatti, Director of the Board of Elections, addressed the Committee regarding Resolution No. R2023-0029. Discussion ensued.**

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0029 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

**Mr. Miller turned the gavel over to Council President Jones.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 4:44 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, FEBRUARY 28, 2023  
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 5:01 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**There was no moment of silent meditation.**

**5. PUBLIC COMMENT**

**a) Andre P. White addressed Council regarding the prevalence of childhood lead poisoning.**

**b) Larry Rodriguez addressed Council regarding ADA accessibility concerns in Cuyahoga County.**

**c) Julie Johnson addressed Council and thanked them for their financial support to the Hunger Network of Greater Cleveland and presented a thank you card from the residents of Wilson Tower Apartments to Council.**

**d) Loh addressed Council regarding various non-agenda items.**

6. APPROVAL OF MINUTES

a) February 14, 2023 Regular Meeting

**A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the February 14, 2023 Regular meeting.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

**County Executive Ronayne addressed County Council regarding his recent trip to Columbus. On behalf of the County administration, he offered his views to various legislators regarding House Bill 1, which would negatively impact Cuyahoga County's public schools, parks and libraries and the well-being of the community and asked for County Council's support. Mr. Ronayne also thanked those who helped to turn down State Bill 23, which would have impacted the County's ability to advance projects.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

**There were no announcements from Council President Jones.**

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2023-0041: A Resolution awarding a total sum, not to exceed \$25,000, to Burten, Bell, Carr Development, Inc. for the Tenant Engagement and Quality Housing Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2023-0041 to the Community Development Committee.**

- 2) R2023-0042: A Resolution reappointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2023 - 3/7/2029, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2023-0042 to the Human Resources, Appointments & Equity Committee.**

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2023-0024: A Resolution awarding a total sum, not to exceed \$8,000, to the City of Fairview Park for the Evolis Radar Speed Sign Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Kelly, Simon, Tuma, Conwell and Gallagher

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

**Clerk Richardson read Resolution No. R2023-0024 into the record.**

**This item will move to the March 14, 2023 Council meeting agenda for consideration for third reading adoption.**

- 2) R2023-0025: A Resolution awarding a total sum, not to exceed \$28,850, to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle” from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Simon, Tuma, Conwell, Gallagher and Kelly

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

**Clerk Richardson read Resolution No. R2023-0025 into the record.**

**This item will move to the March 14, 2023 Council meeting agenda for consideration for third reading adoption.**

c) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2023-0020: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061 and R2022-0049, which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from February 28, 2023, to November 30, 2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Community Development – Stephens

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2023-0020 was considered and adopted by unanimous vote.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

- d) CONSIDERATION OF A RESOLUTION 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 No. R2023-0043.**

- 1) R2023-0043: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Office of Budget and Management

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2023-0043 was considered and adopted by unanimous vote.**

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



- 1) R2023-0044: A Resolution confirming the County Executive’s appointment of The Honorable Mayor Gigi Traore to serve on the Cuyahoga County Planning Commission representing the Cuyahoga County Region for the term 3/25/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0044 to the Human Resources, Appointments & Equity Committee.**

- 2) R2023-0045: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Division of Children and Family Services (DCFS) Advisory Board for the term 3/1/2023 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective:
  - i) Andrew S. Garner, M.D., Ph.D. F.A.A.P.
  - ii) Angela M. Newman-White
  - iii) Lakecia Wild

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0045 to the Human Resources, Appointments & Equity Committee.**

- 3) R2023-0046: A Resolution authorizing the County Executive to execute all Non-Monetary Contracts, including but not limited to Agreements, Easements, Leases, Memorandums of Understanding, and Permits in connection with the Beulah Park-Euclid Beach Connector Project; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0046 to the Public Works, Procurement & Contracting Committee.**

- 4) R2023-0047: A Resolution making an award on RQ11381 to CATTs Construction, Inc. in the amount not-to-exceed \$1,494,590.80 for resurfacing of Wilson Mills Road from

Lander Road to Alpha Drive in the City of Highland Heights and the Village of Mayfield in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 3037 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0047 to the Public Works, Procurement & Contracting Committee.**

- 5) R2023-0048: A Resolution authorizing an amendment to a Master Contract with various providers for community-based services to support at-risk children and families for the period 4/1/2021 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$4,912,734.60; authorizing the County Executive to execute the amendment and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Contract No. 1098 with Catholic Charities Corporation in the amount not-to-exceed \$688,959.77.
  - b) Agreement No. 1099 with City of Lakewood in the amount not-to-exceed \$585,866.61.
  - c) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$247,925.20.
  - d) Contract No. 1101 with The East End Neighborhood House in the amount not-to-exceed \$247,925.20.
  - e) Contract No. 1102 with Harvard Community Services Center in the amount not-to-exceed \$296,202.54.
  - f) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$792,052.92.

- g) Contract No. 1104 with The Centers for Families and Children in the amount not-to-exceed \$441,034.57.
- h) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$882,069.14.
- i) Contract No. 1106 with West Side Community House in the amount not-to-exceed \$730,698.65.

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

**Council President Jones referred Resolution No. R2023-0048 to the Health, Human Services & Aging Committee.**

- 6) R2023-0049: A Resolution making an award on RQ9776 to The MetroHealth System in the amount not-to-exceed \$1,551,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2833 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

**Council President Jones referred Resolution No. R2023-0049 to the Health, Human Services & Aging Committee.**

- f) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING
  - 1) R2023-0029: A Resolution authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.  
[Pending referral from committee]

Sponsor: County Executive Ronayne on behalf of Cuyahoga County Board of Elections

Committee Assignment and Chair: Committee of the Whole – Jones

**Clerk Richardson read Resolution No. R2023-0029 into the record.**

**This item will move to the March 14, 2023 Council meeting agenda for consideration for third reading adoption.**

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

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and to place on final passage Resolutions Nos. R2023-0033; R2023-0034; R2023-0035; R2023-0036; R2023-0037; R2023-0038; R2023-0039 & R2023-0040.**

- 1) R2023-0033: A Resolution making awards on RQ11147 to various contractors in the total amount not-to-exceed \$1,500,000.00 for on-call heavy construction services, on a task order basis, for various road and bridge maintenance and repairs for the period 3/1/2023 – 2/28/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) Contract No. 2989 with CATTS Construction, Inc. in the amount not-to-exceed \$375,000.00.
  - b) Contract No. 2990 with The Ruhlin Company in the amount not-to-exceed \$375,000.00.
  - c) Contract No. 2991 with Schirmer Construction, LLC in the amount not-to-exceed \$375,000.00.
  - d) Contract No. 2992 with Terrace Construction Company, Inc in the amount not-to-exceed \$375,000.00.

Sponsor: County Executive Ronayne/Department of Public Works

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

**On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0033 was considered and adopted by unanimous vote.**

- 2) R2023-0034: A Resolution making awards on RQ11049 to various providers in the total amount not-to-exceed \$2,000,000.00 for various maintenance, repair and operations supplies for the Sanitary Engineering Division commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - a) Contract No. 3140 with Amico LLC dba SOS Speedy Office Supply in the amount not-to-exceed \$100,000.00.
  - b) Contract No. 3141 with The Chas. E. Phipps Company in the amount not-to-exceed \$50,000.00.
  - c) Contract No. 3142 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$20,000.00.
  - d) Contract No. 3143 with EJ USA, Inc. in the amount not-to-exceed \$130,000.00.
  - e) Contract No. 3144 with Lakeside Supply Company in the amount not-to-exceed \$350,000.00.
  - f) Contract No. 3145 with The Safety Company dba MTech in the amount not-to-exceed \$830,000.00.
  - g) Contract No. 3146 with Three-Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$70,000.00.
  - h) Contract No. 3147 with W. W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00.

Sponsor: County Executive Ronayne/Department of Public Works/Sanitary Engineering Division

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

**On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2023-0034 was considered and adopted by unanimous vote.**

- 3) R2023-0035: A Resolution making awards on RQ11080 to various providers in the total amount not-to-exceed \$3,000,000.00 for various maintenance, repair and operations supplies commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- a) Contract No. 3063 Air-Rite, Inc. amount not-to-exceed \$160,000.00.
  - b) Contract No. 3064 Amico LLC dba SOS Speedy Office Supplies amount not-to-exceed \$80,000.00.
  - c) Contract No. 3065 Applied Industrial Technologies, Inc. dba Applied Maintenance Supplies & Solutions LLC in the amount not-to-exceed \$20,000.00.
  - d) Contract No. 3066 Best Plumbing Specialties, Inc. in the amount not-to-exceed \$150,000.00.
  - e) Contract No. 3067 The Chas. E. Phipps Company in the amount not-to-exceed \$150,000.00.
  - f) Contract No. 3068 Cleveland Hermetic & Supply, Inc. in the amount not-to-exceed \$200,000.00.
  - g) Contract No. 3069 Commercial Door Service Company, Inc. dba Cleveland Key & Security in the amount not-to-exceed \$60,000.00.
  - h) Contract No. 3070 Craftmaster Hardware, LLC in the amount not-to-exceed \$80,000.00.

- i) Contract No. 3071 Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$10,000.00.
- j) Contract No. 3072 Decker Steel & Supply, Inc. in the amount not-to-exceed \$90,000.00.
- k) Contract No. 3073 Foundation Building Materials (FBM) Wholesale Builders Supply, LLC in the amount not-to-exceed \$300,000.00.
- l) Contract No. 3074 Graybar Electric Company, Inc. in the amount not-to-exceed \$150,000.00.
- m) Contract No. 3075 Lakeside Supply Company in the amount not-to-exceed \$400,000.00.
- n) Contract No. 3076 Mars Electric Company, Inc. in the amount not-to-exceed \$150,000.00.
- o) Contract No. 3077 PPG Architectural Finishes, Inc. dba PPG Paints in the amount not-to-exceed \$100,000.00.
- p) Contract No. 3078 Prism Glass & Door Co., Inc. dba Allied Glass Services in the amount not-to-exceed \$130,000.00.
- q) Contract No. 3079 Sutton Industrial Hardware in the amount not-to-exceed \$130,000.00.
- r) Contract No. 3080 Three-Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$40,000.00.
- s) Contract No. 3081 Win Supply of Cleveland, Inc. in the amount not-to-exceed \$150,000.00.
- t) Contract No. 3082 W. W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00.

Sponsor: County Executive Ronayne/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. R2023-0035 was considered and adopted by unanimous vote.**

- 4) R2023-0036: A Resolution making an award on RQ11289 to Perk Company, Inc. in the amount not-to-exceed \$694,755.95 for pre-phase work in connection with the replacement of Pleasant Valley Road Bridge Nos. 09.03, 09.35, 09.68 over Cuyahoga River, including widening of Canal Road/Hillside Road intersection and installation of a temporary traffic signal in the Village of Valley View and the City of Independence; authorizing the County Executive to execute Contract No. 3087 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

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

**On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0036 was considered and adopted by unanimous vote.**

- 5) R2023-0037: A Resolution authorizing a revenue generating agreement with The Cleveland Police Historical Society, Inc. in the amount not-to-exceed \$10.00 to lease 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period 1/1/2023 – 12/31/2025; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Sweeney and Miller

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



**On a motion by Mr. Tuma with a second by Ms. Turner, Resolution No. R2023-0037 was considered and adopted by unanimous vote.**

- 6) R2023-0038: A Resolution making an award on RQ10456 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$2,231,638.00 for operations and case management services for a 400-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 1/1/2023 – 8/19/2023; authorizing the County Executive to execute Contract No. 3013 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0038 was considered and adopted by unanimous vote.**

- 7) R2023-0039: A Resolution making an award on RQ10456 to Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) in the amount not-to-exceed \$2,536,793.00 for operation and case management services at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3014 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0039 was considered and adopted by unanimous vote.**

- 8) R2023-0040: A Resolution making an award on RQ10456 to Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3015 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0040 was considered and adopted by majority vote, with Councilmember Tuma recusing.**

h) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2023-0022: A Resolution authorizing an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023; and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution ; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/ Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

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

**On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0022 was considered and adopted by unanimous vote.**

**11. MISCELLANEOUS COMMITTEE REPORTS**

**Mr. Miller reported that Finance & Budgeting will meet on Monday, March 6 at 1:00 p.m. to review the 2022 year-end financial report.**

**Mr. Tuma reported that Public Works, Procurement & Contracting will meet on Wednesday, March 8 at 10:00 a.m.**

**Mr. Sweeney reported that Council Operations, Intergovernmental Relations & Public Transportation will meet on Tuesday, March 7 at 3:00 p.m.**

**Ms. Conwell reported that Health, Human Services & Aging will meet on Wednesday, March 8 at 1:00 p.m.**

**Ms. Simon reported that Education, Environment & Sustainability will meet on Wednesday, March 8 at 3:00 p.m.**

**Ms. Turner reported that Human Resources, Appointments & Equity will meet on Tuesday, March 7 at 10:00 a.m.**

**12. MISCELLANEOUS BUSINESS**

**Mr. Miller expressed his concern regarding allegations that inmates were being detained in the jail beyond their authorized release date and thanked Council President Jones for supporting his request to hear this matter in an upcoming Executive Session.**

**Ms. Turner thanked Council President Jones, County Executive Ronayne and Ms. Nailah Byrd, Clerk of Courts/Chief of Public Safety and Justice for the recent program and discussion on diversity, equity and inclusion in the County; and thanked Mr. Ronayne and his staff for participating in Divine 9 activities, which was well received by County staff; and wished everyone a Happy Black History Month.**

**13. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 5:41 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0050

Sponsored by: <b>Councilmember Sweeney</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to City Fresh for the purchase of a replacement diesel Class 4-7 truck from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$10,000 to City Fresh for the purchase of a replacement diesel Class 4-7 truck; and

**WHEREAS**, City Fresh estimates approximately 1,000 people will be served annually through this award; and

**WHEREAS**, City Fresh estimates the total cost of the project is \$304,770; and

**WHEREAS**, City Fresh indicates the other funding source(s) for this project includes:

- A. \$110,000 from an EPA Grant;
- B. \$25,000 from the George Gund Foundation;
- C. \$40,000 from the Green Edge Fund
- D. \$26,000 from the Nord Family Foundation

E. \$5,000 from a private donation; and

**WHEREAS**, City Fresh is estimating the start date of the project will be January 2021 and the project will be completed by December 2023; and

**WHEREAS**, City Fresh requested \$98,770 from the District 3 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to City Fresh to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to City Fresh from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purchase of a replacement diesel Class 4-7 truck.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, 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.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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,





## Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> City Fresh	
<b>Address of Requesting Entity:</b> PO Box 357 Oberlin, OH 44074                      44333 St. Rt. 511, Oberlin, OH 44074	
<b>County Council District # of Requesting Entity:</b>	
<b>Address or Location of Project if Different than Requesting Entity:</b> <small>5701 Fullerton Ave, Cleveland OH 44105; 1925 Coventry Rd., Cleveland Heights, OH 44118; 605 E 222nd St, Euclid, OH 44123; 15460 Triskett Rd, Cleveland 44111; 50 E Bagley Rd., Berea OH 44017; 1688 Fulton Rd, Cleveland OH 44113; 4744 Broadview Rd, Cleveland OH 44109; 15425 Detroit Rd, Lakewood OH 44017; 50 Public Square, Cleveland OH 44113; 27333 Center Ridge Rd, Westlake OH 44145</small>	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>  1, 2, 3, 5, 7, 8, 10, 11	
<b>Contact Name of Person Filling out This Request:</b> Anna Kiss Mauser-Martinez	
<b>Contact Address if different than Requesting Entity:</b>	
<b>Email:</b> annakiss@cityfresh.org	<b>Phone:</b> 216-469-0904
<b>Federal IRS Tax Exempt No.:</b> 52-2237568	<b>Date:</b> 2/1/2023

# PROJECT DESCRIPTION

## **REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

In December 2020, City Fresh was awarded \$110,000 by the U.S. Environmental Protection Agency, through their Diesel Mitigation Trust Fund, for the replacement of our diesel Class 4-7 truck with an all-electric Class 4-7 step van. This award covers 47% of the cost of the new vehicle and we have sourced an additional \$96,000 in grants and donations to support the project, leaving us to seek local funds in the amount of \$98,770 in order to take ownership in time for our Spring 2023 season.

Transportation-related emissions are the second largest contributor to global CO2 emissions and, despite a brief respite during the pandemic year, are expected to grow. Our staff is eager to serve as a local test case for the viability of electric freight operations in Northern Ohio. City Fresh logs upwards of 19,000 miles each year with its diesel box truck. Conversion to an all-electric step van will reduce our annual diesel fuel consumption from nearly 3,000 gallons to zero, shrinking our total delivery-related carbon footprint by an estimated 35 tons, based on Oberlin Municipal Light and Power System's 2020 generation mix (which is 85% renewable).

City Fresh is also doing its part to reduce vehicle miles traveled (VMT), as well as food miles traveled. Business-as-usual scenarios predict an increase of 20% of VMT by 2050; the farm-to-fork distance traveled by the average piece of produce consumed in the US is over 1,500 miles. According to the Natural Resources Defense Council, the typical American meal originates from five different countries. City Fresh addresses this problem by keeping each bite's farm-to-fork journey to less than 70 miles.

For more than twenty years, beginning with our very first Fresh Stop in the Clark-Fulton neighborhood of Cleveland, City Fresh has targeted Northeast Ohio food deserts with a model created from the ground up to meet the needs of low-income households in Cleveland and communities of western Cuyahoga and Lorain counties. Unlike many nutrition support options, City Fresh is not food rescue, and does not rely on agricultural commodity foods. We work closely with local growers to provide a weekly rainbow of high-quality, high-nutrition fruit and vegetables while keeping Northeast Ohio food dollars circulating in the region.

With the support of Cuyahoga County ARPA funds, City Fresh will empower communities in Northeast Ohio to eat and live better, ensuring food sovereignty in the region and improving health outcomes for its citizens. We will continue to address the interrelated issues of food access, food affordability, local food infrastructure, health disparities, climate change, and support of small Ohio farms. We sincerely appreciate your consideration.

**Project Start Date:**

01/01/2021

**Project End Date:**

12/31/2023



## IMPACT OF PROJECT:

### Who will be served:

We are the only CSA operating in and prioritizing Northeast Ohio's food desert communities. Over 80% of our shares are delivered to these communities. City Fresh seeks to serve all income levels, and a socialentrepreneurial model using tiered pricing helps keep our low-income shares affordable.

We use 200% of Federal Poverty Level as our standard for defining low-income. Of our 15 markets in 2022, 10 were located in food deserts, and 32% of clients qualified as low-income. Our experience is that the percentage of low income shareholders equals or exceeds population percentages in each of our Fresh Stop locations.

### How many people will be served annually:

1000

### Will low/moderate income people be served; if so how:

Yes. We offer tiered pricing for low income individuals and families and participate in multiple nutrition incentive programs including Produce Perks, TANF Perks, WIC Perks, Senior Farmers Market Nutrition Program, and Produce Prescription.

### How does the project fit with the community and with other ongoing projects:

City Fresh pick up locations are volunteer-driven, promoting neighbors helping neighbors through peer-to-peer nutrition education efforts. City Fresh partners with many organizations to enhance the vibrancy of communities and build food sovereignty in Northeast Ohio.

### If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

### If applicable, what environmental issues or benefits will there be:

Our all-electric vehicle will remove 30 tons of carbon from the atmosphere. Additionally, local foods reduce transportation of meals from an average of 1,500 miles to just 70.

### If applicable, how does this project serve as a catalyst for future initiatives:

We hope to demonstrate the viability of electric vehicles for commercial use.

**FINANCIAL INFORMATION:****Total Budget of Project:**

\$304,770.00

**Other Funding Sources of Project (list each source and dollar amount separately):**

EPA Grant (already secured) \$110,000.00  
George Gund Foundation (already secured) \$25,000.00  
Green Edge Fund (already secured) \$40,000.00  
Nord Family Foundation (already secured) \$26,000.00  
Private donation (already secured) \$5,000.00

**Total amount requested of County Council American Resource Act Dollars:**

\$98,770.00

**Since these are one-time dollars, how will the Project be sustained moving forward:**

The vehicle is a one-time purchase. Upkeep, maintenance, utility costs, and insurance will be covered from City Fresh's general operating budget, funded through a mix of earned revenue, individual donations, and grant dollars.

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

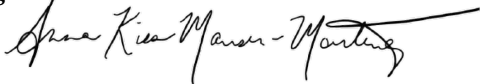
I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

Anna Kiss Mauser-Martinez

**Signature:**



**Date:**

2/2/2023

**Additional Documents**

**Are there additional documents or files as part of this application? Please list each documents name:**

new electric vehicle project budget.xls  
City Fresh 2023-2025 budget approved 12-2022.pdf

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0051

Sponsored by: <b>Councilmember Sweeney</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$50,000, to the Julia de Burgos Cultural Arts Center for Arts and Culture Community Programming from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$50,000 to the Julia de Burgos Cultural Arts Center for Arts and Culture Community Programming; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center estimates approximately 2,000 people will be served annually through this award; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center estimates approximately one additional permanent or temporary job will be created or retained through this project; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center estimates the total cost of the project is \$370,000; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center indicates the other funding source(s) for this project includes:

- A. \$70,000 from Cuyahoga Arts and Culture – Support for Artists;
- B. \$50,000 from the Cleveland Foundation;
- C. \$50,000 from the City of Cleveland – Office of Intervention, Prevention, and Opportunities;
- D. \$50,000 from the George Gund Foundation;
- E. \$30,000 from Cuyahoga Arts and Culture – Cultural Heritage;
- F. \$25,000 from the City of Cleveland – Neighborhood Development;
- G. \$20,000 from the Fowler Foundation;
- H. \$10,000 from the Ohio Arts Council;
- I. \$8,500 from Starting Point;
- J. \$5,000 from the United Black Fund;
- K. \$2,000 from MyCom; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center is estimating the start date of the project will be May 2023 and the project will be completed by April 2024; and

**WHEREAS**, the Julia de Burgos Cultural Arts Center requested \$50,000 from the District 3 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$50,000 to the Julia de Burgos Cultural Arts Center to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$50,000 to the Julia de Burgos Cultural Arts Center from the General Fund made available by the American Rescue Plan Act revenue replacement provision for Arts and Culture Community Programming.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, 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.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



# Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

## COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> Julia de Burgos Cultural Arts Center	
<b>Address of Requesting Entity:</b> 2800 Archwood Ave. Cleveland, OH 44109	
<b>County Council District # of Requesting Entity:</b> District 3	
<b>Address or Location of Project if Different than Requesting Entity:</b>	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b> <b>Address of Entity:</b>	
<b>Contact Name of Person Filling out This Request:</b> Letitia Lopez	
<b>Contact Address if different than Requesting Entity:</b>	
<b>Email:</b> Letitialopez@juliadeburgos.org	<b>Phone:</b> 216-894-5664
<b>Federal IRS Tax Exempt No.:</b> 34-1676967	<b>Date:</b> February 6, 2023



<b>PROJECT DESCRIPTION</b>	
<p><b>REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):</b></p> <p>Julia de Burgos Cultural Arts Center (JDBCAC) is requesting funding to support their ‘Arts and Culture Community Programming’. This project offers life-changing arts and culture programs that celebrate and highlight the diverse Latino community in Northeast Ohio. The activities in this project include youth leadership programs, dance, art and music education for students of all ages taught by the area's finest Latino arts educators, as well as increased investment in professional development resources for Latino artists at every stage of their career. Each year we showcase the work of our students and artists at numerous well attended community events, including our Hispanic Heritage Month celebration, Pleibol!, an event that celebrates Latino and Black history in September, and Parrandón Navideño, our annual holiday event in December. We continue to foster new and existing relationships with partner organizations and events across the city, thus increasing the network of people we can reach and impact. We value the insights presented by community partners that are aligned with our mission and strive to center Latino voices and their needs and desires. We understand the success of our programs through this feedback process, along with regular retention of students from one session to the next, seeing a consistent rate of returning students. We also have regular check-ins with the artists we support to ensure that proposed projects are followed through to completion. As our physical campus continues to expand and develop, we aim to increase our staff size and capacity to ensure administrative operations run smoothly and ultimately enhance the quality of the programs and resources we offer.</p>	
<p><b>Project Start Date: May 1, 2023</b></p>	<p><b>Project End Date: April 30, 2024</b></p>

<b>IMPACT OF PROJECT:</b>
<p><b>Who will be served:</b></p> <p>Incorporated in 1989, JDBCAC has a rich history of providing Latino arts programming in Cleveland. JDBCAC primarily serves the Latino community of Greater Cleveland, including families across generations, with many who reside in Cleveland’s near west neighborhood where the center is located. With 38% Hispanic/Latino residents, this neighborhood is celebrated for having Cleveland’s largest Latino population.</p>
<p><b>How many people will be served annually:</b></p> <p>We aim to serve at least 2,000 people annually</p>
<p><b>Will low/moderate income people be served; if so how:</b></p> <p>Yes, we are proud to serve numerous low/moderate income families through free and low cost after school programming, free community events and host numerous engagements that distribute free supplies and resources to people in need.</p>

**How does the project fit with the community and with other ongoing projects:**

As the only arts and culture center in Northeast Ohio with a mission solely dedicated to Latino community members, we are a crucial cultural hub for Latino families and artists by emphasizing cultural education, diversity, and preservation of knowledge and literary works of art. Our work promotes all Latino cultures, and supports artists and families from across Latin America. Cleveland is rich in diversity, which is reflected in the community of artists and families we serve.

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

By securing this support we aim to bring on one additional full time staff member. We also hire at least twenty contracted artists and educators throughout the year to provide diverse and high quality arts and culture programming.

**Address of Entity:** 2800 Archwood Ave. Cleveland, OH 44109

**If applicable, what environmental issues or benefits will there be:**

Over the previous year, Julia De Burgos Cultural Arts Center has made significant improvements to the outdoor space on the campus. We received a Green Infrastructure grant through the Northeast Ohio Sewer District to renovate the parking lot. JDBCAC worked with Environmental Design Group on the improvements. Our campus now has a new parking lot, bioretention basins, and improved landscaping to add beauty to the neighborhood. The garden space was also cleaned up and will continue to be beautified with new landscaping as an outdoor space for community members to gather together. There are several art pieces on display throughout the new spaces. Additionally, JDBCAC will continue to do what it does well -- reuse materials and reduce its waste within the center. As a center for art, we get creative in how we can use materials and reuse things for several different projects.

**If applicable, how does this project serve as a catalyst for future initiatives:**

With the growth of our staff, campus and programming, our goal is to develop the next phase of our strategic planning and launch a capital campaign that will allow us to invest in our long-term commitment to the families and artists that participate in our programs.

**FINANCIAL INFORMATION:**

**Total Budget of Project:**

Cost of Arts & Culture Programming: \$370,000

**Other Funding Sources of Project (list each source and dollar amount separately):**

Cuyahoga Arts and Culture: Support for Artists \$70,000  
The Cleveland Foundation \$50,000  
The City of Cleveland: Office of Intervention, Prevention and Opportunities \$50,000  
The George Gund Foundation \$50,000  
Cuyahoga Arts and Culture: Cultural Heritage \$30,000  
The City of Cleveland: Neighborhood Development \$25,000  
The Fowler Foundation \$20,000  
Ohio Arts Council \$10,000  
Starting Point \$8,500  
United Black Fund \$5,000  
MyCom \$2,000

**Total amount requested of County Council American Resource Act Dollars:**

JDBCAC is requesting \$50,000 of County Council American Resource Act Dollars to support Arts and Culture Community Programming

**Since these are one-time dollars, how will the Project be sustained moving forward:**

With this significant one-time award to support Arts and Culture Community Programming, JDBCAC would be able to allocate other funding to bring on a development associate, a role that is critically important to the sustainability and growth of the organization. Being able to compensate an employee dedicated to fundraising will not only help us sustain Arts and Culture Community Programming, but also enable JDBCAC to continue its organizational growth and developments to our physical space.

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

Letitia Lopez

**Signature:**



**Date:**

2/22/23

**Additional Documents**

**Are there additional documents or files as part of this application? Please list each documents name:**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0026

<p>Sponsored by: <b>Councilmember Turner</b></p> <p>Co-sponsored by: <b>Councilmembers Simon, Stephens, Jones, Miller, Conwell and Schron</b></p>	<p><b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students and

**WHEREAS**, the United Negro College Fund estimates approximately 10,000 people will be served annually through this award including 60% of the students whose family income is under \$30,000; and

**WHEREAS**, the United Negro College Fund estimates approximately 134,000 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the United Negro College Fund estimates the total cost of the project is \$55,000; and

**WHEREAS**, the United Negro College Fund indicates the other funding source(s) for this project includes:

- A. MetroHealth: \$15,000
- B. Sherwin Williams: \$10,000
- C. Key Bank: \$10,000
- D. AKA Construction: \$10,000
- E. RPM: \$10,000
- F. Gilbane Construction: \$5,000
- G. Avery Denison: \$5,000
- H. Cleveland Browns: \$5,000
- I. Cleveland Clinic: \$5,000; and

**WHEREAS**, the United Negro College Fund requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the United Negro College Fund to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the United Negro College Fund from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, 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.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: March 8, 2023

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





**Cuyahoga County  
Council**

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

**COUNTY AMERICAN RESCUE PLAN ACT APPLICATION**

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b>  United Negro College Fund	
<b>Address of Requesting Entity:</b> 3000 E. Main St. S# B256 Columbus, Oh 43209	
<b>County Council District # of Requesting Entity:</b>  Meredith Turner	
<b>Address or Location of Project if Different than Requesting Entity:</b>  	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>  	
<b>Contact Name of Person Filling out This Request:</b> Steve Miller – Area Development Director	
<b>Contact Address if different than Requesting Entity:</b>  	
<b>Email:</b> steve.miller@uncf.org	<b>Phone:</b> 614-221-5309
<b>Federal IRS Tax Exempt No.:</b> 13-1624241	<b>Date:</b> 2/8/23

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

Executive Summary UNCF seeks your sponsorship support for the 2023 Cleveland Mayor's Luncheon benefiting UNCF. Net proceeds from this fundraising event will support UNCF's education mission and help break the financial barriers that prevent so many talented students from earning a college degree. Our request is in line with your company's commitment to increasing educational opportunities for minority students in our community and increasing the educated workforce pipeline in our nation. UNCF-member colleges graduate more African American students than other private colleges or public universities, and their low tuition rates are 26 percent less than those charged by other private colleges. Because college graduates earn higher incomes than nongraduates, your sponsorship will be an investment in the future teachers, business leaders, engineers, physicians and other professionals who will graduate from UNCF-member colleges to become productive participants in their communities and in the U.S. economy. Event Background This is the second annual Cleveland Mayor's Luncheon benefiting UNCF. This year's luncheon will be: Friday, February 3, 2023 The luncheon features greetings and remarks by local dignitaries dedicated to educating minority and underrepresented students. More than 600 civic and business leaders, education professionals and guests from across Ohio will be in attendance at this networking event of the year.

**Project Start Date:**  
2/3/23

**Project End Date:**  
2/3/23

## IMPACT OF PROJECT:

### Who will the Project Serve:

Our request is in line with your company's commitment to increasing educational opportunities for minority students in our community and increasing the educated workforce pipeline in our nation. UNCF-member colleges graduate more African American students than other private colleges or public universities, and their low tuition rates are 26 percent less than those charged by other private colleges

### How many people will be served annually:

10,000

### Will low/moderate income people be served; if so how: Yes! 60% of our Students family income is under 30,000

UNCF has helped more than 500,000 students earn their college degrees since its founding.

### How does the project fit with the community and with other ongoing projects:

UNCF is the nation's largest private scholarship provider to minority group members. Each year, we award more than \$100 million in scholarships to students attending more than 1,100 schools across the country, including our prestigious network of [37 HBCUs](#).

### If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

134K+

Jobs created annually by America's HBCUs

### If applicable, what environmental issues or benefits will there be:

### If applicable, how does this project serve as a catalyst for future initiatives:

UNCF's mission is to build a robust and nationally-recognized pipeline of under-represented students who, because of UNCF support, become highly-qualified college graduates and to ensure that our network of member institutions is a respected model of best practice in moving students to and through college

**FINANCIAL INFORMATION:****Total Budget of Project:****Total Cost – 55,000****AV – 20,000****Food – 30,000****Facilities – 5,000****Other Funding Sources of Project (list each source and dollar amount separately):****Metro Health – 15,000****Sherwin Williams – 10,000****Key Bank – 10,000****AKA Construction – 10,000****RPM – 10,000****Gilbane Construction – 5,000****Avery Denison – 5,000****Cleveland Browns – 5,000****Cleveland Clinic – 5,000****Total amount requested of County Council American Resource Act Dollars:****\$10,000****Since these are one-time dollars, how will the Project be sustained moving forward:**

**The UNCF Cleveland Mayor’s Luncheon is an Annual opportunity to invest in the lives of Local minority students who want to go to and through college**

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

Steve Miller

**Signature:**



**Date:**

2/8/23

**Additional Documents**

Are there additional documents or files as part of this application? Please list each documents name:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0027

Sponsored by: <b>Councilmember Turner 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.
--	---

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 January 11, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) 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: *Equity and Inclusion Coordinator*  
Number: 10281

Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Manager, Environmental Services*  
Class Number: 18131  
Pay Grade: 14A/Exempt

Exhibit C: Class Title: *Youth Development Program Coordinator*  
Class Number: 13251  
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Contract Analyst*  
Class Number: 19031  
Pay Grade: 9A/Exempt  
\* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 8A to 9A.

Exhibit E: Class Title: *Critical Infrastructure Analyst*  
Class Number: 12151  
Pay Grade: 13A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017. Changes were made to the essential functions, additional requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit F: Class Title: *Early Childhood Resource & Training Coordinator*  
Class Number: 13172  
Pay Grade: 14A/Exempt  
\* PRC routine maintenance. Classification last revised in 2021. Updates were made to the environmental exposure variables and to the CPQ to ensure accuracy. Pay grade increased from 12A to 14A.

Exhibit G: Class Title: *Human Resources Generalist*  
Class Number: 14111  
Pay Grade: 9A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, supervisory requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

**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 forgoing Resolution was duly adopted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 14, 2023

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

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





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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

DATE: January 19, 2023

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

FROM: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on January 11, 2023, 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>	
Equity and Inclusion Coordinator 10281	7A Non-Exempt	Equity and Inclusion	
Manger, Environmental Services 18131	14A Exempt	Public Works	
Youth Development Program Coordinator	11A Exempt	Health and Human Services	
<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>
Contract Analyst 19031	8A Exempt	9A Exempt	All Departments

Critical Infrastructure Analyst 12151	13A Exempt	13A Exempt (No Change)	Public Safety & Justice Services
Early Childhood Resource & Training Coordinator 13172	12A Exempt	14A Exempt	Children and Family Services
Human Resources Generalist 14111	9A Exempt	9A Exempt (No Change)	HR and Sheriff's Department

cc: Thomas Colaluca, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Kelli Neale, Program Officer 4

Joseph Nanni, Council Chief of Staff  
Sheba Marshall, Interim HR Director  
Andria Richardson, Clerk of Council

Posted: 1/5/2023

Meeting: 1/11/2023

<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>					
Equity and Inclusion Coordinator	10281	N\A	7A Non-Exempt	Equity and Inclusion	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Manger, Environmental Services	18131	N\A	14A Exempt	Public Works	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Youth Development Program Coordinator 13251	13251	N\A	11A Exempt	Health and Human Services	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<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>REVISED</u></b>					
Contract Analyst	19031	8A Exempt	9A Exempt	All Departments	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 8A to 9A.
Critical Infrastructure Analyst	12151	13A Exempt	13A Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, additional requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
Early Childhood Resource & Training Coordinator	13172	12A Exempt	14A Exempt	Children and Family Services	PRC routine maintenance. Classification last revised in 2021. Updates were made to the environmental exposure variables and to the CPQ to ensure accuracy. Pay grade increased from 12A to 14A.
Human Resources Generalist	14111	9A Exempt	9A Exempt (No Change)	HR and Sheriff's Department	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, supervisory requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Equity and Inclusion Coordinator	<b>Class Number:</b>	10281
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	Department of Equity and Inclusion	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to coordinate and support administrative, data collection, and reporting functions for the Department of Equity and Inclusion.

## Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Director of the Department of Equity and Inclusion (DEI) and is responsible for coordinating the collection, review, maintenance, and analysis of data and information utilized by DEI to evaluate performance of diversity goals and equity initiatives. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

## Essential Job Functions

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

- 70% +/-10%
- Coordinates the collection, review, maintenance, and analysis of data and Information utilized by DEI to evaluate performance of diversity goals and equity initiatives; reviews, maintains, and monitors information regarding purchasing activities, diversity goals, and equity initiatives in databases and spreadsheets; researches information for purchasing activities (RFPs, RFQs, bids) in the purchasing and DEI databases and checks quality and accuracy of information by researching and comparing information; reviews the Board of Control (BOC) and County Council agendas to locate information on approved awards; examines information (i.e., database, contracts) on awarded contracts and calculates what percentage of participation of an awarded contract was completed by minority, women, and small business enterprise (MBE/WBE/SBE) subcontractors; examines contracts and determines level at which contractors/subcontractors met goals (fully met/partial waiver/full waiver/good faith effort/non-profit); determines if received information regarding purchasing activities is correct and updates in the database; prepares various reports supporting department initiatives including status and diversity participation information; updates database with BOC approval dates; updates the department's diversity goals for MBE/WBE/SBE into the database; reviews daily Bid Schedule and updates information into the database; updates spreadsheet tracking awarded vendors and their vendor information (bids, status, etc.) for use with the disparity study; reviews provided information regarding departments' purchasing/contracting forecast activities; determines if there are errors and inconsistencies in the information provided by departments; maintains information in the purchasing forecast spreadsheet; provides information to the IT team to update information (i.e., RFPs, RFQs, formal and informal bids, bids that have been approved and awarded, etc.) on the appropriate webpage and/or database.
- 15% +/- 5%
- Acts as a liaison for the department; provides information to the general public as requested; fulfills public records requests by researching records/database, determining what information needs to be redacted according to public records regulations, and providing to requester via software system;

Effective Date:  
Last Modified:

## Equity and Inclusion Coordinator

contacts departments to obtain information and resolve errors/inconsistencies in provided information.

5% +/-2%

- Serves as an ombudsman for the DEI; acts as primary contact for receiving inquiries/complaints related to the County's equity initiatives and performs initial evaluation of complaints; monitors and tracks inquiries/complaints in the database from start to resolution; provides preliminary assessment of issues to the DEi Director; addresses and resolves inquiries/complaints including escalating issues to the appropriate departments (HR, County Human Rights Commission, Inspector General, etc.) as needed.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various meetings and trainings; sends emails to vendors inviting them to bid on upcoming opportunities; orders office supplies for Purchasing/DEi department; distributes parking passes for Fiscal Office employees; coordinates conference travel plans for DEi staff; assists with updating Department of Equity and Inclusion Mandatory Training Log.

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

- Bachelor's degree in business administration, public administration, marketing, or related field and one (1) year of administrative support experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

Effective Date:  
Last Modified:

## Equity and Inclusion Coordinator

### **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, statues and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, invitations to bid, bid tabulation spreadsheets, invoices, vendor listings, bid submissions, formal Diversity Goals, County Council approvals, Board of Control agendas, Purchasing Forecast Report, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, the Employee Handbook, and the Ohio Revised Code.
- Ability to prepare responses to public records requests, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisors, co-workers, directors, other County employees, customers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Environmental Services	<b>Class Number:</b>	18131
<b>FLSA: Exempt</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Public Works	<b>EXHIBIT B</b>	

## Classification Function

The purpose of this position is to manage the environmental services compliance for the Sewer Maintenance division of the Department of Public Works and serve as the County Operator of Record.

## Distinguishing Characteristics

This is a supervisory classification with the responsibility for managing compliance of environmental services for County wastewater discharge and sewage pumping stations. This position works under general direction of the Chief Deputy of Maintenance or designee. This position oversees a large component of the operations and promotes the efficiencies of the sewer maintenance division. This position requires a thorough understanding of the applicable policies, procedures, regulations, and guidelines and is expected to exercise judgment in ensuring that operations conform to required 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.**

40% +/- 10%

- Manages environmental services for the Sewer Maintenance division as the County Operator of Record; oversees the National Pollution Discharge Elimination Parameters for all County wastewater treatment; oversees sewage pumping stations; assures that all new or rehabilitation construction is installed to conform to the County rules, regulations, and standards; reviews and evaluates monthly operating data for all wastewater facilities as a basis for recommended changes, improvements, short term planning, long term planning, and as a reporting tool for the various municipalities; monitors, reviews, and evaluates the County safety program; ensures the safety program addresses the goals and concerns of the County and the Industrial Commission.

30% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information; communicates with various agencies and departments regarding environmental services activities; creates schedules for crews to visit specific sites and perform general maintenance or repairs; creates and submits monthly reports required by the Environmental Protection Agency; attends training classes to prepare for Ohio EPA exams; communicates with mayors, service directors, city engineers, and any other

Effective Date: TBD  
Last Modified: TBD

## Manager, Environmental Services

elected/appointed government officials concerning the infrastructure of wastewater treatment facilities.

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

- Associate degree; with five (5) years of sewer maintenance and 3 years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- Must have and maintain Ohio EPA Wastewater Collections Class II or a Class 1 Wastewater Treatment license.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform basic algebraic equations.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

Effective Date: TBD  
Last Modified: TBD



## Manager, Environmental Services

- Ability to comprehend a variety of informational documents including vehicle maintenance reports, EPA reports, purchase orders, inspection and operation reports, safety reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, the Employee Handbook, State of Ohio EPA rules and regulations, and OSHA regulations.
- Ability to prepare reports such as EPA reports, equipment specifications, performance evaluations, budget recommendations, contracts, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, wastewater, and related legal terminology and language.
- Ability to communicate with employees, supervisors, residents, other County employees, engineers, employees of cities and municipalities, and the general public.

### **Environmental Adaptability**

- Work may involve exposure to temperature/weather extremes, strong odors, wetness/humidity, disease/bodily fluids, electrical currents, bright/dim lights, noise extremes, and machinery.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Youth Development Program Coordinator	<b>Class Number:</b>	13251
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Department:</b>	Health and Human Services	<b>EXHIBIT C</b>	

## Classification Function

The purpose of this classification is to coordinate and oversee youth development service programs provided by the Family and Children First Council.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for managing youth development projects and programs provided by the Family and Children First Council that assist youth and their families access appropriate community services. This position works under direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

## Essential Job Functions

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

70% +/- 10%

- Oversees and coordinates assigned youth development social service delivery programs; assists in developing Request for Proposals (RFPs) for assigned projects; prepares contracts and contract amendments for service delivery vendors; submits drafts of contracts for approval by the Law Department; attends contract meetings; reviews and evaluates internal and external RFP's, familiarizes provider staff with their contract; explains provider's scope of work, program benchmarks, and required reporting, invoicing, and program expectations; monitors contract activities of providers to ensure the provider is fulfilling its contractual obligations; creates timelines for projects; reviews and approves program events and marketing materials; provides oversight of contracted provider staff including completing regular check-ins, leading update meetings, and monitoring team activities; prepares training materials and conducts training for providers (by program as appropriate); periodically visits program sites of providers to observe and evaluate program activities; provides customer service to providers regarding questions on billable costs, invoice status, and payment status; answers inquiries, provides clarification, and offers assistance to providers regarding documentation required to support their invoices; reviews program evaluation reports; provides recommendations and guidance to providers on program outcomes and improvements; utilizes software systems to enter and/or review program data; reviews provider invoices by comparing invoice information with information from contract budget line items; submits invoices to appropriate parties for approval and reimbursement; conducts research to identify potential grants to support and/or enhance youth development programs.

15% +/- 5%

- Functions as a liaison with internal team members, community agencies, and direct service providers, on shared projects; participates in meetings with contracted vendors, sub-grantees, and external partners to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process; presents information on FCFC programs at meetings; serves on various committees and task forces.

Effective Date: TBD  
Last Modified: TBD

15% +/- 5%

- Assists upper-level management with developing new operations, systems, policies, and/or procedures for new and existing youth development programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; shares research findings at both inter and intra agency committees; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback; accesses program data in software systems to research program performance and metrics; analyzes program data to draw conclusions about performance.

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

- Bachelor's Degree in social work, psychology, or related field with three (3) years of social program administration, social work, psychology, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **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.

## Youth Development Program Coordinator

- Ability to comprehend a variety of informational documents including billing invoices, program reports, marketing materials, program evaluation data, contracts, annual evaluation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, code of ethics, administrative procedure manuals, program guidelines, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare program reports, update reports, contracts, billing invoices, evaluation reports, program guidelines, training materials, survey reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret program related terminology and language.
- Ability to communicate with managers, supervisors, system partners, contracted direct service providers, community agencies, client families, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Contract Analyst	<b>Class Number:</b>	19031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	All Departments	<b>EXHIBIT D</b>	

## Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

50% +/-10%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; enters information regarding contracts, invoices, and payments into appropriate databases; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information (i.e., expenditures, etc.) to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

20% +/- 10%

- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

10% +/- 5%

- Assists with provider budget development, invoice reconciliation, and contract invoicing functions; works with providers to develop a budget with the awarded amount from the contract; ensures that budget line items are compliant with contract; makes recommendations based on budget analysis on amount to be awarded when contract is being amended; receives receipts and invoices from providers and reviews for accuracy and completeness; reconciles invoices with provider budget; makes recommendations to adjust budget; verifies that expenditures comply with contract and source funding regulations; produces packet to submit for payment processing.

## Contract Analyst

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

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

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field; 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 and equipment including computer and multifunction printer.

#### **Technology Requirements**

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

#### **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.

## Contract Analyst

- Ability to comprehend a variety of informational documents including contracts, contract amendments, contract status reports, certificates of liability insurance, worker's compensation insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, proposal/contract evaluation forms, debarment suspension form, certification forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.
- Ability to communicate with supervisors, co-workers, vendor contacts, program contacts, the Law Department, members of external agencies, and other County employees.

### **Environmental Adaptability**

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Critical Infrastructure Analyst	<b>Class Number:</b>	12151
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Public Safety and Justice Services	<b>EXHIBIT E</b>	

## Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

## Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs. This position works under general supervision from the Deputy Director of the department of Public Safety and Justice Services but is expected to work with a degree of independence and exercise judgment and initiative in performing work.

## Essential Job Functions

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

30% +/-10%

- Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers; completes Request for Information (RFI) from law enforcement, fire, health, and private sector partners.

30% +/-10%

- Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports

Effective Date: 04.25.2018  
Last Modified: 04.25.2018



## Critical Infrastructure Analyst

for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

30% +/-10%

- Coordinates, develops, and delivers intelligence and awareness training programs, sector and industry specific programs, and criminal and terrorism awareness training programs; collaborates and coordinates with state and federal partners to deliver training to fusion center, local law enforcement, fire service partners, first responders, and private sector partners; updates training materials; conducts evaluations on the effectiveness of training courses.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; produces public awareness and training materials including intel bulletins, offer safety bulletins, situational awareness bulletins, and suspicious activity reports; responds to requests for information; attends local, state, and federal safety and security meetings addressing homeland security concerns, CIKR security, intelligence sharing, and identification of security gaps.

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

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within 1 year of being hired. Must have and active State of Ohio Firefighter Card and/or State of Ohio Paramedic Card

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

#### Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 10lbs.

#### Technology Requirements

## Critical Infrastructure Analyst

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

## 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 requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Bureau of Justice Assistance's Criminal Intelligence Systems Operating Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.
- Ability to prepare intelligence bulletins, officer safety bulletins, presentations, training materials, threat assessments, suspicious activity 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 basic legal and medical terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, law enforcement personnel, representatives of public safety and private sector entities, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, electrical currents, explosives, violence, bright/dim lights, noise extremes, vibrations, and machinery.

Critical Infrastructure Analyst

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Early Childhood Resource & Training Coordinator	<b>Class Number:</b>	13172
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Dept:</b>	Children and Family Services	<b>EXHIBIT F</b>	

## Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving children ages 0 through 5.

## Distinguishing Characteristics

This is a supervisory-level classification responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child's specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

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

35% +/-10%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the Early Childhood Mental Health (ECMH) System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

25% +/-10%

- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.

15% +/-10%

- Provides direct ECMH consultation and therapeutic services to children and their families; provides initial screenings, outreach, and documentation of contracts; prepares ECMH consultation and therapeutic services and documentations; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

## Early Childhood Resource & Training Coordinator

15% +/- 5%

- Supervises and directs the work of Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

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; completes monthly expense reports.

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

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold and maintain a License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), License of Professional Clinical Counselor (LPCC), or License of Marriage and Family Therapy (LMFT) in the State of Ohio for the duration of employment.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

## Early Childhood Resource & Training Coordinator

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

## Mathematical Ability

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

## Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, assessment scores, referral forms, logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

## Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to animals, smoke, dust, pollen, disease, bodily fluids, and violence.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Generalist	<b>Class Number:</b>	14111
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Human Resources	<b>EXHIBIT G</b>	

## Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

## Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

## Essential Job Functions

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

- 45% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; interprets policies and procedures and their application to specific employee situations; responds to employee questions regarding HR concerns, requests, and complaints; communicates policy and procedure changes to employees; explains the Family Medical Leave Act (FMLA) process to employees and answers any questions that may arise; manages FML process and other leave processes for employees from initial request through to approval/rejection; serves as contact between employee and the worker's compensation department during an accident investigation and facilitates the process; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes database systems to update employee information (i.e., pay rates, compensation structure information, FML documentation, etc.); utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management; provides requested data and reports from database systems to stakeholders and management (seniority, scheduled leaves of absence, employee demographics, tenure, upcoming eligible retirees, attendance, etc.).
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.

## Human Resources Generalist

10% +/- 5%

- Works collaboratively with Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas; facilitates the use of Pre-Disciplinary Conferences (PDC) to address absenteeism, attendance concerns, work performance, and other behaviors; assists with probationary removals, failures, and extensions; provides training and guidance on how to properly conduct disciplinary actions.

10% +/- 5%

- Coordinates and reviews the work of lower-level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development; trains newly hired HR associates on policies, procedures, and tech used in HR dept; assists supervisors with creating performance improvement plans (PIP) for underperforming employees.

5% +/-2%

- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to exiting job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.

5% +/-2%

- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

5% +/-2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

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

- Bachelor's degree in human resources, business administration, or related field and three (3) years of human resources experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license and proof of automobile insurance.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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



### **Technology Requirements**

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

### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

### **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 organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, attendance reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, Family Medical Leave Act, HIPAA, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource reports, correspondence, requests for PDCs, reports of PDCs, 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 human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0042

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> reappointing F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2023 - 3/7/2029, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article IX, Section 9.01 of the Cuyahoga County Charter, entitled Personnel Review Commission, creates the Cuyahoga County Personnel Review Commission which is “responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness;” and,

WHEREAS, the Cuyahoga County Charter Section 9.01, states that the County “Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations,” and that, “no more than two of the three members of the Personnel Review Commission shall be members of the same political party;” and,

WHEREAS, the term of office of each member of the Personnel Review Commission shall be six years, and the terms shall be staggered so that no term expires within less than two years of the expiration of any other term; and,

WHEREAS, the County Council has determined to reappoint F. Allen Boseman to serve on the Cuyahoga County Personnel Review Commission for the term 3/8/2023 - 3/7/2029; and,

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

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





**Pernel Jones, Jr.**

Cuyahoga County Council Vice President District 8

Committee Vice Chair: Community Development

Committee Member: Education, Environment & Sustainability

Committee Member: Finance & Budgeting

Committee Member: Council Operations, Intergovernmental Relations & Public Transportation

February 17, 2023

Re: **F. Allen Boseman, Jr.**

Nomination to continue service on the Personnel Review Commission (PRC)

Full term from 3/8/23 through 3/7/29

Dear Council Colleagues:

Pursuant to Charter Section 9.01, the County Council appoints the three members of the Personnel Review Commission (PRC). The PRC is responsible for administering an efficient and economical system for the employment of Cuyahoga County's workers. The PRC ensures that persons employed by the county serve without discrimination based on race, color, religion, sex, national origin, sexual orientation, gender identity, disability, age or ancestry.

The members of the PRC serve six-year terms and may serve multiple terms. The members may not hold any other public office or public employment with the county and all three PRC members must be electors of the county and may not all be members of the same political party.

Respectfully, I ask for your support for the re-appointment of F. Allen Boseman to continue his service on the PRC. Mr. Boseman has been an excellent member of the Commission. He is a Principal/Owner of the Sherman Boseman Legal Group, specializing in commercial litigation and employment law. He has a law degree from the Ohio State University and has been licensed to practice law in the State of Ohio since 2008. I have attached his resume, and some background information for your review.

Sincerely,

Pernel Jones, Jr., President  
Cuyahoga County Council  
District 8

cc: Rebecca Kopcienski, PRC Director

**SHERMAN  
BOSEMAN**  
LEGAL GROUP

F. Allen Boseman, Jr.

February 6, 2023

President Pernell Jones Jr.  
Cuyahoga County Council  
2079 E. 9<sup>th</sup> Street – 8<sup>th</sup> Floor  
Cleveland, Ohio 44115

Dear President Jones,

Please consider my request for reappointment as a Commissioner of the Personnel Review Commission (PRC). In March 2017, I was first appointed as a PRC Commissioner, and I am requesting to be appointed for another six-year term.

During my tenure, the Commission has continued to address the full scope of the PRC's Charter obligations. In 2017, the PRC engaged in the Charter review process which led to significant clarification in the Charter regarding the roles of both the PRC and the County's Human Resources department. Since then, the Commission has overseen two significant salary survey projects, the transition to a state-of-the-art testing operation and the implementation of "one-stop" hiring events to support the County's efforts to fill an extraordinary number of vacancies due to the labor market shortage.

As an experienced labor and employment litigator, who represents both plaintiffs and defendants, I bring a wealth of knowledge to my work with the PRC. Currently I am one of the owners of the Sherman Boseman Legal group and prior to that, I worked at Hahn Loeser and Littler Mendelson P.C. where I specialized in commercial litigation and labor and employment. My extensive work in human resources matters in both the private and public sector make me uniquely qualified to serve as a PRC Commissioner for another term.

I am citizen of the County and support all equal opportunity considerations as mandated by federal, state and local laws. For your consideration, I have enclosed my resume. I look forward to having the opportunity to serve Cuyahoga County through the Personnel Review Commission.

Sincerely,



F. Allen Boseman, Jr.

FAB/vs

# SHERMAN BOSEMAN LEGAL GROUP

FIRM HOME

OUR FIRM

OUR PEOPLE

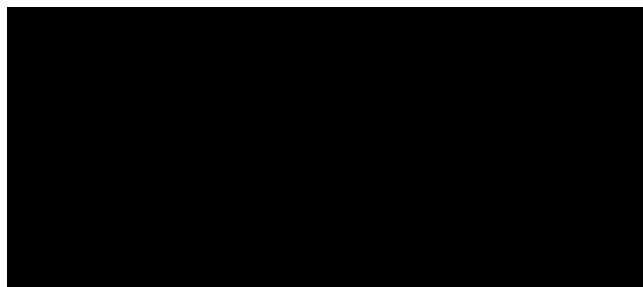
OUR LOCATION



## FOCUS AREAS

- Labor & Employment Litigation & Counsel
- Trade Secret/Unfair Competition
- Commercial Litigation & Transactions
- Complex Negotiations
- Sports & Entertainment
- Government Affairs

## CONTACT



# F. Allen Boseman Jr.

F. Allen Boseman Jr. is an experienced litigator and negotiator who has represented an extremely broad range of clients from individuals to Fortune 500 Companies with a singular focus of delivering excellence regardless of the circumstances. Allen has practiced at some of the largest and most powerful firms in the country specializing in a variety of practice areas ranging from Labor & Employment to Complex Commercial Litigation and this invaluable experience has helped shape him into one of the sharpest legal minds in the profession.

While Allen is acutely aware that his “big firm” experience has played a significant role in his success, he understands that it is his personal touch and pragmatic approach to legal issues that separates him from

the pack. Allen provides best practices and policies to significantly reduce litigation exposure and timely and smart advice to protect legal rights. In providing sophisticated and comprehensive legal guidance, Allen specifically tailors his approach to meet the particularized needs of each client to bring about the desired result whether an aggressive stance in litigation, speed for emergency litigation or a quick resolution of a legal dispute. There is no problem too big or too small for Allen to tackle. He is truly dedicated to always choosing the path paved with the best results for his clients.

In addition, Allen has built and maintained strategic relationships that have become critical to how he delivers superior service to clients. Indeed, Allen understands that providing clients with the most sophisticated legal advice requires the use of specialist and professionals in various capacities to maximize the efficiency and quality of legal advice. Allen is also in rhythm with the social and business community around him. He is actively involved in important civic duties, he owns small businesses, he sits on the board of a non-profit, he provides networking platforms for professionals and entrepreneurs, he is actively involved in the political process and he volunteers to improve the circumstances of others. Allen genuinely values being a well-rounded lawyer and believes that this approach to analyzing and solving problems is a game-changer for his clients because he has the uncanny ability to evaluate issues from many different perspectives.

Through relentless dedication to his clients, expert negotiations and the instillation of smart and sensible strategies, Allen provides his clients with a one of a kind legal experience focused intently on delivering excellence and tangible results.

#### **EDUCATION**

- J.D., The Ohio State University Moritz College of Law, 2008
- B.A./B.S., Oakwood University, 2004



## BAR ADMISSIONS

- Ohio

## COURTS

- U.S. Court of Appeals, 6th Circuit
- U.S. District Court, Northern District of Ohio
- U.S. District Court, Southern District of Ohio
- Ohio Supreme Court

## RECOGNITION

- Named, Rising Star, Ohio, *Super Lawyers*, 2012-2021

## F. Allen Boseman, Jr.

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### Education

#### The Ohio State University Moritz College of Law, Columbus, Ohio

- J.D. Candidate, May 2008 Dean's Award Paul D. White Scholarship
- Robert K. Barton Scholarship Academic Promise Award Moritz Enrichment Grant

#### Oakwood University, Huntsville, Alabama

- Bachelor of Science, May 2004 1<sup>st</sup> Major: Finance Magna Cum Laude
- Bachelor of Arts, May 2004 2<sup>nd</sup> Major: English Dean's List: Each Semester

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### Admissions

- State of Ohio (2008)
- U.S. District Court for the Northern District of Ohio (2009)
- U.S. District Court for the Southern District of Ohio (2009)

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### Legal Work Experience

#### Sherman Boseman Legal Group, LLC

Cleveland, OH

##### Principal/Owner

September 2017-Present

- Represent business owners in every aspect of their company from commercial transactions to commercial litigation
- Prepare and review contracts vital to the operation of various companies
- Negotiate settlement agreements in high-profile litigation on behalf of both plaintiffs and defendants, including a \$1,000,000 settlement that is public record
- Provide consulting services to out of state companies entering the Ohio market
- Recruit, interview and hire attorneys and interns for firm
- Strategically forecast financial models with business partner to project annual revenue and expenses
- Develop marketing plans to recruit new clients and generate revenue
- Represent employers and employees in labor and employment disputes concerning the terms and conditions of employment
- Participate in media interviews on behalf of clients dealing with high-profile public disputes
- Coordinate litigation with staff and monitor all litigation matters in firm
- Represent artist, entertainers and bands in contract negotiations with third-parties

#### Littler Mendelson, P.C.

Cleveland, OH

##### Labor & Employment Associate

September 2013-August 2017

- Argued before the Sixth Circuit Appellate Court and decision in favor of client was affirmed
- Negotiated complex settlement between two insurance companies to resolve a non-compete/trade secret litigation that was a "bet the company" case for the opposing party
- Negotiated settlement and release of race discrimination claims for a major transportation company for a value substantially less than the original demand proposed by plaintiff
- Negotiated several settlements and releases for a well-known national, specialty grocery store that stabilized a local Cleveland store
- Negotiated several settlements and releases for a technology company arising out of the termination of several employees for sexual harassment who alleged race and age discrimination
- Received "no probable cause" findings for every position statement submitted to the Ohio Civil Rights Commission and the Equal Employment Opportunity Commission in response to Charges against clients
- Argued before the Ohio Civil Rights Commission and no probable cause finding was confirmed upon a request for reconsideration
- Developed creative settlement terms between two global health and emergency response companies to resolve a dispute over an employee who was subject to an employment agreement containing restrictive covenants
- Trained supervisors about emerging labor and employment issues that impacted a leading gas company

**Attorney Information**

**Attorney Registration Number**

[REDACTED]

**Name**

Fredrick Allen Boseman

**Current Status**

Active

[View Status Definitions](#)

**Employer**

Sherman Boseman Legal Group, LLC

**Job Title**

Attorney

**Address**

[REDACTED]

**Business Phone Number**

[REDACTED]

**Law School**

Ohio State University

**Admission Date**

11-17-2008

**Admitted By**



# Get Your Voting Information

Voter



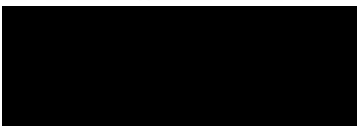
Date of birth



Address



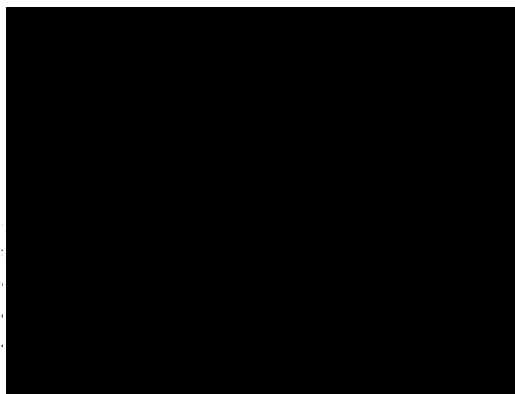
Current polling location



Precinct



Party Affiliation



[+ Participation History](#)

NOTE: Voter participation data may not be immediately available at the end of an election. Please allow for certifications and data entry

Ballot





## Get Your Voting Information

[Redacted]

Date of birth

Address

[Redacted]

[Redacted]

Precinct

[Redacted]

Party Affiliation

[Redacted]

[Redacted]

[Redacted]

Ballot

[Redacted]



## Get Your Voting Information

### Voter

FREDRICK ALLEN BOSEMAN JR.

### Date of birth

### Address

### Current polling location

LEE ROAD LIBRARY  
2345 LEE ROAD  
CLEVELAND HTS, OH 44118

[Map and directions](#)

### Precinct

CLEVELANDHEIGHTS-03-D

### Party Affiliation

Democrat

### District

- CLEVE HTS/UNIV HTS CSD - 1810
- CLEVE HTS/UNIV HTS LIBRARY DIST.
- CLEVELAND HEIGHTS WARD 3
- CLEVELAND HTS MUNI COURT DIST.
- CONGRESSIONAL DISTRICT 11
- COUNTY COUNCIL DISTRICT 10
- HOUSE DISTRICT 22
- METROPARKS DISTRICT
- STATE BOARD OF EDU DISTRICT 10
- STATE SENATE DISTRICT 21

### + [Participation History](#)

NOTE: Voter participation data may not be immediately available at the end of an election. Please allow for certifications and data entry.

### Ballot

Contests for NOVEMBER 8, 2022 GENERAL ELECTION - Non Partisan [-English](#) | [Español](#)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0024

Sponsored by: <b>Councilmember Kelly</b>  Co-sponsored by: <b>Councilmembers Simon, Conwell, Tuma and Gallagher</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$8,000, to the City of Fairview Park for the Evolis Radar Speed Sign Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 1 ARPA Community Grant Fund in the amount of \$8,000 to the City of Fairview Park for the Evolis Radar Speed Sign Project; and

**WHEREAS**, the City of Fairview Park estimates approximately 17,000-50,000 people will be served annually through this award; and

**WHEREAS**, the City of Fairview Park estimates the total cost of the project is \$8,000; and

**WHEREAS**, the City of Fairview Park is estimating the start date of the project will be completed by May 2023; and

**WHEREAS**, the City of Fairview Park requested \$8,000 from the District 1 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$8,000 to the City of Fairview Park to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$8,000 to the City of Fairview Park from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Evolis Radar Speed Sign Project.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, 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.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

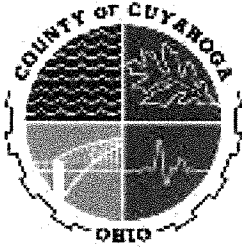
**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** 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.







**Cuyahoga County  
Council**

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

**COUNTY AMERICAN RESCUE PLAN ACT APPLICATION**

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> Fairview Park Police Department	
<b>Address of Requesting Entity:</b> 20777 Lorain Road, Fairview Park, Ohio 44126	
<b>County Council District # of Requesting Entity:</b>  #1	
<b>Address or Location of Project if Different than Requesting Entity:</b>  N/A	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>  N/A	
<b>Contact Name of Person Filling out This Request:</b>  Police Chief Paul Shepard	
<b>Contact Address if different than Requesting Entity:</b>  N/A	
<b>Email:</b>  pshepard@fairviewpark.org	<b>Phone:</b>  440-356-4418
<b>Federal IRS Tax Exempt No.:</b>  34-6000988	<b>Date:</b>  January 13, 2023

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

Evolis Radar Speed Sign Project

Fairview Park is 4.7 square mile inner ring suburb in Cuyahoga County. We have over 17,000 residents with 60 miles of roads approximately 90% are residential. Because of its proximity to the City of Cleveland and bordered by more populace cities Fairview Park has a large amount of vehicular traffic within it. That traffic travels through our residential neighborhoods. The increased traffic creates an inordinate amount of complaints from residents of speeding and aggressive driving in those neighborhoods. In 2022 we responded to 297 motor vehicle accidents.

The Fairview Park Police Department respond to those complaints through targeted enforcement and the placement of a 20-year-old radar speed sign trailer. The trailer is left in the lanes of travel and due to it age and regular usage has broken down frequently and needed to be repaired. While looking for replacement we contacted local police departments who recommended the Evolis Radar Speed Sign

EVOLIS is the most popular Radar Speed Sign for communities of all sizes. The EVOLIS Solution a Radar Speed Display helps change the behavior of motorists over the long term. It also provides significant and sustained reduction in speeding, recording of traffic statistics in both directions and is the most installed "reference" model in the world.

Our experience shows Radar Speed Signs not only remind drivers of the speed limit while displaying the driver's speed. The reminder causes the drivers to check their driving. This reduces the risk and severity of accidents. The signs will also record data to assist us determining the need for and time of targeted enforcement. The signs are portable and can be moved from location to location as need. They are solar

**Project Start Date:**  
May 2023

**Project End Date:**  
May 2023

**IMPACT OF PROJECT:**

**Who will be served:**  
**Citizens and visitors to the City of Fairview Park**

**How many people will be served annually:**  
**17,000- 50,000 residents and visitors of Fairview Park, Ohio**

**Will low/moderate income people be served; if so how:**  
**The project will protect moderate to low income residents by assisting motorists and middle income while the drive, ride or walk through Fairview Park**

**How does the project fit with the community and with other ongoing projects:**  
**N/A**

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**  
**N/A**

**If applicable, what environmental issues or benefits will there be:**  
**The signs are solar powered with rechargeable batteries limiting reliability on carbon fuels**

**If applicable, how does this project serve as a catalyst for future initiatives:**  
**The Project will help reduce traffic accidents which will improve the overall safety of the community**

**FINANCIAL INFORMATION:**

**Total Budget of Project:**  
  
\$8,000.00

**Other Funding Sources of Project (list each source and dollar amount separately):**  
N/A

**Total amount requested of County Council American Resource Act Dollars:**  
  
\$8,000.00

**Since these are one-time dollars, how will the Project be sustained moving forward:**  
  
The Fairview Park Police will maintain and utilized signs for years to come to assist in keeping our roadways safe.

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

CHIEF PAUL D. SHUPARD

**Signature:**



**Date:**

1-13-23

**Additional Documents**

**Are there additional documents or files as part of this application? Please list each documents name:**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0025

Sponsored by: <b>Councilmember Simon</b>  Co-sponsored by: <b>Councilmembers Kelly, Conwell, Tuma and Gallagher</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$28,850, to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle” from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 11 ARPA Community Grant Fund in the amount of \$28,850 to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle”; and

**WHEREAS**, the City of Lyndhurst estimates approximately 1.2 million people will be served annually through this award; and

**WHEREAS**, the City of Lyndhurst estimates the total cost of the project is \$560,000; and

**WHEREAS**, the City of Lyndhurst indicates the other funding source(s) for this project includes:

- A. \$454,500 from an Assistance to Fire Fighters Grant;

- B. \$45,450 from Cuyahoga County Public Safety and Justice Services matching grant;
- C. \$24,000 from the Cuyahoga County Local Emergency Planning Committee (LEPC);
- D. \$8,000 from the Urban Area Security Initiative Grant; and

**WHEREAS**, the City of Lyndhurst is estimating the start date of the project will be September 2022 and the project will be completed by September 2023; and

**WHEREAS**, the City of Lyndhurst requested \$28,850 from the District 11 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$28,850 to the City of Lyndhurst to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$28,850 to the City of Lyndhurst from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of procuring an “All Hazards Command – Rehab Vehicle”.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, 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.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.



**SECTION 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 14, 2023

Committee(s) Assigned: Public Safety & Justice Affairs

Additional Sponsorship Requested in Committee: February 21, 2023

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



**Cuyahoga County  
Council**

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

**COUNTY AMERICAN RESCUE PLAN ACT APPLICATION**

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b> City of Lyndhurst Fire Department	
<b>Address of Requesting Entity:</b> 5301 Mayfield Road	
<b>County Council District # of Requesting Entity:</b> District 11	
<b>Address or Location of Project if Different than Requesting Entity:</b> 28000 Shaker Blvd, Pepper Pike	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b> District 9	
<b>Contact Name of Person Filling out This Request:</b> Michael J. Carroll, Fire Chief, City of Lyndhurst Fire Department	
<b>Contact Address if different than Requesting Entity:</b>	
<b>Email:</b> <a href="mailto:carrollm@lyndhurstohio.gov">carrollm@lyndhurstohio.gov</a>	<b>Phone:</b> 440-821-0909
<b>Federal IRS Tax Exempt No.:</b> 34-6001741	<b>Date:</b> January 5, 2023

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

The City of Lyndhurst Fire Department is presenting this application on behalf of the Cuyahoga County Fire Chiefs for the purposes of completing the procurement of an “All Hazards Command – Rehab Vehicle”. The vehicle will be available to all Fire/EMS agencies within Cuyahoga County including all Specialty Teams (Tech Rescue/Hazmat, Fire Investigation Unit), Region 2 USAR, Region 2 Water, Region 2 Hazmat, or other public safety agencies requiring the functionality of this support vehicle. The vehicle’s primary purpose is to facilitate a strong Incident Command System during any larger (type IV – II) emergency response as well as support rehab for emergency responders.

The vehicle will support fireground communications on all three radio systems used in the County. This vehicle will have technological capabilities to support command & control but not the full dispatch or IT capabilities used by dispatch centers. The command vehicle will be able to “tether” into the Chagrin Valley Dispatch Communications’ Unit on large scale incidents when needed to increase the IT and overall operational needs of that Command Vehicle.

The vehicle will be set up with a front primary Command Area, a middle support/research work area and the back portion can be used for meetings/interviews/debriefs/rehab of personnel, etc. The vehicle will also carry supplies including tents/misting coolers/chairs and support materials for initial emergency responder rehab. There will be several monitors to receive drone feeds, news coverage, feeds from the 42’ telescoping mast, etc. The mast will also have a weather station, area array connectivity (CBRN sensors), and remote cameras. The unit can also be used solely as a rehab station for emergency responders during inclement weather (cooling/rewarming) or long duration incidents.

This project is recognized as regionally important as Cuyahoga County currently lacks a comprehensive All Hazards Command Vehicle with Rehab support. It will serve all of Cuyahoga County and improve the safety of emergency responders by providing a strong centralized incident command and comprehensive on-scene rehab support. Multi-agency coordination will be enhanced, including the ability to hold operational briefings with all stakeholders responding to any major incident.

The purchase of this regional response vehicle is being facilitated through the award of an Assistance to Firefighters Grant (AFG), however, additional financial support is needed to cover the costs of fully outfitting the vehicle with necessary equipment and supplies so the unit is fully functional and can be placed into service as soon as possible. The expected delivery of the vehicle is August/September 2023.

**Project Start Date:**  
**September 2022**

**Project End Date:**  
**September 2023**



## **IMPACT OF PROJECT:**

### **Who will be served:**

This vehicle will serve all Fire/EMS agencies within Cuyahoga County as well as serve Lake, Geauga, Ashtabula & Lorain counties when responding to support Ohio Region 2 USAR & Ohio Region 2 Water Rescue.

### **How many people will be served annually:**

This will vary significantly depending on the number of responses, type of emergency, and location of response. The total population of the vehicle's primary response service area exceeds 1.2 million people not including non-county residents visiting or working within Cuyahoga County.

### **Will low/moderate income people be served; if so how:**

This emergency response vehicle will serve all income levels within Cuyahoga County due to the fact it is made available to all fire/EMS agencies within Cuyahoga County. In addition, the vehicle will be made available to all other emergency response agencies within the County including law enforcement, tech rescue teams, hazmat teams, and Cuyahoga County OEM.

### **How does the project fit with the community and with other ongoing projects:**

The project demonstrates a regional collaborative initiative that serves all public safety within the County. Individual community costs have been absorbed through grants and alternative funding sources allowing for implementation of a much-needed emergency response vehicle regardless of individual community resource capability.

### **If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

### **If applicable, what environmental issues or benefits will there be:**

### **If applicable, how does this project serve as a catalyst for future initiatives:**

This project is a catalyst for future endeavors by demonstrating a successful regional collaborative effort that serves all of public safety within Cuyahoga County including Cuyahoga County OEM. Every community within Cuyahoga County will have access to this vehicle for their respective emergency response needs. As a demonstrated model of success; this regional collaborative project can be used as a template for other programs, procurements, projects, and initiatives to follow.

**FINANCIAL INFORMATION:****Total Budget of Project:**

\$560,000.00

**Other Funding Sources of Project (list each source and dollar amount separately):**

Assistance to Fire Fighters Grant = \$454,500

Cuyahoga County Public Safety & Justice Services\*\* (AFG 10% Match Requirement) = \$45,450

Cuyahoga County Local Emergency Planning Committee (LEPC) = \$24,000

Urban Area Security Initiative Grant = \$8000 (approximately)

Shortfall to fully fund project which includes the vehicle, all equipment and supplies = \$28,850

\*\*PS&JS has offered AFG match for the last several years. The County Fire Chiefs voted to have available AFG match funds go towards this vehicle due to the countywide need.

**Total amount requested of County Council American Resource Act Dollars:**

\$28,850

**Since these are one-time dollars, how will the Project be sustained moving forward:**

The Cuyahoga County Fire Chiefs Association has committed to cover all maintenance and service costs for the vehicle once placed in service.

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

*Michael J. Carroll*

**Signature:**



**Date:**

*4/6/2023*

**Additional Documents**

Are there additional documents or files as part of this application? Please list each documents name:

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-0004

Sponsored by: <b>Councilmember Miller</b>	<b>An Ordinance</b> enacting the right of county renters to Pay-to-Stay and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the public health crisis from the COVID-19 pandemic has had substantial and continuing negative impacts on residents and the economy in the State of Ohio and Cuyahoga County; and

WHEREAS, the public health crisis has caused adverse economic impacts for residents, including loss of employment, reduction in income, and loss of health care coverage, leading to the inability to pay for housing and basic needs; and

WHEREAS, County Council desires to avoid unnecessary housing displacement and evictions to protect the County’s housing stock and to prevent renters from falling into homelessness; and

WHEREAS, At least eight municipalities within Cuyahoga County have enacted pay-to-stay legislation to-date; and

WHEREAS, County Council wishes to provide additional safeguards to residents county-wide, and affirm tenants’ rights to tender late rent to avoid eviction and stay in rental properties in Cuyahoga County.

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

**SECTION 1.** Chapter 1305 of the Cuyahoga County Code is hereby enacted to read as follows:

Chapter 1305: Right of County Renters to Pay-to-Stay

Section 1305.01 Definitions

For the purposes of this Chapter:

- A. “Tenant” means a person entitled under a rental agreement to the use and occupancy of a residential premises to the exclusion of others.
- B. “Tender” means an offer of payment that is equivalent to the actual production or remittance of the money.



- C. “Court costs” means filing fees and costs assessed by the municipal court that include, but are not limited to, costs to file, costs for data entry, costs for court appearances, costs for serving summons and subpoenas, and costs associated with court transcripts and copying papers and exhibits.

Section 1305.02 Tenant’s right to pay to stay prior to the filing of an eviction action for non-payment of rent.

- A. At any time prior to the filing of an action under Ohio Revised Code 1923 for nonpayment of rent by a landlord, a tenant shall have the right to pay the landlord all past due rent with reasonable late fees to avoid the filing of such action for the restitution of the lands or tenements. If the tenant tenders all accrued rent and reasonable late fees to the landlord, the landlord shall accept the tendered payment and allow the tenant to maintain the tenancy.
- B. If the tenant tenders all past due rent with reasonable late fees to the landlord prior to the filing of an action under Ohio Revised Code 1923 and the landlord refuses the tender, the tenant’s tender of all past due rent with reasonable late fees shall be an affirmative defense to any action filed by the landlord against the tenant for nonpayment of rent.

Section 1305.03 Tenant’s right to pay to stay prior to an eviction judgment for non-payment of rent.

- A. After the filing of an action under Ohio Revised Code 1923 for nonpayment of rent but prior to a judgment, the tenant shall have the right to pay the landlord all past due rent, reasonable late fees and court costs so that the tenant may maintain the tenancy. If the tenant tenders all past due rent amounts, including late fees and court costs, the landlord must accept the payment. Upon receipt of the payment, the landlord shall dismiss the action against the tenant.
- B. If the tenant tenders all past due rent with reasonable late fees and court costs to the landlord prior to a judgment and the landlord refuses the tender, the tenant’s tender of all past due rent, reasonable late fees and court costs shall be an affirmative defense to the eviction action filed by the landlord against the tenant for nonpayment of rent.

Section 1305.04 Tenant’s right to pay to stay prior to the execution of the eviction judgment for non-payment of rent.

- A. After the filing of an action under Ohio Revised Code 1923 for nonpayment of rent but prior to the execution of the eviction judgment through a writ of restitution, the tenant shall have the right to pay the landlord all past due rent, reasonable late fees and court costs, including the cost of obtaining the writ, so that the tenant may maintain the tenancy. If the tenant tenders all past due rent amounts, including reasonable late fees and court costs, the landlord must accept the payment. Upon receipt of the payment, the landlord shall notify the court who shall vacate the eviction judgment and dismiss the eviction against the tenant.
- B. If the tenant tenders all past due rent with reasonable late fees and court costs to the landlord prior to the execution of the eviction judgment through a writ of restitution and

the landlord refuses the tender, the bailiff shall not enforce the eviction judgment until the court instructs the bailiff to do so after an emergency hearing on the tenant's right to pay and stay at the premises. If the court finds during the emergency hearing that the tenant tendered all past due rent, reasonable late fees and court costs, the court shall vacate the eviction judgment and dismiss the eviction action against the tenant.

#### Section 1305.06 Rent receipt required

The landlord shall provide the tenant with a signed receipt for all payments made under this chapter.

#### Section 1305.06 Other causes for eviction

This chapter in no way limits the ability of a landlord to initiate an eviction action for reasons other than solely for non-payment of rent.

#### Section 1305.07 Reasonable late fees

No landlord may charge a tenant late fees that are not reasonable late fees. If a rental agreement includes a provision that authorizes the landlord to assess the tenant a fee for late payment of the monthly rent, to be considered "reasonable late fees" the total amount of that late payment fee for any month may not exceed the larger of: (i) twenty-five dollars (\$25.00); or (ii) five percent (5%) of the contracted monthly rent.

#### Section 1305.08 Conflict with municipal law

In the event a municipal corporation within Cuyahoga County enacts, or has enacted, legislation pertaining to a tenant's right to pay to stay and such legislation conflicts with any provision of this chapter, the law of the municipal corporation shall govern.

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

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

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

## Ordinance No. O2023-0005

Sponsored by: <b>Councilmember Kelly</b>  Co-sponsored by: <b>Councilmember Gallagher</b>	<b>An Ordinance</b> renumbering Section 202.07 of the Cuyahoga County Code to 204.02 and to clarify the duties of the County Sheriff's Department and the County Sheriff; and declaring the necessity that this Ordinance become immediately effective.
---	---

WHEREAS, the voters of Cuyahoga County, Ohio, overwhelming approved a Charter Amendment to the Cuyahoga County Charter in 2019 regarding the Cuyahoga County Sheriff; and

WHEREAS, the Charter Amendment in 2019 regarding the County Sheriff reflected the desire of the voters of Cuyahoga County to have a more independent Sheriff than had previously existed under the Cuyahoga County Charter; and

WHEREAS, in 2013, County Council passed O2013-0015 enacting Section 202.07 ("Sheriff's Department") of the Cuyahoga County Code, but did not update the language of the Cuyahoga County Code to reflect the amendments set forth in the 2019 Charter amendment; and

WHEREAS, this ordinance is necessary in order to align the language in the Cuyahoga County Code with the County Charter to provide clarity regarding the duties and responsibilities of the Cuyahoga County Sheriff; and

WHEREAS, this Council finds it is necessary that this Ordinance become immediately effective to clarify the duties of the Cuyahoga County Sheriff.

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

**SECTION 1.** Section 202.07 of the Cuyahoga Code is hereby renumbered to 204.02 and said section of the Cuyahoga County Code is hereby amended to read as follows (additions are bold and underlined and deletions are stricken):

**Section ~~202.07~~204.02: County Sheriff; Sheriff's Department**

**A. The County Sheriff is hereby appointed to fulfill all duties and obligations required by general law, the County Charter and County Law.**

**B. The County Sheriff shall issue quarterly reports to the County Executive and County Council on the operation of the Sheriff's Department and shall provide additional information upon request of the Executive or the Council.**

~~A.~~ **C.** The Sheriff's Department is hereby established; **under the direction of the County Sheriff. The County Sheriff** and it shall be its own **an** appointing authority pursuant to the relevant provisions of the Cuyahoga County Charter.

**1.** ~~The Sheriff's Department shall be under the direction of the County Sheriff. The Sheriff's Department and its employees shall aid and assist the County Sheriff in carrying out the powers, duties, and responsibilities that are assigned to the Sheriff by the general law, the County Charter, and by County law.~~

**2.** ~~With the approval of the County Executive, the~~ **The** Sheriff shall employ and supervise such number of deputies, assistants, and employees as are reasonably necessary to carry out the Department's functions **subject to appropriations in the biennial budget approved by the Council.** ~~All employees assigned to the County Sheriff are hereby assigned to the Sheriff's Department.~~

**a)** **In employing the necessary deputies, assistants, and employees, the County Sheriff shall comply with the County Employment Practices as established under Article IX of the County Charter, including Title 2 of the County Code, as same may be amended from time to time.**

~~a)~~ **b)** Nothing in the Cuyahoga County Code is intended to limit the ability of ~~the County Executive and~~ the County Sheriff to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law or County law.

**D. The Sheriff shall comply with the County purchasing practices established under Article X of the County Charter, including Title 5 of the County Code, as same may be amended from time to time.**

~~B.~~ **E.** The Sheriff's Department shall include, but is not limited to, the following divisions:

1. Division of Civil Court Orders whose responsibility shall be to carry out court orders.
2. Division of Corrections whose responsibility shall be the administration and operation of the Cuyahoga County Corrections Center;
3. Division of Law Enforcement whose responsibility shall be the law enforcement duties of county sheriffs.

4. Division of Protective Services whose responsibility shall be the provision of security services for county offices and buildings where the County Sheriff determines that such services should be provided using County personnel. Protective Services Officers shall be considered County security personnel who are not law enforcement officers. The Sheriff shall determine the training necessary for the certification of Protective Services Officers. Such training shall, at a minimum, include satisfactory completion of programs that have been approved by the Ohio Peace Officer Training Commission designed to qualify persons for positions as security guards.

**F. The Sheriff Department's budget shall be submitted as part of the Executive's biennial budget process in accordance with Section 701.01 of the Cuyahoga Code, as same may be amended from time to time. Nothing contained herein shall be constructed to prohibit the Sheriff from transmitting to the Council supplemental budget requests, which shall be reviewed and considered in the budgetary process.**

~~E.~~ **G.** Authority to Carry Weapons:

1. Employees of the Sheriff's Department who are authorized to carry weapons pursuant to general law shall comply with all state and federal laws governing certification and re-certification necessary to carry weapons.
2. Where general law does not govern the certification and re-certification of employees to carry weapons, the following provisions shall apply:
  - a. The Sheriff may issue firearms, other intermediate weapons (e.g., pepper spray), and/or hard controls (e.g., handcuffs) to any employees in the Sheriff's Department who are specifically pre-authorized by the Sheriff and are designated in the Department's written policies and procedures. The Sheriff shall have the power to commission employees in the Sheriff's Department to carry firearms if the employee has successfully completed the firearms training and requalification programs that are required by law for Deputy Sheriffs. The Sheriff may permit employees to carry intermediate weapons and hard controls if the employee has successfully completed required training as determined by the Sheriff.
3. The Sheriff shall ensure that the Department's continuum of force policy applies to all employees who carry weapons. All employees who carry weapons shall properly secure firearms or other weapons, while on duty and off as required by the Sheriff.

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

take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

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

## Ordinance No. O2023-0006

Sponsored by: <b>Councilmember Sweeney</b>	<b>An Uncodified Ordinance</b> authorizing the County Executive to provide a one-time bonus to certain non-bargaining classified County employees to ensure they receive the entire amount equal to the 6.44% average increase that other non-bargaining classified and unclassified employees received in 2022; and declaring the necessity that this uncodified Ordinance become immediately effective.
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**WHEREAS**, Section 9.01 of the Charter of Cuyahoga County states that “[t]he County’s human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity/expression, disability, age, or ancestry;” and

**WHEREAS**, Chapter 9 of the County’s Employee Handbook states that “[t]he County takes a holistic approach to employee compensation and administer a fair and equitable compensation program” that includes both direct and indirect compensation; and

**WHEREAS**, in 1994 the County adopted classification and compensation systems for classified non-bargaining unit employees to ensure a systematic approach to equitable compensation for positions with similar duties, responsibilities and minimum qualifications; and

**WHEREAS**, the County Executive recommended, and the Council approved, a new Non-Bargaining Salary Schedule B, which includes pay grades for the County’s Information Technology classifications, on December 7, 2021; and

**WHEREAS**, the County Executive recommended, and the Council approved a modified Non-Bargaining Salary Schedule A, which includes pay grades for all other County classifications outside of Information Technology, on November 22, 2022; and



**WHEREAS**, on average the Non-Bargaining Salary Schedule A employees received an average of 6.44% salary increase based on the modified pay grades approved on November 22, 2022; and

**WHEREAS**, there were approximately 42 employees over 7 pay grades who received less than a 6.44% increase because those employees were at the maximum pay rate of the modified Non-Bargaining Salary Schedule A approved on November 22, 2022; and

**WHEREAS**, the County Council desires to ensure all the County employees on the Non-Bargaining Salary Schedule A receive an amount equal to the 6.44% increase, and believes a one-time bonus is the most effective and efficient way to provide this; and

**WHEREAS**, it is necessary that this uncodified 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.** That, any provision of the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) or any codified or uncodified ordinance to the contrary notwithstanding, this Council hereby authorizes the County Executive or the Executive’s designee to provide a one-time bonus to certain non-bargaining classified County employees to ensure they receive the entire amount equal to the 6.44% average amount that other non-bargaining classified and unclassified employees received in 2022. Said bonus shall be paid to each eligible current employee, which is approximately 42 employees, on or before June 30, 2023.

**SECTION 2.** Any specific appropriation necessary to effectuate these one-time bonuses is hereby 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 uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

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

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing uncodified Ordinance was duly enacted.

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. R2023-0052

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 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 2023 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

**SECTION 1.** That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following additional appropriation increases and decreases:

**Fund Nos./Budget Accounts**

**Journal Nos.**

A.	2285 – Other Judicial		<b>BA2314810</b>
	PD285105 – Public Defender Other Judicial Grants		
	Other Expenses	\$	225,014.40

The Public Defender’s Office is requesting appropriations of \$225,014.40 to employ a full-time Assistant Public Defender to represent indigent criminal defendants on behalf of the Lakewood Municipal Court in connection with the Ohio Court Backlog Reduction Program per the revenue generating agreement which was approved and executed via BC2023-58. The performance period for this agreement is February 1, 2023 through April 30, 2024. The funding source is reimbursements received by the City of Lakewood for services performed.

B.	2280 – Other Health and Safety		<b>BA2319646</b>
	PJ280115 – Hazard Mitigation Asst Grants		
	Other Expenses	\$	(28,437.50)

The Department of Public Safety & Justice Services requests an appropriation reduction of \$28,437.50 to close out the FY20 Hazard Mitigation Grant Program. This grant was funded by the State of Ohio, Department of Public Safety, Ohio Emergency Management Agency and had an original award of \$120,000. 73% or \$87,500 was spent and the project was completed on October 31, 2022. The grant period was January 10, 2020 through January 10, 2022 and was originally approved via BC2020-523 and appropriated via R2020-0235. There is a current cash balance of \$4,062.50 which is also on this agenda (Section 3 Item A - CT2319645) transferring cash back to the General Fund.

C.	2285 – Other Judicial		<b>BA2319649</b>
	ME285145 – Med Exam Oth Judicial Grants		
	Personal Services	\$	190,603.00
	Other Expenses	\$	809,397.00

The Medical Examiner’s Office is requesting appropriations of \$1,000,000 to establish the Cuyahoga County Crime Lab Backlog Grant. The funding source is the American Rescue Plan Act (ARPA) through the U.S. Department of Treasury which was passed through the Ohio Department of Public Safety, Office of Criminal Justice Services. This grant will provide funding to address the crime lab’s testing backlogs which were impacted by the COVID-19 pandemic. There is no cash match requirement.

D.	1100 – General Fund		<b>BA2321222</b>
	FS100175 – Other Statutory Contributions		
	Other Expenses	\$	10,000.00

The Fiscal Department requests an appropriation increase of \$10,000 to purchase flags for Veterans during Memorial Day activities. The cost for the Memorial Day flags increased to \$70,000 this year. The 2023 budget includes only \$62,784. The funding source is General Fund.

E.	1100 – General Fund		<b>BA2321223</b>
	FS100120 – Hotel/Motel		
	Other Expenses	\$	90,000.00

The Fiscal Department requests an appropriation increase of \$90,000 to cover contracted payments for the hotel and lodging excise tax collection. The funding source is General Fund.

F.	1105 – General Fund Assigned		<b>BA2322808</b>
	DV105100 – Community Develop (Casino Tax)		
	Other Expenses	\$	360,000.00

The Department of Economic Development requests appropriations of \$360,000 to fund an agreement with Cleveland Cultural Gardens Federation. This appropriation will cover maintenance and upgrades for the Cleveland Cultural Gardens, approved via R2023-0002. The funding source is General Fund.

G.	1105 – General Fund Assigned		<b>BA2322809</b>
	DV105100 – Community Develop (Casino Tax)		
	Other Expenses	\$	300,000.00

The Department of Economic Development requests appropriations of \$300,000 to fund an agreement with the Chagrin Documentary Film Festival. This appropriation will cover the purchase and renovation of office and event space for the Chagrin Documentary Film Festival, approved via R2022-0362. The funding source is the General Fund.

H.	1105 – General Fund Assigned		<b>BA2322810</b>
	DV105100 – Community Develop (Casino Tax)		
	Other Expenses	\$	289,500.00

The Department of Economic Development requests appropriations of \$289,500 to fund an agreement with the Cleveland Zoological Society. This appropriation will cover Phase 2 of the Primate Forest Project, approved via R2022-0208. The funding source is the General Fund.

I.	1105 – General Fund Assigned		<b>BA2322811</b>
	DV105100 – Community Develop (Casino Tax)		
	Other Expenses	\$	39,000.00

The Department of Economic Development requests appropriations of \$39,000 to fund an agreement with Frank Ford Consulting LLC. This appropriation will cover mortgage lending research and technical assistance, approved via R2022-0172. The funding source is the General Fund.

J.	1105 – General Fund Assigned		<b>BA2322812</b>
	DV105100 – Community Develop (Casino Tax)		
	Other Expenses	\$	1,000,000.00

The Department of Economic Development requests appropriations of \$1,000,000 to fund an agreement with the Cuyahoga County Land Reutilization Corporation. This appropriation will cover the implementation of recommendations from the Countywide Housing Study and the Cuyahoga County Housing Plan, approved via Ordinance 02019-0001. The funding source is the General Fund.

K.	2220 – Community Development		<b>BA2322813</b>
	DV220140 – Community Development		
	Other Expenses	\$	250,000.00

The Department of Economic Development requests appropriations of \$250,000 to fund an agreement with the Home Repair Resource Center. This appropriation will cover year two of this contract which was approved via R2022-0247. The funding source is the Community Development Fund.

L.	2220 – Community Development		<b>BA2322826</b>
	DV220165 – CDBG		
	Personal Services	\$	405,155.70
	Other Expenses	\$	21,000.30

The Department of Economic Development requests appropriations of \$426,156 for the U.S. Housing and Urban Development (HUD) 2022 Community Development Block Grant (CDBG) award. This appropriation will cover the non-administrative portion of the annual Community Development Block Grant award. The funding source is the Community Development Fund.

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

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>	
A.	FROM: 2285 – Other Judicial		<b>BA2319635</b>
	PJ285105 – Family Justice Ctr Prj 09/11		
	Other Expenses	\$	1,438,794.61
	TO: 2285 – Other Judicial		
	PJ285105 – Family Justice Ctr Prj 09/11		
	Personal Services	\$	1,438,794.61

The Office of Budget and Management, on behalf of the Prosecutor’s Office, requests an appropriation transfer of \$1,438,749.61 from other expenses to personal services. This transfer will realign the budget according to the grant requirements. This grant was originally appropriated via R2022-0444 for a total of \$2.5 million but \$0 has been spent to date. The funding source of the SAKI grant is the US Department of Justice and has a performance period of October 1, 2022, through September 30, 2025.

B.	FROM: 2220 – Community Development		<b>BA2322814</b>
	DV220160 – Emergency Solutions Develop.		
	Personal Services	\$	17,755.65
	TO: 2285 – Community Development		
	DV220160 – Emergency Solutions Develop.		
	Other Expenses	\$	17,755.65

The Office of Budget and Management, on behalf of Department of Development, requests an appropriation transfer of \$17,755.65 from personal services to other expenses. This corrects an error in the original appropriation request.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2280 – Other Health and Safety	<b>CT2319645</b>
PJ280115 – Hazard Mitigation Asst Grants	
Trans Out – Transfer Out                   \$	4,062.50
TO: 1100 – General Fund	
PJ100105 – Public Safety Grants Admin	
Trans In – Transfer In                   \$	4,062.50

The Department of Public Safety & Justice Services requests a cash transfer of \$4,062.50 to close out the FY20 Hazard Mitigation Grant Program. The full award of \$120,000 required a cash match of \$15,000. Only \$87,500 of the grant was spent reducing the cash match of \$15,000 to \$10,937.50. The remaining balance or \$4,062.50 will be returned to the General Fund.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC049  
March 14, 2023





To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: March 7, 2023

Re: Fiscal Agenda – 3/14/2023 - Proposed

cc: Michael Chambers, Fiscal Office; Shawntaye McCurdy, OBM; 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 **March 14, 2023**. The requested fiscal items, including additional appropriation increases and decreases, are necessary to reconcile the originally adopted 2023 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested
- Request to provide appropriation transfers as requested
- Request to provide cash transfers as requested

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

Department	Amount Requested	Item	Funding Source	Purpose
Public Defender	\$225,014.40	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Safety and Justice Services	\$ (28,437.50)	B	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Medical Examiner	\$1,000,000.00	C	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Fiscal Office	\$10,000.00	D	General Fund	Appropriation Increase

Fiscal Office	\$90,000.00	E	General Fund	Appropriation Increase
Economic Development	\$360,000.00	F	General Fund	Appropriation Increase
Economic Development	\$300,000.00	G	General Fund	Appropriation Increase
Department of Development	\$289,500.00	H	General Fund	Appropriation Increase
Economic Development	\$39,000.00	I	General Fund	Appropriation Increase
Economic Development	\$1,000,000.00	J	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Economic Development	\$250,000.00	K	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Economic Development	\$426,156.00	L	Grant – No General/HHS Levy Fund Impact	Appropriation Increase

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

Department	Amount Requested	Item	Funding Source	Purpose
Prosecutor's Office	\$1,438,794.61	A	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Department of Development	\$17,755.65	B	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer

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

Department	Amount Requested	Item	Funding Source	Purpose
Prosecutor's Office	\$4,062.50	A	Grant – No General/HHS Levy Fund Impact	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0053

<p>Sponsored by: <b>County Executive Ronayne/Department of Law/Sheriff's Department</b></p>	<p><b>A Resolution</b> approving a Collective Bargaining Agreement between Cuyahoga County and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, Region 2-B, Local Number 70 ("UAW"), representing approximately six (6) employees in the classification of Court Security Officers in the Cuyahoga County Sheriff's Department for the period 1/1/2022-12/31/2024; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, Region 2-B, Local Number 70 ("UAW"), in an effort to negotiate a successor collective bargaining agreement ("CBA") that currently includes approximately six (6) employees in the Court Security Officer classification in the Cuyahoga County Sheriff's Department: and,

WHEREAS, the parties have met in an effort to negotiate terms and have reached a tentative agreement on a successor collective bargaining agreement for the period 1/1/2022-12/31/2024; and,

WHEREAS, as of March 1, 2023, the bargaining unit voted to ratify the proposed collective bargaining agreement; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty (30) days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen (14) days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and,

WHEREAS, the Department of Law, the County Executive and the Cuyahoga County Sheriff's Department are recommending that Council approve the proposed Collective Bargaining Agreement; and,

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

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

**SECTION 1.** The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and UAW, currently representing approximately six (6) employees in the Court Security Officer classification in the Cuyahoga County Sheriff's Department for the period 1/1/2022 - 12/31/2024, and authorizes the County Executive to execute all documents consistent with this Resolution.

**SECTION 2.** Funds necessary to implement the CBA between the County and UAW shall be budgeted and appropriated.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Journal CC049  
March 14, 2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0054

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Jacqueline Fletcher, upon her taking the oath of office as Director of the Division of Children and Family Services in the Department of Health and Human Services; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Article VIII, Section 8.01 of the Charter provides that the Council shall provide by ordinance for such deputies and assistants to the Director of Health and Human Services as shall be conducive to the efficient performance of the duties of the Department of Health and Human Services; and

**WHEREAS**, by Ordinance No. O2022-0001, dated April 26, 2022, this Council amended Section 202.10 of the County Code to require the confirmation of certain directors within the Department of Health and Human Services, including the Director of the Division of Children and Family Services; and

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

**WHEREAS**, in accordance with said Charter Sections 2.03(2) and 8.01, and Section 202.10.E of the County Code, the County Executive has nominated Jacqueline Fletcher for appointment to the position of Director of the Division of Children and Family Services in the Department of Health and Human Services; and

**WHEREAS**, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on \_\_\_\_\_, 2023; and

**WHEREAS**, the Council elects to confirm the County Executive's appointment of Jacqueline Fletcher to the position of Director of the Division of Children and Family Services in the Department of Health and Human Services; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Jacqueline Fletcher to the position of Director of the Division of Children and Family Services in the Department of Health and Human Services, upon her taking the oath of office.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0055

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Sara Parks Jackson, upon her taking the oath of office, as Director of Housing and Community Development, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the directors of departments are to be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, the Department of Housing and Community Development was established by Ordinance O2023-0007, passed by this Council on \_\_\_\_\_, 2023; and

WHEREAS, the County Executive has nominated Sara Parks Jackson for appointment to the position of Director of Housing and Community Development; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on \_\_\_\_\_, 2023; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Sara Parks Jackson to the position of Director of Housing and Community Development; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the appointment of Sara Parks Jackson to serve as Director of Housing and Community Development upon her taking the oath of office.



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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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



February 21, 2023

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

Re: Cuyahoga County Director of Housing and Community Development

Dear President Jones,

In conjunction with the proposed ordinance creating the Department of Housing and Community Development, and pursuant to Section 2.03(2) of the county charter, I am pleased to nominate Sara Parks Jackson to serve as the Director of Housing and Community Development. A copy of Ms. Jackson's resume is attached hereto which details her relevant work history and background.

Ms. Jackson currently serves as Deputy Director of the Division of Housing and Community Development in the Department of Development.

I am honored to nominate Ms. Jackson for the position of Director of Housing and Community Development as she is well suited to address the new challenges and opportunities of this newly formed department. I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne  
Cuyahoga County Executive

## Chapter 114: Appointment and Confirmation

### Section 114.01: Submission of Appointments to County Council

A. The submission of any candidate to the Council for confirmation shall be accompanied by the following: Sara Parks Jackson (Director of Housing and Community Development)

1. A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

2. A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

See Attached

3. A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

N/A

4. A letter from the appointing authority providing the following information:

See attached

1. The title of the board, agency, commission, or authority to which the candidate is being appointed;

Director, Housing and Community Development

2. Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

3. The specific term of office during which the candidate would serve;

Upon Confirmation

4. An indication of whether the candidate is being considered for a new appointment or for reappointment;

This is a new appointment and a New Department

5. For a new appointment: the name of the individual who the candidate would replace;

N/A

6. For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

7. A cumulative list of individuals who applied for the position;

N/A

8. The candidate's city and county of residence;

Cleveland, Ohio

9. An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Cuyahoga County Community Improvement Corporation, CHN Housing Capital Advisory Board, Cuyahoga HOME Consortium

10. An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No

11. If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

\$150,000

- B. In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

**SARA PARKS JACKSON**

Cleveland, Ohio 44120

**CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT**

**Cleveland, Ohio**

**Deputy Director, Housing and Community Development      September 2021 - Present**

Manage the day to day operations of the Housing and Community Development division of the Department of Development including all operational functions and activities. Develops strategy and processes and provides lead role in the development of partnerships with other communities. Provides interpretation and clarification of applicable county, state and federal regulations, policy, rules, and procedures as they relate to funding received. Represents department in meetings; acts as liaison with federal departments and divisions regarding program functions also communicates regularly non-profit and other housing and community development related organizations. Currently serving on the several position related boards including the HOME Investment Partnership Fund Consortium as appointed by the County Executive and the CHN Housing Capitol Advisory Board. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of eight.

**Housing and Community Development Administrator      January 2018 - April 2021**

Manages and administers the Housing and Community Development division of the Cuyahoga County Department of Development. Manage both housing and community development projects and programs including research, design and development, and reporting. Responsible for the analysis of financial aspects of projects, underwrites and determines collateral value. Determines resource requirements and monitors usage and compliance of all funding streams including Federal, State and local sources. Responsible for the administration of housing and community development financing programs and monitoring of regulatory compliance. Coordinates actions related to the issuance of Private Activity Bonds issued by the County. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of nine.

**Community Development Officer      October 2013 - January 2018**

Responsible for analysis including underwriting, feasibility determination and recommendation of loans for medium to large-scale residential, mixed use and community development projects. Annual review and recommendation of \$1.2 million in affordable housing loans. Review of \$10.8 million in 2015 and \$5.5 million in loan requests in 2014 resulting in the approval of \$16.3 million in Casino Revenue loans. Development, implementation, coordination and oversight of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs, totaling \$4 million annually. Accountable for successful operation, compliance with federal regulations and continuous evaluation of county's Municipal Grant, Storefront Renovation, Affordable Rental Housing, Down Payment Assistance, Fair Housing and Foreclosure Prevention programs. Additional responsibilities include the review and coordination of grant and loan documents with recipients, legal counsel and other county agencies. Created and administer new Community Development Supplemental Grant (CDSG). Modeled after CDBG program and funded with Casino funds, this program in its first year awarded 21 municipalities or community development corporations up to \$50,000 each in grants for community development projects and programs. Management of requests related to issuing or previously issued conduit bond financing inclusive of Health Care, Industrial Revenue and Multifamily Housing Revenue bonds.

**Program Officer**

**February 2005 – 2013**

Implementation and oversight of key community development programs including, targeted grants to cities and targeted façade repair rebates to commercial property owners. Responsible for analysis and underwriting of loans for large-scale residential and community development projects with county Casino Revenue Funds. Management of requests for conduit bond financing, includes requests with Low Income Housing Tax Credits, New Market Tax Credits and other special financing components. Review and analysis resulted in the bond issuance of \$52 million in 2012 and \$44 million in 2013.

**Administrative Officer**

**December 2002 – 2005**

Oversight and administration of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs providing low interest loans to homeowners in the county. Responsible for the supervision of the lead paint remediation program. Oversight of all requests for multifamily and 501(c) 3 financing, including requests containing Low Income Housing Tax Credits.

**Development Specialist**

**September 1996 –2002**

Analysis and underwriting of funding request to assist in financing childcare homes and facilities. Direct oversight of requests for multifamily and 501 (c) 3 bonds financing, including requests containing Low Income Housing Tax Credits.

**CITY OF CLEVELAND, OHIO**

Manager, Business Retention and Expansion

Assistant Manager, Small Business Office

**Economic Development**

1995 - 1996

1992 - 1995

**NATIONAL CENTER FOR HOUSING MANAGEMENT**

Trainer

**Washington, DC** 1990 – 1992

**NCSC-HOUSING MANAGEMENT CORPORATION**

Chief, Property Management:

**Washington, DC** 1986 – 1991

**FIRST COLUMBIA MANAGEMENT**

**Merrifield, VA** 1985 – 1986

**EDUCATION**

Masters, Public Administration

Bachelor of Science, Public Administration,  
University of Phoenix

Criminal Justice

University of Dayton, Dayton, Ohio (1976 -1979)

**CERTIFICATIONS**

CSU Public Officials Leadership Academy, XVII

Economic Development Finance

Professional National Development Council-  
Certification

Lean Six Sigma Champion -

Lean Six Sigma Yellow Belt

**BOARDS/COMMITTEES**

CHN Housing Capital Advisory Board 2020-Present

Cuyahoga HOME Consortium. 2019- Present

Starting Point Loan Review Committee, 2004-Present

City of Cleveland, Operation Efficiency Task Force

External Lead, Consumer Affairs Action Team, 2007

**MEMBERSHIPS**

Alpha Kappa Alpha Sorority, Incorporated

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0056

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment and reappointment of various individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2023 – 3/31/2026; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Ohio Revised Code Chapter 3381, a regional arts and cultural district was established in Cuyahoga County to provide programs and activities in areas directly concerned with the arts or cultural heritage; and

**WHEREAS**, such regional arts and cultural district is governed by a Board of Trustees called the Cuyahoga Arts and Culture Board of Trustees consisting of five (5) members having broad knowledge and experience in the arts or cultural heritage and shall have other qualifications as outlined in the by-laws; and

**WHEREAS**, pursuant to Ohio Revised Code Section 3381.05, the Board of Trustees shall be appointed to 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**, the County Executive has nominated the following individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2023 – 3/31/2026 as follows:

Reappointment:

1. Dr. Michele C. Scott Taylor

Appointment:

1. Dan Blakemore (replacing Jenita McGowan)

**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 appointment or reappointment of the following individuals to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2023 – 3/31/2026 as follows:

Reappointment:

1. Dr. Michele Scott Taylor

Appointment:

1. Dan Blakemore (replacing Jenita McGowan)

**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\_\_\_\_



**Chris Ronayne**  
Cuyahoga County Executive

March 6, 2023

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for re-appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Dr. Michele Scott Taylor**, 3-year term, 4/1/2023 – 3/31/2026

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

A copy of Dr. Michele Scott-Taylor's bio is attached.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 8 other candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

**Chris Ronayne**  
County Executive



January 31, 2023

Dear County Executive Ronayne,

I write to respectfully request re-appointment to the Cuyahoga Arts & Culture (CAC) Board of Trustees. I will also submit my materials through the County's Boards and Commission online portal.

As vice president of the CAC board, I've helped to govern a public agency that funds hundreds of nonprofits serving thousands of Cuyahoga County residents. While my first three-year term is ending, the work is not done. I am eager to continue my board service to help ensure that CAC supports nonprofits of all sizes and disciplines in making our community stronger.

I am proud to be associated with a public agency like CAC that prioritizes equity in its grantmaking and its operations. Since CAC claimed equity as a value in 2016, we have tripled the number of Black and brown-led and serving organizations that we fund. That work must continue.

Finally, I believe that arts and culture is a tool to expand educational attainment in our community and a vital approach to effective youth development. Before being appointed to CAC's board in 2020, I served on the board of arts education nonprofit Arts Impact (formerly Progressive Arts Alliance) where I witnessed the power of arts to transform children's lives. Though my service on CAC's board I'm able to make change the shapes the entire arts ecosystem.

It would be an honor to continuing serving on CAC's board. I thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michele Scott Taylor', written over a horizontal line.

Dr. Michele Scott Taylor  
CAC Board Vice President and Chief Program Officer – College Now

Cc: Eric Wobser, chief of staff – Cuyahoga County  
Zoë Toscos, special projects manager – Cuyahoga County

**Dr. Michele C. Scott Taylor, PgMP, GCDF**



**Professional Profile**

An educator, administrator, training and development specialist, and researcher with a broad range of experiences diversity, equity, and inclusion, cultural competency development, program development, student learning and development; organization development; project and program management; grant writing; as well as program assessment and evaluation. Expertise in designing, implementing, assessing, and evaluating student, educational, and organizational development programs—particularly those addressing issues of access, retention, diversity, cultural competency, and leadership development.

**Education and Training**

***Harvard Business School-*** Strategic Perspectives in Non-Profit Management Seminar-Participant-2017

***Center for Credentialing and Education-***Global Career Development Facilitation-Participant-2015

**Doctor of Education:** Administrative and Policy Studies, University of Pittsburgh; Pittsburgh, Pennsylvania. April 2008.

**Master of Education:** Higher Education Administration, Emphasis-Student Affairs and Organization Development-Kent State University; Kent, Ohio. May 2000

**Bachelor of Arts,** Major: Sociology and French- University of Akron; Akron, Ohio. May 1998

**Bachelor of Arts,** Major: Political Science-University of Akron, Akron; Ohio. Aug. 1998

***Le Catholique Universite de L'Ouest-*** Spent a semester in Angers, France studying the country's language, culture and political system-1997

***Harvard Business School-*** Summer Venture in Management Program participant-1997

**Teaching Experience**

***John Carroll University- University Heights, Ohio (2010) (2017-Present)***  
**Faculty, Boler School of Business-**Global Leadership

***Cleveland State University-Cleveland, Ohio (2014-present)***  
**Faculty,** Diversity Management Program, Graduate School of Psychology

***Baldwin Wallace College-Berea, Ohio (Fall 2010, Fall 2012)***  
**Assistant Professor** (adjunct), Institutional Diversity in Higher Education

***Grantham University-Kansas City, Missouri (2009-2014)***  
**Subject Matter Expert-**Modern Organizations and Healthcare  
**Faculty-** Modern Organizations and Healthcare

## **Administrative and Leadership Experience**

### ***COLLEGE NOW, Greater Cleveland- Cleveland, Ohio (2010-Present)***

#### **Chief Program Officer**

- Supervises and evaluates college access programming, including Advisory Services, Talent Search and GEAR UP
- Ensures that College Now is developing cutting edge college access programming and is current on research and industry news in the field
- Works with a wide variety of community, educational, business and civic officials, employees and volunteers to obtain, build and maintain support for and implement College Now programs and objectives
- Seeks opportunities to partner with other non-profit organizations, foundations and government agencies to further College Now's mission
- Represents College Now in relevant community projects and committees
- Seeks opportunities to expand and enhance College Now's impact by planning, recommending, developing and implementing new or enhanced program initiatives
- Oversees and directs program administration including cost containment, budgeting, and use of federal dollars.
- Works with Chief Development Officer to address financial needs of programs and cultivate potential donors
- Ensures timely and accurate reporting of program information required for donor proposals and reports
- Drives continuous improvement by evaluating programs and procedures, identifying opportunities, and recommending changes to enhance effectiveness and efficiency of programs
- Serves as staff liaison for College Now's board of directors program committee
- Attends all board meetings and relevant board committee meetings

### ***John Carroll University- University Heights, Ohio (2008-2010)***

#### **Coordinator of Access and Retention**

- Responsible for training, development, and coordination of student retention programs and activities
- Interfaced, collaborates, and trains members of support services, academic programs and departments, and student affairs units areas across the university on issues of leadership, access, and retention
- Planned, implemented, and evaluated continuing and new programs to recruit and/or retain targeted groups of students
- Administered the Ohio Access Initiative program, which helps Ohio students from low-income families matriculate, persist, and graduate from John Carroll University through programming, financial aid, personal and career development, as well as community service placements
- Conducted community and business outreach regarding diversity and leadership development efforts to engage diverse stakeholders and educate the campus community on issues of professional development, cultural competency, first generation college students, and barriers facing underrepresented students, underserved students

### ***COSMOS Corporation (Education Research and Evaluation Firm)-Bethesda, MD (2006-2008)***

#### **Senior Research Analyst**

- Conducted applied research, policy analysis, and evaluations for federally-funded projects. Projects typically funded by Department of Education, National Science Foundation, and Department of Justice
- Managed and coordinated social science research and evaluation projects. Wrote detailed working

papers and technical reports regarding education policy that result in briefing documents for Congress and other policymakers

- Conducted in-depth field research in myriad communities, school districts, and colleges and universities throughout the United States for various projects. The field research required communicating and interacting with people from different social, economic, and ethnic backgrounds, such as at-risk youth, community leaders, teachers, parents, university administrators, and local, state, and federal policymakers. Also, collected and analyzed different data sets, organized and conducted interviews and focus groups, drafted and administered research instruments and protocols, as well as developed and conducted surveys.

***University of Pittsburgh- Pittsburgh, PA (2001-2008)***

**Leadership Development Consultant, Chancellor's Office (2007-2008)**

- Designed a 30-hour leadership training curriculum focusing on cultural competency and global leadership skills for college women in support of the Heinz Foundation.

**Director, Office of Cross-Cultural and Civic Leadership (2006-2007)**

- Developed the vision, mission, core values, competencies and learning outcomes for the Department
- Led all aspects of the organization's operation
- Oversaw budget planning, expenditures and reconciliation
- Designed and implemented leadership training and development workshops on cross-cultural education, civic leadership, personal development, etc.
- Supervised cadre of professional staff members
- Developed, implemented and evaluated social and cultural programming for international and domestic students
- Supervised the advising of organizations and students
- Developed and implemented mentoring programs

**Assistant to the Provost for Academic Affairs (Enrollment Management) (October 2004-January 2006)**

- Coordinated enrollment management initiatives
- Monitored \$2.5 million budget used for recruitment and retention of underrepresented students
- Coordinated, designed, implemented and assessed diversity training and programming
- Coordinated the academic planning proposal process
- Benchmarked enrollment programs and services with peer and aspiration institutions
- Conducted interviews and focus groups with students on campus climate and student satisfaction
- Guest Lecturer- Student Development Theory Course

**Assistant to the Vice Provost and Dean of Student Affairs (April 2003-October 2004)**

- Researched, designed, implemented and evaluated first year programs including New Student Orientation for the incoming first-year classes (3K+ students)
- Provided leadership development training for student organizations
- Advised students and student organizations (cultural groups and mentoring organizations)
- Facilitated focus groups sessions
- Developed satisfaction and needs analysis surveys
- Evaluated Student Life projects and programs
- Managed the Student Life office including supervision of staff and student employees along with budget oversight responsibilities
- Benchmarked programs and services with aspiration institutions

**Advisor (July 2002-April 2003)**

- Facilitated and evaluated leadership development training programs for four organizations
- Facilitated organization development activities
- Administered and analyzed student satisfaction surveys
- Oversaw organizations' accounts totaling approximately \$100,000

**Collateral Assignments**

- Instructor- Emerging Leaders Program
- Chair - Council for Graduate Students In Education Research Conference
- Member - Faculty/ Student Research Committee
- Member - Several departmental committees

**Residence Hall Director – (June 1998 to May 2000)**

- Coordinated the overall operation of a 1 co-educational residence facilities housing 435 students
- Supervised, trained, and evaluated paraprofessionals and administrative staff
- Designed staff development activities
- Coordinated holistic programming throughout the entire building
- Served on-call for duty weeknights and weekends
- Served as judicial officer
- Mediated and resolved conflict when appropriate
- Made appropriate referrals for students in need of university and off campus resources
- Responsible for facilities reservation
- Developed comprehensive reports for Central Staff
- Provided overall leadership for the hall

**Collateral Assignments**

- Actively advise the Resident Student Association Tower C Hall Council
- Chaired the Staff Development committee
- Served on search committees

***Walsh University-North Canton Ohio (June 1998-July 2001)***

**Director of Multicultural Affairs (February 2000-July 2001)**

- Provided individual and group support services (academic, financial, personal, social, etc.) to students of color and international students
- Developed, implement and assessed programs geared towards educating the Walsh community on issues of diversity and internationalization
- Conducted workshops for faculty, staff, and students regarding multiculturalism
- Administered the study abroad program
- Assisted the office of Admissions in recruiting students of color and international students (conducted focus groups and administered surveys to improve educational environment)
- Processed paperwork in accordance with the Immigration and Naturalization Service
- Developed and evaluated programs designed to increase levels of persistence for students of color and international students
- Advised organizations
- Created, implement, and evaluated community-wide programs related to urban issues and concerns
- Serve as the campus resource on issues regarding multiculturalism, diversity

- Created an internship and practicum program within the department for area college graduate students interested in any area of leadership and multicultural education
- Created a Student of Color Orientation Program held during the summer
- Responsible for efficient fiscal management of department budget

**Collateral Assignments**

- Chairwomen of the Professional Staff Constituency (2000-2001)
- Co-director of the First-Year Institute Program (2001)
- Instructor for the First-Year Institute (1998-2001)
- Co-partner in the Leadership Alliance Institute (2000-2001)
- Member of various departmental and university-wide committees (1998-2001)

**Interim Director of Multicultural Affairs – (November 1999-February 2000)**

- Served as a resource, contact, mentor and advocate for the student of color population

**Residence Hall Director – (June 1998 to May 2000)**

- Responsible for the overall operation of a 2 co-educational residence facilities housing 240 students
- Supervised, trained and evaluated paraprofessional staff and students
- Responsible for the operations, programming and student employment budgets
- Served as hall judicial officer and Chair of the student judicial board
- Responsible for facilities reservation and maintenance

**Summer Housing Director and Coordinator of Summer Camps - (May 1999 to August 1999)**

- Responsible for the overall operation of three residence facilities
- Managed the housing process for summer students as well as coordinated housing placements for over ten summer camps
- Supervised a paraprofessional staff and was responsible for timely distribution of payroll paper work
- Wrote assessment and evaluation reports for the Associate Dean on Student Affairs programs and services

**Co-Coordinator of New Student Orientation – (May 1999 to August 1999)**

- Recruited and trained the Cav's Crew, a leadership group of students who welcome and assist the freshmen class during the summer
- Planned, implemented, and evaluated the process in which the Cav's crew would move the entire freshmen class in the residence facility
- Supervised two administrative assistants who were integral in the success of the Cav's Crew

**Activities and Student Union, Graduate Intern – (August 1999 to January 2000)**

- Primary Advisor for the Black Student Union organization
- Trained and supervised an executive board in areas of leadership, teambuilding, community development, organizational and professional etiquette
- Supervised the group in both program planning, implementation, and evaluation
- Developed contractual agreements
- Gained knowledge and experience in auxiliary and facilities management including audio/visual equipment
- Conducted research for a university-wide co-curricular transcript to compliment the academic transcript

**Collateral Assignments- (June 1998- Fall 1999)**



- Coordinated paraprofessional training and development (Summer 1998, Summer 1999)
- Facilitated and implemented the two-week long training program for Resident Advisors
- Created and published a resource guide for first year students as a way to integrate them into the Walsh Community
- Presented in-services throughout the year as professional development activities for the Residence Life Staff
- Instructed an orientation course for first-year students (Fall 1999)

### Selected Publications and Presentations

Taylor, Nancy & Scott Taylor, Michele (2010). "Why Work?" Presented at the Celebration of Scholarship Conference, John Carroll University, University Heights, OH.

Scott Taylor, Michele. (2009). *Helping Underrepresented Students through the Vocational Discernment Process*. Presented to the STAD Council, John Carroll University: University Heights, OH.

Scott Taylor, Michele. (2009). *Working with Students from Diverse Populations: Cultural Competency Development 101*. Presented at the Ohio Access Initiative Mentoring Training, University Heights, OH.

Scott Taylor, Michele. (2009). *Facilitating Organizational Change to Build a Learning Organization*. Retreat Facilitator for the Enrollment Division, John Carroll University, University Heights, OH.

Scott Taylor, Michele. (2009). *Student Affairs Divisions as Learning Organizations: A Nexus for an Interdisciplinary Approach to Organizational Improvement*. Paper presented at the American Educational Research Association Conference, San Diego, CA, April 2009.

Marcos-Scanlon, Cynthia & Scott Taylor, Michele. (2009). *Learning-Centered Internships in Non-Profit Organizations*: Presenter to Center for Service and Social Action, John Carroll University, University Heights, OH.

Marcos-Scanlon, Cynthia & Scott Taylor, Michele. (2009). *Millennial Students as Interns in Non-Profit Organizations*: Panel Presenter at the Center of Pastoral Leadership, Wickliffe, OH.

Taylor, Nancy & Scott Taylor, Michele. (2009). *Creating and Facilitated Mentoring Communities in Higher Education*. Guest facilitator for semester-long professional development group, John Carroll University, University Heights, OH.

Scott Taylor, Michele & Dadlani, Sara. (2007). *Race and the Politics of Identity*. In O. Gilbert Brown, Kandace G. Hinton, & Mary Howard-Hamilton (Eds.), *Unleashing Suppressed Voices on College Campuses: Diversity Issues in Higher Education*. New York, NY: Peter Lang Publishing.

Scott Taylor, Michele (2010). *The learning organization as a conceptual framework for organizational improvement*. Poster presentation to the office of Diversity Equity and Inclusion at Kent State University.

### **Civic Recognitions**

Board of Trustees for the Cuyahoga Arts and Culture (CAC): <https://www.cacgrants.org/media-room/news/category/news-release>

Named one of Pittsburgh's "Top Rising Professional under 40"

Kaleidoscope's 40/40 Club

Woman of Professional Excellence (2016): <https://ywcagreaterclevelandblog.wordpress.com/2016/04/04/ywca-greater-cleveland-announces-women-of-professional-excellence/>

Leadership Cleveland (2017): <https://www.crainsicleveland.com/article/20160711/NEWS/160719982/cleveland-leadership-center-announces-2017-leadership-cleveland-class>

Cleveland Magazine's "One to Watch" (2018): <https://clevelandmagazine.com/cleader/community/articles/one-to-watch-michele-scott-taylor>

<https://www.help.senate.gov/hearings/reauthorizing-the-higher-education-act-simplifying-the-fafsa-and-reducing-the-burden-of-verification>

### **Organizational Memberships**

American Education and Research Association, Program Reviewer

American College Personnel Association, Program Reviewer

Golden Key National Honor Society

Omicron Delta Kappa

Mortar Board (Leadership Honorary)

Phi Sigma Alpha (Political Science Honorary)

Delta Sigma Theta Sorority Inc.

Ohio College Personnel Association- Diversity Chair (2000-2001), Co-Chair for the Silver Anniversary Conference (2001)

Inroads, Inc.

Pittsburgh School District's Head Start Policy Council



March 6, 2023

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

Re: Cuyahoga Arts and Culture (CAC) Board of Trustees

Dear President Jones,

I submit the following nomination for appointment to the Cuyahoga Arts and Culture (CAC) Board of Trustees:

- **Dan Blakemore**, 3-year term, 4/1/2023 – 3/31/2026 (replacing Jenita McGowan)

Cuyahoga Arts & Culture (CAC) is authorized by Ohio Revised Code Chapter 3381. The CAC is the public funder for arts & culture events and, has awarded over 1,200 grants, to more than 300 organizations serving Cuyahoga County residents. The Board consists of five members appointed by the County Executive, subject to Council confirmation. ORC 3381.05 outlines the qualifications for trustees as a set of persons who:

- Have broad knowledge and experience in the arts or cultural heritage;
- At least two members...shall be persons who devote a major portion of their time to practicing, performing, or teaching any of the arts or who are professional administrators in any field of the arts or cultural heritage;
- Shall be qualified electors in Cuyahoga County.

A copy of Daniel Blakemore's bio is attached.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 8 other candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne  
County Executive

## Daniel Blakemore, CFRE

Conservancy for Cuyahoga Valley National Park

**Philanthropy Director**

Peninsula, OH

**January 2020 – Present**

- Oversaw three consecutive year-over-year increases in Giving Tuesday revenue
- Lead and coach a seven-person team of philanthropic professionals
- Initiated new corporate partnership program levels to cultivate small and medium-sized businesses
- Reactivated and partner with the Philanthropy Committee of the Board
- Co-Chair the Staff Diversity, Equity & Inclusion Committee

Stan Hywet Hall & Gardens

**Director of Major Gifts & Planned Giving**

Akron, OH

**July 2016 – December 2019**

- Increased year-end appeal revenue by \$10,000 through new follow-up devices
- Expanded legacy donor society membership by more than 15%
- Administered \$200,000+ grants portfolio in collaboration with Grant Writer
- Deepened board member engagement in fundraising efforts and secured additional support through targeted prospect reviews and strategic deployment
- Increased employee giving by fostering a culture of philanthropy
- Designed and executed 2<sup>nd</sup> Century Capital Campaign stewardship events

International House

**Assistant Director of Development, Individual Giving**

New York, NY

**September 2009 – July 2016**

- Oversaw all outreach efforts for the last year of a successful \$2 million challenge grant and a \$200,000 program & scholarship fund campaign
- Coordinated and executed solicitation strategies for gifts up to the six-figure level
- Created and implemented the organization's first comprehensive stewardship plan
- Staffed and supported the Development & Nominating Committees of the Board of Trustees

New York University Steinhardt School

**Development Writer**

New York, NY

**February 2008 – August 2008**

- Collaborated with the Assistant Dean of Development on strategy that led to more than \$2 million being raised for a science education and research center

Third Street Music School Settlement

**Associate Manager of Annual Giving**

New York, NY

**July 2007 – September 2009**

- Managed an active portfolio of endowment and scholarship donors
- Launched the annual Senior Class Gift Campaign

### PROFESSIONAL ENGAGEMENT

Association of Fundraising Professionals

**U.S. Political Action Committee Vice Chair and Board Member**

**Government Relations Committee Member**

**June 2021 – Present**

**June 2021 – Present**

Association of Fundraising Professionals, Northeast Ohio Chapter

**Immediate Past President**

**President**

**Board Member**

**January 2023 – Present**

**January 2022 – December 2022**

**January 2017 – Present**

Young Nonprofit Professionals Network

**National Board Member and Past Vice Chair**

**July 2012 – December 2018**

## **COMMUNITY INVOLVEMENT**

Leadership Akron Diversity on Board Coach	July 2022 – Present
Rekindle Fellowship Advisory Board Member	July 2022 – Present
Western Reserve Historical Society African American Archives Auxiliary Trustee	June 2021 – Present
Orange Community Education & Recreation Advisory Commission Member and Past Chair	January 2018 – Present

## **EDUCATION**

New York University, M.P.A.	New York, NY
Howard University, B.A.	Washington, DC

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

February 8, 2023

The Honorable Chris Ronayne  
Office of the County Executive  
Cuyahoga County  
2079 East Ninth Street  
Cleveland, OH 44115

Dear County Executive Ronayne,

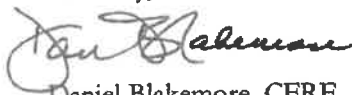
I am writing to respectfully request that the County consider me to serve on the board of Cuyahoga Arts & Culture (CAC). Please know that I also submitted my materials through the County's online portal.

I see myself in CAC's arts and culture work. CAC includes history, nature, and science in its definition of arts and culture and funds many organizations working in these disciplines. I've devoted nearly two decades of my professional and personal life to arts and culture nonprofits. I currently work at the Conservancy for Cuyahoga Valley Natural Park and have previously worked at a public garden and historic house museum and began my non-profit career at a community music school. In addition, I appreciate that CAC supports local history museums and societies – aligning closely with my volunteer commitment to preserving and sharing local Black history, through my involvement in the African American Archives Auxiliary at Western Reserve Historical Society.

Born and raised – and now raising my three children – in Cuyahoga County, I know firsthand what arts programs, hands-on experiences and cultural exhibitions can provide for youth and their families. As a trustee on CAC's board whose career falls within the arts and culture field, I will work to ensure that this public agency makes grants that benefit all County residents and that it continues to be a good steward of its funds.

It would be an honor to serve the County through an appointment to Cuyahoga Arts & Culture's board. I welcome an opportunity to speak with you or someone on your team about the County's process and my commitment to our community.

Sincerely,



Daniel Blakemore, CFRE  
Philanthropy Director

Cc: Eric Wobser, chief of staff – Cuyahoga County  
Zoe Toscos, special projects manager – Cuyahoga County

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0057

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Section 205.10 establishes an “advisory committee on children services” of Cuyahoga County; and

**WHEREAS**, the Division of Children and Family Services Advisory Board shall provide independent perspective and feedback to the County and the Cuyahoga County Division of Children and Family Services leadership; 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**, pursuant to the Ohio Revised Code Section 205.10, the Division of Children and Family Services Advisory Board shall consist of ten (10) appointed members; and

**WHEREAS**, members of the Division of Children and Family Services Advisory Board shall be appointed to serve a four-year term; and

**WHEREAS**, the County Executive has nominated the following individuals to serve on the Division of Children and Family Services Advisory Board for the term 3/1/2023 – 2/28/2027 as follows:

Reappointments:

1. M. Gabriella Celeste
2. Beverly R. Charles
3. Dr. David Crampton, PhD
4. Debra Rex





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

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



Chris Ronayne  
Cuyahoga County Executive

February 28, 2023

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

Re: Division of Children and Family Services (DCFS) Advisory Board

Dear President Jones:

The Division of Children and Family Services (DCFS) Advisory Board was created in 2018 to further the cooperation and collaboration between the Division of Children and Family Services and other child care agencies in Cuyahoga County, and render advice to the Division on policy matters pertaining to the provisions of services to children and families. The DCFS Board shall also study the effectiveness and need for services to children and families in Cuyahoga County and encourage the gathering of information about the same population.

Pursuant to Ohio Revised Code 5153.05, Section 205.10 of the Cuyahoga County Code, I submit the following nominations for appointment to Division of Children and Family Services (DCFS) Advisory Board:

- **Gabriella Celeste, 4-year term: 3/1/2023 – 2/28/2027**
- **Beverly Charles, 4-year term: 3/1/2023 – 2/28/2027**
- **Dr. David Crampton, 4-year term: 3/1/2023 – 2/28/2027**
- **Debra Rex, 4-year term: 3/1/2023 – 2/28/2027**

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 4 other candidates on file that applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", is written over a light blue horizontal line.

Chris Ronayne  
Cuyahoga County Executive

*M. Gabriella Celeste,*

*J.D.*

*Schubert Center for Child Studies  
Case Western Reserve University*

**Policy Director,  
Co-Director Childhood  
Studies Program &  
Adjunct Assistant  
Professor, College of  
Arts & Sciences  
2009-present**

**Schubert Center for Child Studies, Case Western Reserve University, CAS  
Department of Anthropology, Cleveland, OH [www.cwru.edu/artsci/schubert/](http://www.cwru.edu/artsci/schubert/)**

- Work with *Schubert* staff and faculty associates to identify and implement strategies to bridge child-related research, education, policy and practice, and to enhance community partnerships in order to promote effective public policy and practice for the well-being of children. Co-created and led research-to-policy faculty professional development.
  - Provide technical assistance as appropriate on child and youth related policy matters. Recent projects include engagement on state and local policies addressing and preventing child lead poisoning, state and local youth justice, policing and safety issues, child welfare reforms, school discipline and school resource officer improvements through state legislative reforms; and advancement of developmentally- appropriate and trauma-informed policy and practice through city of Cleveland and county agency collaborations.
  - Supervise graduate students, prepare research and policy briefs and develop community forums on CWRU faculty child-related research. Supervise CWRU student volunteer organizations with detained youth including the literacy group *CaseCares* and the founding and implementation of *Art Forward*, providing art as a therapeutic outlet for youth in detention.
  - Present and train on various topics related to child well-being and developmentally-informed policies and practices. Coordinate special engagements and issue (policy research) briefs on specific topics of interest concerning vulnerable children and youth. Assist in other *Schubert* program and research activities as appropriate.
  - Teach undergraduate child policy curriculum, consisting of the following courses: Public Policy in Child Development (CHST 301/ANTH 305/POSC 382A/CHST 401), Experiential Learning in Child Policy (CHST 302), Child Policy Externship & Capstone (CHST 398, 398C).
  - Co-Director of Childhood Studies Minor, Department of Anthropology.
- Provided child and youth services related research and organizational development consultation. Clients included the Southern Poverty Law Center, Voices for Ohio's Children, the Center for Innovative Practices, the National Juvenile Defender Center, and the Youth Law Center.

**Consultant  
2008-2009,  
2004 – 2005**

**Director  
May 2008-  
Sept. 2008**

**Cuyahoga County Office of Early Childhood/ Invest in Children, Cleveland, OH**

- Lead the county's Office of Early Childhood (OEC), a unique public-private partnership dedicated to mobilizing resources to ensure the well-being of all young children in the county, provide supportive services to parents and caregivers, and build awareness, momentum, and advocacy in the community around children and family issues. Serving over 65,000 children annually, the OEC is responsible for coordinating and managing early childhood and parent support services, with provider partner contracts.

**Executive Director  
Oct. 2005 –  
May 2008**

**Alliance of Child Caring Service Providers, Cleveland, OH**

- **Lead an organization comprised of over thirty non-profit child-serving agencies that collectively focused on public-private partnership building and public policy advocacy in the child welfare, behavioral health care and juvenile justice systems in order to enhance their ability to effectively serve children and families in Cuyahoga County. Alliance agencies provide a range of child caring services, including foster care, residential treatment, adoption, partial hospitalization, school and community-based mental health services, special education services, in-home supportive services, and numerous other specialized services.**

**Co-Founder &  
Associate Director  
1997-2004**

**Juvenile Justice Project of Louisiana (“JJPL”), New Orleans, LA**

- Co-founded JJPL (now the Louisiana Center for Children’s Rights), moving it from a 3-person start-up to a premier state-wide advocacy and legal reform organization of 19 staff dedicated to transforming the juvenile justice system and improving legal representation and treatment opportunities for youth. Conducted federal conditions of confinement litigation in juvenile prisons and pro bono impact litigation for youth.
- Management functions included: organizational development; fund development; training and supervision; and, incubating and facilitating incorporation of independent projects, including a family engagement organization and community-based alternative youth program.
- Strategic research and policy development, with legislative, law committee and advisory board work resulting in major policy reform, including passage of Louisiana Act 1225, groundbreaking statewide juvenile justice reform. Appointed to Bipartisan State Joint Legislative Juvenile Justice Commission, Advisory Board (2002-2004). Served on Louisiana Law Institute, Children’s Code Committee (2001- 2004).
- Managed JJPL’s Youth Defender Initiative: developed resources and training for juvenile public defenders, organized a statewide coalition, conducted media outreach, coordinated, and authored a state assessment of legal services, recruited speakers and testimony for public hearings and achieved key statutory reforms.
- Expert investigator for American Bar Association Juvenile Justice Center/ National Juvenile Defender Center juvenile court studies in Ohio (2003), Georgia (2001), Texas (2000) [and Florida (2006)] assessing access to/quality of counsel.

**Research Associate  
1991-1994**

**Harder+Co. Research & Consulting, San Francisco, California**

- Project manager and social research consultant serving foundations, government agencies and community-based organizations, with a focus on vulnerable populations. Conducted program evaluation, strategic planning, applied research, and qualitative and quantitative data design, collection, and analysis. Co-authored numerous publications.

**Mediator/  
Case Manager  
1989-1990**

**Victim Offender Reconciliation Program, Catholic Charities, Oakland, California**

- Assisted in program planning and development for pioneering community restorative justice mediation and court diversion program for court-involved youth. Mediated cases; completed case intakes; monitored cases; advised probation officers; recruited, trained, and supervised volunteer mediators; and conducted outreach.

**Counselor  
1989**

**LaCheim Residential Treatment Center, Richmond, California**

- Supervised, counseled, and gave crisis support to children with emotional challenges.

**Hospice Volunteer  
1988**

**Missionaries of Charity, Calcutta, India**

- Gave basic health and hospice care to malnourished infants, children, and frail adults.

**EDUCATION  
Juris Doctor  
1996**

**University of Michigan Law School, Ann Arbor, Michigan**

Scholarships: Center for The Education of Women; Student-Funded Fellowship. Recipient of Criminal Trial Advocacy Award. Capital appellate law clerk, Equal Justice Initiative, Montgomery, Alabama (1996). Refugee law clerk, *Proyecto Adelante*, Dallas, Texas (1995).

**Public Policy Fellow  
1991**

**Coro Foundation, Public Policy Leadership Program, San Francisco, California**  
Interned at: Citibank F.S.B.; U.E.S.F. Teacher Union; The Children & Youth Policy Project, ISSC, UC Berkeley; Alameda County Administrator Office; and Oakland Community Organization.

**Bachelor of Science  
1988**

**Northwestern University, Evanston, Illinois**  
Major: Communication Studies. Minor: Psychology. Concentration: Urban Studies,  
legal advocate internship, Lifespan (1987).

**SELECTED  
APPOINTMENTS,  
ACTIVITIES &  
ASSOCIATIONS**

Ohio Public Defender Commission, Governors DeWine and Kasich appointee, 2014-present  
Cuyahoga County Division of Children and Family Services Advisory Board, County Executive and Council Appointee, 2019-present  
Ohio Lead Free Kids Coalition, Co-Founder & Co-Chair, 2019-present  
Lead Safe Cleveland Coalition, Steering Committee appointee, 2019-present  
Right to Counsel Advisory Committee, Legal Aid, 2020-present  
Ohio Multi-System Youth Coalition, 2019-present  
Greater Cleveland Children's Coalition, member, 2021-present.  
Attorney General Mental Health Task Force, Juvenile Justice Sub-Committee, 2014-present  
Youth Risk Behavior Survey Advisory Board, CWRU PRC, 2013-present  
Mental Health Response Advisory Committee, Policy and Quality Improvement Sub-Committees Co-Chair, ADMHAS CEO appointee, 2016-2022  
Ohio Department of Education, Student Interactions with Peace Officers Working Group (2022-present); Social Emotional Standards Advisory Group (2018- 2019); Strategic Plan, Student Supports, Climate & Culture Workgroup (2017-2018)  
Stand Together Against Neighborhood Crime Everyday (STANCE), U.S. Dept. of Justice U.S. Attorney Northern District of Ohio, member 2014-present  
Magnolia Clubhouse, Board of Directors, 2011-2020; Secretary 2016-2020, Governance Committee Chair; 2015-2019  
Cuyahoga County Defending Childhood, Governing Board, 2011-2016  
Community Police Commission Selection Committee, Mayor appointee, 2015-2019  
Cuyahoga County Court Appointed Special Advocates, Steering & Program Committee, 2014-2018  
Ohio Fostering Connections Task Force, 2014-2017  
Voices for Ohio's Children "Juvenile Justice Initiative", 2006-2010  
Juvenile Justice Coalition of Ohio, Board of Directors, 2005-2016  
Juvenile Justice Project of Louisiana, Board of Directors, 2005-2011  
United Way Strong Families = Successful Children Vision Council, Promoting Access to Behavioral Healthcare for Reentry Population Task Force, 2007-2008  
Cuyahoga County Transition-Age Youth Planning Initiative, 2007-2008  
Ohio Department of Mental Health, Childhood Trauma Strategic Plan Work Group, 2007-2008  
Ohio Department of Youth Services, Cognitive-Behavioral Treatment Group, 2007-2008  
COHHIO Youth Empowerment Program, Transitions Committee, 2005-2007  
Cuyahoga County Juvenile Court Citizens Advisory Board, 2005-2008  
Invest in Children, Sub-Committee: Effective Parents & Families, Ongoing Services, 2006-2008  
Ohio Early Care & Education Campaign (groundWork), 2006-2008  
Governor Strickland State Transition Workgroups, Team Member for: Child Welfare, Mental Health and Juvenile Justice work groups, 2006  
State of Louisiana, Bipartisan State Joint Legislative Juvenile Justice Commission, Advisory Board, 2002-2004.  
Louisiana Law Institute, Children's Code Committee, 2001- 2004.

**PROFESSIONAL  
LICENSES**

Member (currently inactive status): Louisiana Bar Association, 1998; Pennsylvania Bar Association, 1997

**SELECT HONORS**

*Alcohol and Drug Addiction Mental Health Services Board "Community Partner Collaboration Award", 2017 and "Child Advocate of the Year" Award, 2016.*

*Suzanne Brookhart Harrison Award for Exceptional Service to Children from Beech Brook, 2014.*

*Justice for Youth Award from JJPL, 2003*

**SELECTED  
LECTURES,  
TRAININGS &  
PRESENTATIONS**

CWRU Schubert Center, "Building a Youth Crisis Care Response" Moderator, November 2022.

City of Cleveland Mayor's Cabinet, "Rethinking Safety & Youth Success", Co-Presenter, May 2022.

CWRU Medical School Advocacy Workshop, Presenter & Panelist (December 2021), Moderator (November 2022), Cleveland, OH.

United Way Community Conversations on Consent Decree, Youth & Policing, Panelist, October 2021

Federal Reserve Bank Summit, Policy "Deep Dive: Bridging Research to Policy" Presenter and Panelist, June 2021.

Ohio Collaborative Community-Police Advisory Board, "How Do We Best Equip Police to Handle Youth? A Developmental Approach to Policing" Invited Virtual Presentation, May 2021; Presentation; Invited in-person Columbus, OH, March 2018.

Ohio Lead Free Kids Coalition, Toward a Lead-Free Ohio Virtual Town Hall, April 2021; Lead Action Plan Statehouse Release, Co-Convener. Columbus, OH, February 2020.

CWRU and Cleveland Clinic Office for Interprofessional Education, Research and Collaborative Practice Structural Racism Series, "Stealing Childhood & Other Acts of Systemic Racism", February 2021.

Ohio Legislative Children's Caucus, "Strengthening State Efforts to Keep Children Safe from Lead" Virtual Presenter, October 2021; Healthy & Nourishing Homes Panel, "Ohio Lead Free Kids Coalition Briefing", Panelist. Columbus, OH, November 2019.

CWRU Schubert Center "The Ohio Budget for Child Researchers", Presenter. Cleveland, OH, October 2019.

Lead Solutions Summit, "Advancing Primary Prevention of Childhood Lead Poisoning in Ohio", Presenter. Cleveland, OH, June 2019.

Ohio Healthy Homes Network, Ohio Policy and Budget Initiatives in Lead Poisoning Prevention: Current Status and Future Possibilities, Co-Presenter; and Panel Moderator. Columbus, OH, June 2019.

Ohio Office of the Public Defender, 15<sup>th</sup> Annual Ohio Juvenile Defender Summit, "21<sup>st</sup> Century Policing: What Best Practices Should Look Like-A Developmental Approach to Policing", Plenary Speaker; "Policing without Standards-Strategies Promoting Constitutional Treatment of Youth by Law Enforcement", Panel Moderator. Columbus, OH, May 2019.

Columbus Community Safety Advisory Commission, "How Do We Best Equip Police to Handle Youth? A Developmental Approach to Policing" Columbus, OH, April 2019.

CWRU Diversity 360, "Equity in the Era of Safe Schools & the School-to-Prison-Pipeline", Cleveland, OH, December, 2018.

National Association for Civilian Oversight of Law Enforcement, "Strengthening Police-Youth Interactions: A Developmental Approach to Policing" Cleveland, OH, November, 2018.

Inamori International Center for Ethics & Excellence, Co-Panelist on Ethical Leadership with Inamori Ethics Prize Winner Marian Wright Edelman, September, 2017.



Schubert Center Conversation Series, "From Strategies to Solutions: Cleveland's Evolving Story of Improving Youth & Police Interactions," Co-Presenter & Moderator, April, 2017.

Shooting Without Bullets Day of Justice, Co-Youth Workshop Leader, February, 2017.

Ohio Justice Alliance for Community Corrections Conference, "Keeping Peace in Schools in Partnership with Police," Co-Presenter, October, 2016.

Ohio Office of the Public Defender, 12<sup>th</sup> Annual Ohio Juvenile Defender Summit, Keynote Speaker, September, 2016.

Healing Justice Alliance Annual Conference, "Turning Tragedy into Opportunity: Reforming Police Interactions with Youth", Co-Panelist, Baltimore, MD, August, 2016.

National Association of Social Workers, Ohio Chapter Regional Conference, "Science of Social Work: Focus on Transitional Youth," Keynote Speaker, May, 2016.

Ohio Police Juvenile Officers' Association, "As the Teen World Turns," Co-Trainer, Columbus, OH, May, 2016.

National Blueprints Conference, "Getting it Right: Realigning Juvenile Corrections in Ohio to Reinvest in What Works," Co-Presenter, Denver, CO, April, 2016.

University Hospitals Rainbow Babies Children, pediatric resident advocacy series, "Policing Children & Youth: Why Age Matters & How," Presenter, April, 2016.

Coalition for Juvenile Justice Annual Conference, "Turning Tragedy into Opportunity: Reforming Police Interactions with Youth," Presenter & Moderator, Washington D.C., April, 2016.

CWRU Social Justice Institute, "School Pushout and the Criminalization of Childhood," Lecturer, April, 2016.

Council on State Governments Justice Center, "Improving Outcomes for Youth in the Juvenile Justice System: A 50-State Forum," Plenary Panelist, Austin, TX, Nov., 2015.

Attorney General Conference on Law Enforcement, "School Police Partnerships" and "Promoting Procedural Justice to Improve Police-Youth Interactions", Co-Trainer, Columbus, OH, Oct., 2015.

Strategies for Youth "Policing the Teen Brain" juvenile justice trainer, Cleveland Division of Police, 2015-present.

NAACP, Southeastern Ohio Branch, Keynote Speaker, Jackson, OH, October, 2015.

Ohio Office of the Public Defender, 11<sup>th</sup> Annual Ohio Juvenile Defender Summit, "Procedural Justice: Integrating Fairness into the Delinquency Process", Presenter, Columbus, OH, 2015.

Vera Institute of Justice. *The State of Juvenile Justice: A National Conversation about Research, Results, and Reform* Congressional Briefing "Returning Home: Creating Paths for Success in Communities," Washington D.C., Panelist, 2015.

Facing Race National Conference, "Implicit Bias: The State of Science and Moving from Research to Action", Presenter, Dallas, TX, 2014.

Society for Research on Adolescence, "Bridging Research, Practice, and Policy for the Well-Being of Adolescents: The Story of Real-World Research-Informed Legislative Reform for Youth," Panelist, 2014.

National Blueprints Conference, "Bridge to Somewhere: How Research Made Its Way into Legislative Juvenile Justice Reform in Ohio," Co-Presenter, Denver, CO, April, 2014.

Ohio Association of Child Caring Agencies, "Moving from School 'Pushout' to Positive Discipline Practices & Partnerships," Panelist, 2014.

Children's Law Center Inc., "The ABC's of covering the juvenile justice system," Panelist, 2012.

MacArthur *Models for Change* Conference, Plenary Speaker, Washington D.C., December 2011.

CWRU Schubert Center for Child Studies, "Bridge to Somewhere: How Research Made Its Way into Juvenile Justice Reform in Ohio," Presenter, 2011.

Ohio County Commissioner Association, Voices for Ohio's Children Panelist, 2011.

Ohio Association of Child Caring Agencies, "Juvenile Justice Reform: Celebrating our Shared Successes and Opportunities to Improve Even More," Panel Facilitator, 2010.

Association for Public Policy Analysis and Management, "Translating Science to Inform Public Policy", Panelist, Boston, MA, 2010.

Mandel School of Applied Social Sciences, Case Western Reserve University, Advocacy Seminar, Guest Lecturer, 2007.

Youth Empowerment Program, Coalition on Homelessness and Housing in Ohio, Youth Issues Training, Presenter, 2007.

Urban Child Research Center of the Maxine Goodman Levin College of Urban Affairs, Cleveland State University, 2007 Brown Bag Luncheon Speaker Series, "ABCs of Children's Mental Health" Guest Speaker, 2007.

State Budget Children's Briefing Series, Voices for Ohio's Children, Presenter, Child Welfare and Juvenile Justice Budget Issues, 2006, 2007.

We Believe Ohio "The State Budget as a Moral Document" Forum, Trinity Cathedral, Guest Speaker, State Budget Impact on Children, 2007.

*Rethinking Juvenile Justice* Statewide Conference, Organizer and Panelist, Columbus, Ohio, 2006.

LA Public Defender Association, Juvenile Section Coordinator & Trainer, 1999-2004.

Tulane Medical School, Child & Adolescent Psychiatry Grand Rounds, Presentation, 2004.

American Bar Association, Annual Juvenile Defender Leadership Summit, Workshop Presenter, 1998-2003.

State Juvenile Justice Commission Planning Board, Retreat Facilitation, 2004

LSU Law School, Juvenile Law, Guest Lecturer, 2001, 2003, 2004.

Students at the Center, New Orleans Public Schools, Youth Education Workshop Series, Presenter, 2003.

Loyola University School of Law, Juvenile Law, Juvenile Reform Presentation 2000, 2003.

Children's Services Collaborative/Pyramid Parent Training, Best Practices Workshop, Trainer 2001.

Leadership Louisiana, Institute on Juvenile Justice, Adolescent Development Principles, Guest Speaker, 2001.

Louisiana Environmental Action Network, Annual Youth Conference, Presenter, 2002.

Governor's Conference on Juvenile Justice, Adolescent Development Workshop, Presenter, 2000.

U.S. Department of Justice "National Defender Leadership Project", Vera Institute 1998.

**PUBLICATIONS,  
ARTICLES & OPINION  
EDITORIALS\***

"Youth violence is also a cry for connection," *Cleveland.com* Guest Columnist G. Celeste, (February 25, 2022).

*Riccardi, Jessica, and Celeste, Gabriella and Dimitropoulos, Anastasia, 2022 "Recognizing and responding to Traumatized Youth: preliminary results and implications for police trainings" Police Practice and Research, vol. 23, Issue 2.*

"Addressing and Preventing Child Abuse in Cuyahoga County: toward a Coordinated Approach", contributor (May 4, 2021).

*Kobulsky, Julia M. and Cage, Jamie and Celeste, Gabriella, 2018. "The perceived effects of volunteer use by public child welfare agencies," Children and Youth Services Review, Elsevier, vol. 89(C), pages 27-33.*

*Owen J. and Larson, A. ed., Researcher-Policymaker Partnerships: Strategies for Launching and Sustaining Successful Collaborations. Routledge (2017). Chapter 2: Motivations for Collaboration, contributing author.*

*A Citizen's Guide to the Cleveland Consent Decree with a Special Focus on Implications for Children & Young People," Schubert Center for Child Studies (2017).*

"Tamir Rice shooting was not reasonable, no matter what 'legal experts' say," *Cleveland Plain Dealer* Guest Columnist G. Celeste, (November 15, 2015).

*Getting it Right: Realigning Juvenile Corrections in Ohio to Reinvest in What Works (2015).*

*A Bridge to Somewhere: How Research Made its Way into Legislative Juvenile Justice Reform in Ohio, a case study (2013).*

"Housing young criminals in adult prisons may put public at risk," *Cleveland Plain Dealer* Guest Columnist G. Celeste, (June 2, 2012).

*Schubert Center for Child Studies Research & Policy Briefings (2009-present).*

*Celeste G. & Puritz, P., (2002-2003). The Children Left Behind: An Assessment of Access to Counsel and Quality Representation in Delinquency Proceedings in Louisiana. Southern University Law Review, 30 S.U. L. Rev.*

*Framework for Transforming the Juvenile Justice System, Voices for Ohio's Children Briefing Paper (2008).*

*The Louisiana Juvenile Defender Trial Practice Manual, JJPL and Southern Juvenile Defender Center, contributing editor (2007).*

*Juvenile Justice is Youth Development, Voices for Ohio's Children White Paper (2006).*

*Fixing a Broken System: A Framework for a Juvenile Justice Community Based Services Continuum, JJPL and You Who Coalition (2004).*

*Making Your Voice Heard: Family Advocacy Handbook, JJPL (1999, 2000-2004 revised editions).*

*The Critical Role of Juvenile Defenders: Best Practices & Responsibilities, JJPL (2002). Defending Our Future: A Call to Action, The Advocate, LACDL (September 2002).*

*The Children Left Behind: A Review of the Status of Defense for Louisiana's Children and Youth in Delinquency Proceedings, JJPL and ABA Juvenile Justice Center (2002).*

*On-site Investigator and Contributor for ABA Juvenile Justice Center (State Juvenile Counsel Assessments:*

- *An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Florida, National Juvenile Defender Center (Fall*

2006).

- *Justice Cut Short: An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Ohio*, ABA Juvenile Justice Center and National Juvenile Defender Center, Central Juvenile Defender Center, Children's Law Center and Juvenile Justice Coalition, Inc. (March 2003).
- *An Assessment of Access to Counsel and Quality of Representation in Delinquency Proceedings in Georgia*, ABA Juvenile Justice Center and Southern Center for Human Rights with collaborators (July 2001).
- *Selling Justice Short: Juvenile Indigent Defense in Texas*, Texas Appleseed Fair Defense Project and ABA Juvenile Justice Center with collaborators (October 2000).

*Child Resource Directory, Berkeley, CA, The Children and Youth Policy Project, Institute for the Study of Social Change (1991), database developer and editor.*

*There's No Place Called Home: A Needs Assessment of Homeless Children in Shelters in Alameda County*, Acevedo, A., Celeste, G., Griswold, D., Hatamiya, L. Samaha, J.P., Coro Foundation, CA (March 1991), co-author and investigator.

*\* Public testimony, research and evaluation consulting reports, brochures and promotional documents, and various other professional materials not included in this list.*

**Beverly R. Charles**

**Community Organizations**

**YMCA**

**Delta Sigma Theta Sorority, Inc.**

**South Pointe, Marymount Hospitals (Cleveland Clinic System) Community Boards**

**Advisory Boards**

**Department Senior and Adult Services (DSAS)**

**Greater Cleveland Neighborhood Centers Association (GCNCA)**

**Council on Older Persons (COOP)**

**Hospice of Western Reserve**

**Senior Voice**

**Minority Health Alliance**

**Eliza Bryant Village Housing and Outreach Committee**

**Alzheimer's Association Government Affairs Committee**

**Cleveland Municipal and Cuyahoga County Drug Courts**

**Cleveland Police Foundation**

**Cuyahoga County Health Care Council**

**National Afro-American Museum, Wilberforce, OH**

## **Beverly R. Charles**

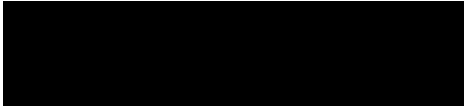
**BEVERLY R. CHARLES** currently serves as the Senior Citizen Liaison and Healthcare Staffer for Congresswoman Marcia L. Fudge of the Eleventh Congressional District. Beverly's position includes assisting the aging population in navigating through the many complicated systems of our government. She served 10 years in the office of the late Congresswoman Stephanie Tubbs Jones. She also served as the Director of the Pre-Trial Diversion Program of Cuyahoga County Prosecutor's Office; evaluating the eligibility of first time felons charged with non-violent crimes.

Growing up in Glenville, early in life she learned the importance of giving back to her community through her involvement with VISTA, a volunteer organization and as a candy striper for Forest City Hospital. She soon developed a listening ear, a calming voice, and a deep concern for people.

Beverly's own personal commitment to the community includes board positions with Greater Cleveland Neighborhood Centers Association and the Cleveland Police Foundation. She also serves on advisory councils for Cuyahoga County Adult & Senior Services, Cleveland Municipal and Cuyahoga County Drug Courts, Alzheimer's Association Government Affairs Committee, Council on Older Persons, Cuyahoga County Health Care Council, Senior Voice, Minority Health Alliance, Hospice of Western Reserve, Eliza Bryant Village Senior Housing and Outreach Committee, and the African American Museum of Wilberforce, Ohio. Beverly has dedicated her life to service and the empowerment of her community. Although, her humanitarianism has won her many honors and acknowledgements over the years, she credits one of her most valued treasures as the bountiful smile received from someone she has helped.

Beverly is a member of the Greater Cleveland Alumni Chapter of Delta Sigma Theta Sorority, Inc. and a life-long member of East Mt. Zion Missionary Baptist Church. She resides in Euclid, OH but still maintains close ties to the Glenville Community. She is an alumnus of The Ohio State University and still an active member with the OSU alumni association. Beverly is married to Robert T. Hamilton and the proud mother of one son, one step-daughter and five grandchildren.

David Crampton MSW PhD  
Associate Professor of Social Work  
Jack, Joseph and Morton Mandel School of Applied Social Sciences



**Education**

PhD, University of Michigan, 2001.  
Social Work and Political Science  
Dissertation Title: Making Sense of Foster Care: An Evaluation of Family Group Decision Making in Kent County, Michigan

MSW, University of Michigan, 1997.  
Concentration in child welfare and social policy analysis

Master of Public Policy, University of Michigan, 1992.

BA, Oberlin College, 1986.  
Major: Russian Studies

**Work History**

**Local Government appointments:**

Appointed Board member, Cuyahoga County Board of Developmental Disabilities. (January 2013 - January 2017).

Appointed Board member, Cuyahoga County Division of Family and Children Services Advisory Board. (January 2019 - present).

**TEACHING**

**Teaching Experience**

**Case Western Reserve University**

- 470, Social Policy
- 478, Macro & Policy Practice Skills
- 529, Child & Family Policy & Service Delivery
- 534, Theoretical Community Practice
- 545, Program Design
- 561, Community Practice Policy
- 598, Individual Reading
- 637, Individual Reading
- 639, Ind Study Early Teach Support
- 701, Dissertation Ph.D

**Awards and Honors**

The Outstanding Teacher Award, Alumni Association of the Mandel School of Applied Social Sciences. (May 2007).

## RESEARCH

### Published Intellectual Contributions

#### Book Chapters

- Crampton, D. (2011). Family Group Decision Making. (pp. 930-935). New York, NY: Springer.
- Pennell, J., Crampton, D. (2011). Parents and child maltreatment: Integrating Strategies. yes. Washington, DC: American Psychological Association.
- Crampton, D., Rideout, P. L. (2011). Restorative Justice and Child Welfare: Engaging Families and Communities in the Care and Protection of Children. (pp. 175-194). New York, New York: Oxford University Press.

#### Refereed Journal Articles

- Bai, R., Collins, C., Crampton, D., Fischer, R. (in press). Pursuing Collaboration to Improve Services for Child Welfare-Involved Housing Unstable Families. *Children and Youth Services Review*.
- Spillsbury, J. C., Gross-Manos, D., Haas, B. M., Bowdrie, K., Richter, F., Korbin, J. E., Crampton, D., Coulton, C. J. (2018). Change and consistency in descriptions of child maltreatment: A comparison of caregivers' perspectives 20 years apart. *Child Abuse and Neglect: An international Journal*, 82, 72-82.  
[https://api.elsevier.com/content/abstract/scopus\\_id/85047823226](https://api.elsevier.com/content/abstract/scopus_id/85047823226)
- Coulton, C. J., Richter, F., Korbin, J., Crampton, D., Spillsbury, J. C. (in press). Understanding Trends in Neighborhood Child Maltreatment Rates: A Three-Wave Panel Study 1990-22010. *Child Abuse and Neglect: An International Journal*.
- Gross-Manos, D., Haas, B., Richter, F., Crampton, D., Jill, K., Coulton, C. J., James, S. (in press). Two sides of the same neighborhood? Multilevel analysis of residents' and child welfare workers' perspectives on neighborhood social disorder and collective efficacy. *American Journal of Orthopsychiatry*.
- Cutuli, J. J., Goerge, R. M., Coulton, C. J., Schretzman, M., Crampton, D., Charvat, B. J., Lalich, N., Raithel, J. A., Gacitua, C., Lee, E. L. (2016). From foster care to juvenile justice: Exploring characteristics of youth in three cities. *CHILDREN AND YOUTH SERVICES REVIEW*, 67, 84-94.
- Collins, C. C., D'Andrea, R., Dean, K., Crampton, D. (2016). Service Providers' Perspectives on Permanent Supportive Housing for Families. *FAMILIES IN SOCIETY-THE JOURNAL OF CONTEMPORARY SOCIAL SERVICES*, 97(3), 243-252.
- Crampton, D., Yoon, S. (2016). Crisis nursery services and foster care prevention: An exploratory study. *Children and Youth Services Review*, 61, 311-316.  
<http://dx.doi.org/10.1016/j.chldyouth.2016.01.001>
- Crampton, D., Usher, C. L., Wildfire, J. B., Webster, D., Cuccaro-Alamin, S. (2011). Does Community and Family Engagement Enhance Permanency for Children in Foster Care? Findings from an Evaluation of the Family-to-Family Initiative. *Child Welfare*, 90(4), 61-75.



- Crea, T. M., Crampton, D., Knight, N., Paine-Wells, L. (2011). Organizational factors and the implementation of family to family: contextual elements of systems reform. *Child welfare*, 90(2), 143-61.
- Freisthler, B., Crampton, D. (2009). Environment and child well-being. *Children and Youth Services Review*, 31(2009), 297-299.
- Crampton, D., Freisthler, B. (2009). Environment and child well-being. *Children and Youth Services Review*, 31(2009), 346-348.
- Piccola, T. D., Crampton, D. (2009). Differences in Foster Care Utilization Among Non-Urban Counties. *Journal of Public Child Welfare*, 235-253.
- Crampton, D., Crea, T. M., Abramson-Madden, A., Usher, C. L. (2008). Challenges of Street-Level Child Welfare Reform and Technology Transfer: The Case of Team Decisionmaking. *Families in Society*, 89(4), 512-20.
- Crea, T. M., Crampton, D., Abramson-Madden, A., Usher, C. L. (2008). Variability in the implementation of Team Decisionmaking (TDM): Scope and Compliance with the Family to Family practice model. *Children and Youth Services Review*, 30(2008), 1221-1232.
- Coulton, C. J., Crampton, D., Irwin, M., Spilbury, J., Korbin, J. (2007). How neighborhoods influence child maltreatment: A review of the literature and alternative pathways. *Child Abuse and Neglect*(31), 1117-1142.
- Crampton, D. (2007). In Response to Jill Duerr Berrick's "Neighborhood-Based Foster Care: A Critical Examination of Location-Based Placement Criteria-. *Social Service Review*, 343-345.
- Crampton, D., Jackson, W. L. (2007). Family group decision making and disproportionality in foster care: a case study. *Child welfare*, 86(3), 51-69.
- Crampton, D. (2006). Research Review: Family group decision-making: A promising practice in need of more programme theory and research. *Child and Family Social Work*, 12(2007), 202-209.
- Crampton, D. (2006). When do social workers and family members try family group decision making? A process evaluation. *International Journal of Child & Family Welfare*, 9(3), 131-143.
- Crampton, D. (2006). Working for Two Communities: A community-based researcher in a research-intensive school of social work. *Reflections: Narratives of Professional Helping*, 12(1), 127-133.
- Crampton, D., Natarajan, A. (2005). Connections Between Group Work and Family Meetings in Child Welfare Practice: What Can We Learn from Each Other? *Social Work with Groups*, 28(1), 65-79. 3326 Chalfant Road
- Crampton, D. (2004). Family involvement interventions in child protection: Learning from contextual integrated strategies. *Journal of Sociology and Social Welfare*, 31(1), 175-198.

### **Recent Presentations Given**

- Crampton, D., Stormann, C., 2017 International Conference on Innovations in Family Engagement, "Family Finding: It takes Time, Results from a Family Finding Pilot.," American Humane Association, Vail, CO, United States. (October 16, 2017).

- Sen, R., Pennell, J., Merkel-Holguin, L., Crampton, D., Rockhill, A., 2017 International Conference on Innovations in Family Engagement., "Program Theory for FGDM: A Realist Synthesis of the Research Literature.," American Humane Association, vail, CO, United States. (October 16, 2017).
- Rong, B., Collins, C., Crampton, D., Fischer, R. L., 21st Annual Conference of the Society for Social Work and Research, "Evaluating the implementation of Partnering for Family Success," New Orleans, LA, United States. (January 2017).
- Crampton, D., Coulton, C. J., Richter, F., Fischer, R. L., Society for Social Work and Research, "Integrated data system analysis for the design of a pay-for-success intervention in foster care." (January 2016).
- Fischer, R. L., Anthony, E., Crampton, D., Coulton, C. J., American Evaluation Association Annual Conference, "Evaluating social impact financing in human services," Chicago, IL, United States. (November 2015).
- Coulton, C. J., Crampton, D., Kim, S., Cho, Y., Schubert Center Child Forum, "Exploring the influence of foster care and juvenile justice involvement on future yourh outcomes," Schubert Center, Cleveland, OH, United States. (November 2015).
- Coulton, C. J., Crampton, D., Richter, F., Fischer, R. L., Actionable Intellegence for Social Policy Network, "Integrated data systems essential for planning and evaluating Pay for Success programs," Philadelphia, PA, United States. (November 2015).
- Richter, F., Crampton, D., Fischer, R. L., Coulton, C. J., Lalich, N., Blue, M., "Designing field experiments for social impact bonds: A Pay-for-Success Intervention in Foster Care." (September 2015).
- Coulton, C. J., Richter, F., Spilsbury, J., Crampton, D., Korbin, J., Bhatta, T., International Society for Child Indicators, "What can we learn from a panel study of neighborhoods and child maltreatment?," Capetown, South Africa. (September 2015).
- Fischer, R. L., Crampton, D., Coulton, C. J., Nonprofit Academic Centers Council Conference, "Nonprofits in the social impact bond environment," Chicago, IL, United States. (July 2015).
- Coulton, C. J., Crampton, D., Kim, S., Cho, Y., National Neighborhood Indicators Partnership, "How does involvement in the juvenile justice and foster care systems affect early adult outcomes for a 9th grade cohort in Cleveland Metropolitan Schools?," Pittsburg, PA, United States. (May 2015).
- Richter, F. G.-C. (Presenter), Crampton, D. (Presenter), Research Colloquia, "Methodological Considerations in Evaluating Pay for Success Programs," Mandel School, Mandel School, Cleveland, OH, United States. (April 2015).

## **Recent Media Appearances**

### **Newspaper**

"Independent review of Aniya Day-Garrett's death is done," Cleveland Plain Dealer. (July 9, 2018).

### **Op-Ed**

"Pay for Success could benefit homeless families and Cuyahoga Taxpayers," Cleveland Plain Dealer. (December 2014).

## Recent Contracts, Grants and Sponsored Research

### Contract

Fischer, R. L., Crampton, D., "Evaluation of the Partnering for Family Success SIB initiative," Sponsored by Enterprise Community Partners, Local, \$500,000.00. (January 2015 - December 2019).

### Grant

Crampton, D., "Cuyahoga County Collaboration to Strengthen and Preserve Families," Sponsored by United States Children's Bureau, Federal, \$2,613,491.00. (September 30, 2018 - September 29, 2023).

Spilsbury, J. C. (Principal), Coulton, C. J., Crampton, D. (Co-Investigator), Korbin, J., "Neighborhood Factors and Child Maltreatment: A Mixed-Methods Study," Sponsored by NICHD, Federal, \$2,400.00. (May 2018).

## Awards and Honors

Visiting Scholar, Child Trends. (December 1, 2016).

Certificate of Achievement, Fifteenth National Symposium on Doctoral Research in Social Work, Ohio State University. (April 2003).

## Intellectual Contributions in Submission

### Refereed Journal Articles

Holmes, M. R., Bender, A. E., Crampton, D., Voith, L., Prince, D. Greenbook Interventions Addressing the Co-Occurrence of Child Maltreatment and Adult Domestic Violence: 20 Years of Research. *Juvenile and Family Court Journal*.

### Journal Articles

Bai, R., Fischer, R., Lalich, N., Chan, T., Liu, C., Crampton, D. Housing instability and child welfare: Examining the delivery of innovative services in the context of a randomized controlled trial. *Children and Youth Services Review*.

## SERVICE

### University Service

Member, Budget Subcommittee.

Member, Constituent Faculty.

Alumni weekend and Coyle Lecture. (October 22, 2016 - Present).

Member, MNO/CPSC - TT Search Committee. (August 2016 - November 2016).

CWRU Faculty Senator

**Public Service**

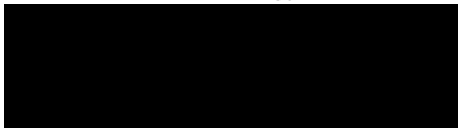
Participant, Think, Relate, Coach, Cuyahoga County, OH. (June 2018 - Present).

Panelist, Independent Panel to review death of Aniya Day-Garrett, Cuyahoga County, OH. (April 25, 2018 - Present).

**Consulting**

Consulting, Child Trends, Bethesda, MD. (December 1, 2016 - November 30, 2018).

Debra Rex George



**Professional Summary**

Retired from a 40-year career of executive leadership of non-profit organizations and volunteer service as on boards of nonprofits. Currently, Advisor/Coach/Child Advocate. Achieved local, state and national recognition for leadership.

**Professional Skills**

- Leading teams and boards in strategic thinking to refine mission, set bold vision.
- Working with CEOs/ Executive Directors and board leaders to develop and implement frameworks to align the organization activity with its strategy and track performance.
- Leading strategic organizational change using an organizational learning model.
- Leading and executing strategic positioning, including merger/acquisition.
- Assessing organization's operational alignment with strategy, making recommendations, and coaching executive management in implementation.
- Leading executives and teams in strategic or performance problem identification and developing approaches to course correct.
- Establishing and maintaining excellent relationships with public officials, community influencers, philanthropists and donors.
- Leading the development or change of organizational, board, unit, or team culture to achieve results. Excellent relationship builder with staff at all levels and with diverse boards of directors.
- Facilitating effective meetings and retreats.
- Training and developing Boards of Directors.
- Leading both strong growth and downsizing.

**Positions Held**

- Executive Advisor / Coach / Organizational Behavior Consultant (Privately employed)
- Beech Brook:
  - President / CEO
  - Executive Vice President and COO
  - VP Advancement
- Bellflower Center for Prevention of Child Abuse
  - Executive Director
- Baldwin Wallace Upward Bound Program
  - Director
  - Associate Director

**Selected Volunteer Board positions**

- Cuyahoga County Dept of Children and Family Services Advisory Com (current)

- Secretary
- Literary Cleveland (current)
  - Vice President, Co-Chair governance
- OHIO Children's Alliance (2009-2019)
  - Secretary
  - Vice President
- The Free Clinic of Greater Cleveland (now Circle Health) (2010-2018)
  - Secretary
  - Vice President
  - President

**Selected Volunteer Affiliations:**

- United Way Council of Agency Execs, various roles
- Fund First (a donor designated giving circle)
- Cleveland Rape Crisis Center
- Governor's Task Force on Medicaid Reform of Behavioral Health
- Governor's Task Force on Foster Care
- Western Reserve Hospice Advisory Board
- Centers for Children and Families Circle Health, life trustee
- Committee to set National Standards in Leadership and Governance, Child Welfare League of America

**Education**

- MEd Counseling, Cleveland State University
- MA Communications/ Business Management, Bowling Green State University
- BA Interpersonal/Organizational Communications, Cleveland State University

**Selected Continuing Education:**

- Harvard Kennedy School Certificate in Child Welfare Management
- Certificates in Leading Learning Organizations and Systems Thinking, Innovation Associates
- Multiple organizational management courses, Gestalt Institute of Cleveland
- Leadership Shaker Hts (OH)

**Selected Awards**

- Annual Award for Excellence in Nonprofit Leadership, National Alliance for Children, Families and Communities
- Annual Leadership Award, Ohio Children's Alliance
- Suzanne Brookhart Harrison Award for Outstanding Service to Children, Beech Brook

**Personal**

- Married

- Two adult children
- Enjoy reading, writing, exercise, live music, theatre, involvement in social justice and other current affairs affecting quality of life, especially for the less fortunate.

5. For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

6. A cumulative list of individuals who applied for the position;

Tawana James

Andrew Garner

Angela Newman

Beverly Charles

Christin Farmer

David Crampton

Debra Rex

Gabriella Celeste

Lakecia Wild

Natasha Davis

Sandee Winkelman

Smith Marietta

Tricia Kuivinen

Verna Darby

Victor Ruiz

7. The candidate's city and county of residence;

Shaker Heights, Cuyahoga County

8. An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0058

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> authorizing an amendment to Contract No. 1030 with Duct Fabricators, Incorporated for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 – 4/30/2023, to extend the time period to 12/31/2024 and for additional funds in the amount not-to-exceed \$797,800.00; 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 Ronayne/Department of Public Works recommends an amendment to Contract No. 1030 with Duct Fabricators, Incorporated for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement services for the period 5/1/2020 – 4/30/2023, to extend the time period to 12/31/2024 and for additional funds in the amount not-to-exceed \$797,800.00; and

**WHEREAS**, the primary goal of this project is to continue to provide on-going routine services for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair and replacement at all Cuyahoga County owned buildings to ensure the County is in compliance with the most up-to-date National Fire Protection Association Regulations; and

**WHEREAS**, the funding for this project is 100% from the General Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 1030 with Duct Fabricators, Incorporated for fire and smoke dampers; combination fire and smoke dampers; and systems inspection, repair



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

Journal \_\_\_\_\_

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

**Briefing Memo - Form**

Title:

**Public Works; RQ47599, 2023, Duct Fabricators, Inc.; First Contract Amendment for Fire Dampers, Smoke Dampers, Combination Fire/Smoke Dampers and System Inspection, Repair, and Replacement Services**

**A. Scope of Work Summary**

1. Public Works is requesting approval of a contract amendment, with Duct Fabricators Inc. for the anticipated cost not to exceed \$797,800.00, and to extend the time to December 31, 2024.

The original contract was approved on May 26, 2020, resolution R2020-0095.

The vendor will perform fire dampers, smoke dampers, combination fire/smoke dampers and system inspection, repair and replacement at various County buildings. The anticipated start-completion dates of the amendment are 05/01/2023-12/31/2024.

2. The primary goal of this contract is for the Vendor to perform on-going routine services for the Fire Dampers, Smoke Dampers and Combination Fire/Smoke Dampers and Systems at all Cuyahoga County owned buildings, including the inspection, repair, and replacement of the dampers and for program, sequence and interface with all existing and associated integrated BAS for the facilities

**B. Procurement**

1. The original procurement method for this project was RFP. The total value of the RFP was \$1,376,400.00. We are requesting to amend the current contract to add additional funds in the amount not to exceed \$797,800.00. The total not to exceed value of the contract will be \$2,174,200.00.

2. The above procurement method was closed on February 12, 2020.

- a. There were 2 proposals submitted for review, 1 was approved.
- b. There was 3% SBE, 12% MBE, and 5% WBE on this RFP.

**C. Contractor and Project Information**

Duct Fabricators, Incorporated  
883 Addison Road  
Cleveland, Ohio 44103  
Council District (07)

2. The vendor Contact Person:

John E. Sickle Jr. President  
216-391-2400  
jsicklejr@tinshops.com

**D. Project Status and Planning**

1. The project reoccurs annually.

**E. Funding**

1. The project is funded 100% by the General Fund.
2. The schedule of payments is monthly, by invoice.
3. This is an amendment to a current contract. This first amendment changes the term and the amount of the contract.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	47599
Infor/Lawson PO# Code (if applicable):	20000885 <b>RFP</b>
CM Contract#	1030

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment 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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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			MMS	OK
IG#	12-4558		MMS	IG verification attached vendor is registered, not on today's web posting, cannot verify IG# 2/17/2023
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:	02/09/2023	MMS	OK
Auditor's Finding	Date:	02/09/2023	MMS	OK
Independent Contractor (I.C.) Requirement	Date:	02/08/2023	MMS	OK
Cover - <i>Master amendments only</i>			n/a	OK
Contract Evaluation			MMS	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			MMS	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	MMS
Matrix Law Screen shot	MMS
COI	MMS

1 | Page

Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	MMS
Original Executed Contract (containing insurance terms) & all executed amendments	MMS

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
05/01/2023-12/31/2023	PW750100	55220		\$0
01/01/2024-12/31/2024	PW750100	55220		\$797,800.00
			<b>TOTAL</b>	<b>\$797,800.00</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# Code (if applicable)</b>	20000885 RFP/210514
<b>Lawson RQ# (if applicable)</b>	47599
<b>CM Contract#</b>	1030

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,376,400.00		5/1/2020-4/30/2023	05/26/2020	R2020-0095
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$797,800.00	05/01/2023-12/31/2024		
<b>Total Amendments</b>		\$797,800.00			
<b>Total Contact Amount</b>		\$2,174,200.00			

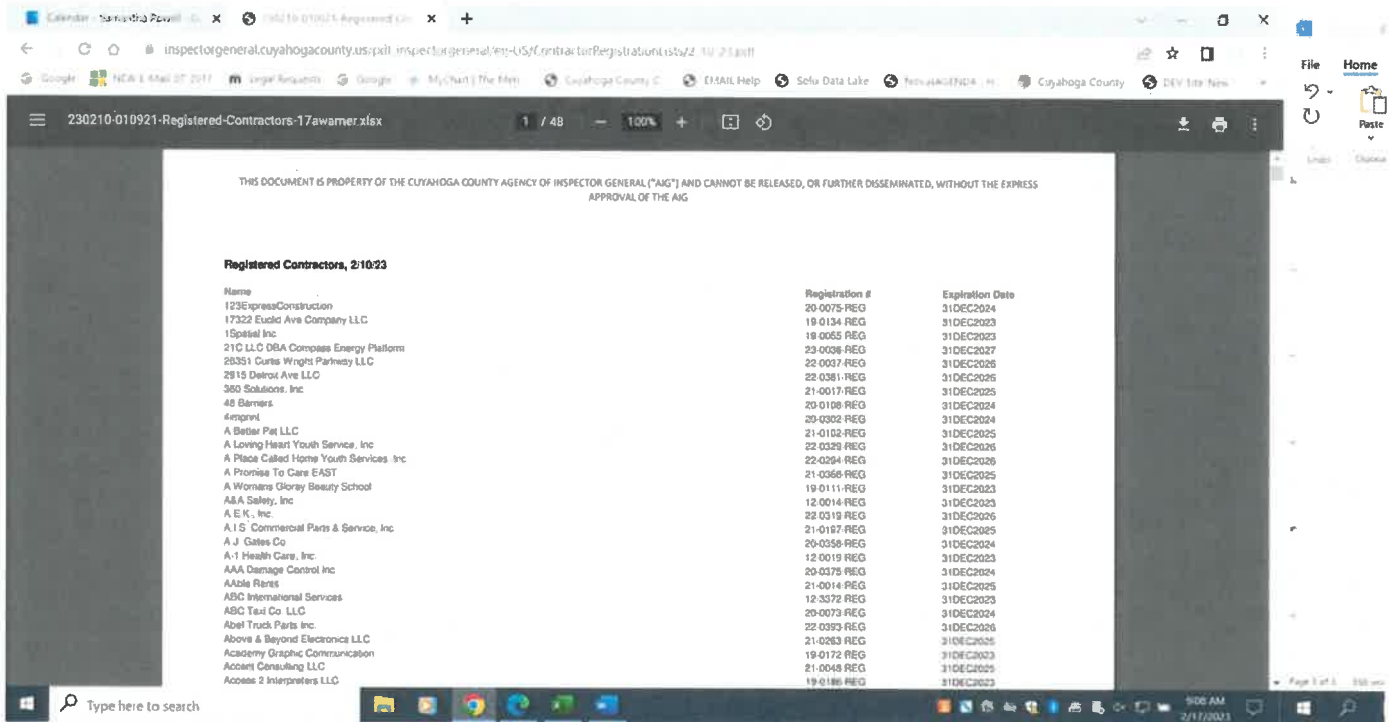
### Purchasing Use Only:

Prior Resolutions:	R2020-0095
Amend:	1030
Vendor Name:	Duct Fabricators, Inc.
ftp:	5/1/2020 – 4/30/2023 EXT 12/31/2024, effective as of latest date of signature of all parties
Amount:	Add'l \$797,800.00mm

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/17/2023: see above not re: IG 2/15/2023: Vendor does not have current IG #, per today’s posting dated 2/10/2023 – attach IG written verification they are registered or vendor will need to complete the re-registration process with action re-submitted upon confirmation of IG completion.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/17/2023





## CONTRACT EVALUATION FORM

<b>Contractor</b>	Duct Fabricators				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	20000885 RFP CM1030				
<b>RQ#</b>	47599				
<b>Time Period of Original Contract</b>	May 01, 2020 – April 30, 2023				
<b>Background Statement</b>	The primary goal of this contract is for the Vendor to perform on-going routine services for the Fire Dampers, Smoke Dampers and Combination Fire/Smoke Dampers and Systems at all Cuyahoga County owned buildings, including the inspection, repair, and replacement of the dampers and to program, sequence and interface with all existing and associated integrated BAS for the facilities				
<b>Service Description</b>	Fire Dampers, Smoke Dampers, combination fire/smoke dampers and system inspection, repair and replacement.				
<b>Performance Indicators</b>	Quality of service delivered and responsiveness to County inquiries.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Duct Fabricators, Incorporated has had a above satisfactory success rate in providing the requested services.				
<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 of the staff that have worked on assigned tasks have been proficient in their fields				
<b>Department Contact</b>	Mellany Seay				
<b>User Department</b>	Public Works				
<b>Date</b>	01/24/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0059

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 1649 with TranSystems Corporation of Ohio for design engineering services in connection with rehabilitation of Hilliard Road Bridge No. 08.57 over Rocky River and Valley Parkway in the Cities of Lakewood and Rocky River, to change the scope of services, effective upon signature of the County Executive, and for additional funds in the amount not-to-exceed \$1,676,937.00; 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 Ronayne/Department of Public Works recommends an amendment to Contract No. 1649 with TranSystems Corporation of Ohio for design engineering services in connection with rehabilitation of Hilliard Road Bridge No. 08.57 over Rocky River and Valley Parkway in the Cities of Lakewood and Rocky River, to change the scope of services, effective upon signature of the County Executive, and for additional funds in the amount not-to-exceed \$1,676,937.00; and

**WHEREAS**, the primary goals of this project are to prepare construction plans and specifications required to address the infrastructure needs of County-owned and maintained structure known as Hilliard Road Bridge 08.57 in the Cities of Lakewood and Rocky River in Council Districts 1 and 2; and

**WHEREAS**, the project is funded 100% by County Road & Bridge 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. 1649 with TranSystems Corporation of Ohio for design engineering services in connection with rehabilitation of Hilliard Road Bridge No.

08.57 over Rocky River and Valley Parkway in the Cities of Lakewood and Rocky River, to change the scope of services, effective upon signature of the County Executive, and for additional funds in the amount not-to-exceed \$1,676,937.00.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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\_\_

**Public Works, 2023, Submit & Award Contract Amendment #2 with TranSystems Corporation of Ohio for Hilliard Road Bridge 08.57 (Part 2 Modified) Engineering Services, RFQ#38434, \$1,676,937.00**

**A. Scope of Work Summary**

1. Department of Public Works is requesting to submit and award contract amendment #2 with TranSystems Corporation of Ohio for the Hilliard Road Bridge 08.57 Engineering Services (Part 2 Modified) in the amount of \$1,676,937.00. **The anticipated start completion date will be the date of the execution of this amendment but since this is a bridge engineering services contract the dates should not be referenced in the contract of approval.**
2. The primary goal of this contract amendment is to allow the Department of Public Works to complete plans and specifications to maintain Hilliard Road Bridge 08.57 per Title 55 of the ORC. This second amendment, for additional money, is for needed changes to the final plans and specifications based on the condition of the bridge discovered during evaluation and design development.

**B. Procurement**

1. The procurement method for this project was RFQ 38434. The total value of the RFQ was for \$709,061.
2. a. The above RFQ was closed on May 2, 2017.
- b. There were five (5) statement of qualifications submitted for review, and one (1) consultant was selected, TranSystems Corporation of Ohio.
- c. There was an SBE aspirational goal of 10 % in RFQ38434.

**C. Contractor and Project Information**

1. The address is:  
**TranSystems Corporation of Ohio**  
1100 Superior Ave., Suite 1000  
Cleveland, Ohio 44114  
Council District 7
2. The Project Manager for this contract is **Nabil Farah, P.E. 216-357-3516.**
3. a. The location of the project is the **Cities of Lakewood and Rocky River over the Cleveland Metroparks.**
- b. The project is located in **Council Districts 1 and 2.**

**D. Project Status and Planning**

1. This project is in the 2<sup>nd</sup> phase of the contract.

**E. Funding**

1. The project is funded by 100% County Road & Bridge fund.
2. The schedule of payments is by invoice
3. This is the Second Amendment to Contract CE1700266. This Amendment increases the value and updates the scope of the contract. The First Amendment was for \$2,967,641.

<b>Agreement</b> <i>(Part 1: Preliminary engineering &amp; detailed analysis of existing structure)</i>	<b>\$ 709,061.00</b>
<b>Amendment #1</b> <i>(Part 2: Detailed Design and development of plans &amp; specifications for construction)</i>	<b>\$2,967,641.00</b>
<b>Amendment #2</b> <i>(Part 2: Scope of project changed. Additional engineering required to complete plans and specifications)</i>	<b>\$1,676,937.00</b>
<b>TOTAL</b>	<b>\$5,353,639.00</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	38434
Buyspeed RQ# (if applicable):	RQ38434
Infor/Lawson PO# Code (if applicable):	CE1700266-01 CONV
CM Contract#	1649

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment 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 type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LW	OK (revised uploaded 2/13/2023)
IG#	12-2815	12/31/23	LW	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:	1/19/23	LW	OK
Auditor's Finding	Date:	1/19/23	LW	OK
Independent Contractor (I.C.) Requirement	Date:	1/10/23	LW	OK
Cover - <i>Master amendments only</i>			N/A	
Contract Evaluation			LW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LW	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	LW
Matrix Law Screen shot	LW
COI	LW
Workers' Compensation Insurance	LW
Original Executed Contract (containing insurance terms) & all executed amendments	LW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Effective Date – 12/31/23	PW270205	73300		\$ 900,000
1/1/24 – 12/31/24	PW270205	73300		\$ 650,000
1/1/25 – 12/31/25	PW270205	73300		\$ 126,937
1/1/26 – Bridge contracts have no end date	PW270205	73300		\$ 0
			<b>TOTAL</b>	<b>\$ 1,676,937</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1700266-01 CONV
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	RQ38434 (BuySpeed)
<b>CM Contract#</b>	1649

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 709,061.00			12/22/2017	R2017-0231
<b>Prior Amendment Amounts (list separately)</b>		\$ 2,967,641.00		1/28/2020	R2020-0013
		\$			
		\$			
<b>Pending Amendment</b>		\$ 1,676,937			
<b>Total Amendments</b>		\$ 4,594,578			
<b>Total Contact Amount</b>		\$ 5,353,639			

### Purchasing Use Only:

Prior Resolutions:	R2020-0013, R2017-0231
Amend:	1649
Vendor Name:	TranSystems Corporation of Ohio
ftp:	N/A, amendment effective upon execution by County Executive
Amount:	Add'l \$1,676,937.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/13/2023: Justification needs revised – has incorrect amendment amount; change amendment line effective date to a future execution date after Council approval
Purchasing Buyer’s initials and date of approval	OK, ssp 2/15/2023



# Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract Mgmt & Sourcing - In' x ContractComment(CUYA.1649.' x +

https://ccprod-lm01.cloud.infor.com 1443/lmscm/ContractManager/document/ContractComment%28CUYA%2C1649%2C15%29.Attachment.File

2 of 222

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2. **Scope of Services.** CONSULTANT shall provide the engineering services described in the Proposal, attached as Exhibit A and incorporated into this Agreement as fully rewritten herein. This Scope of Services shall replace the Scope of Services referred to as Exhibit A in the First Amendment.

3. **Term and Effective Date.** CONSULTANT shall start work on the various phases of this Amendment within ten (10) days after receipt of a notice to proceed on a specific phase as detailed in the Proposal. Any modifications made to this schedule of completion/project work schedule will only be made by mutual agreement of the COUNTY and the CONSULTANT. Updates can be made by the COUNTY every time a task/phase milestone has been completed/approved.

The mutually approved schedule of completion/project work schedule shall be incorporated into this Agreement as fully written herein. Any permission for the extension of a task duration shall not constitute a change in scope.

The Effective Date of this Agreement is the date this Agreement has been duly executed by the County Executive or his duly authorized designee.

4. **Fees.** COUNTY agrees to pay CONSULTANT for the Scope of Services described in Exhibit A an additional amount not to exceed \$1,676,937.00, which includes \$58,346.00 for Additional Services performed only on “if authorized” basis.

5. **ELECTRONIC SIGNATURE.** BY ENTERING INTO THIS AMENDMENT CONSULTANT AGREES ON BEHALF OF THE CONTRACTING OR SUBMITTING BUSINESS ENTITY, ITS OFFICERS, EMPLOYEES, SUBPROVIDERS, SUBGRANTEES, AGENTS OR ASSIGNS, TO CONDUCT THIS TRANSACTION BY ELECTRONIC MEANS BY AGREEING THAT ALL DOCUMENTS REQUIRING COUNTY SIGNATURES MAY BE EXECUTED BY ELECTRONIC MEANS, AND THAT THE ELECTRONIC SIGNATURES AFFIXED BY THE COUNTY TO SAID DOCUMENTS SHALL HAVE THE SAME LEGAL EFFECT AS IF THAT SIGNATURE WAS MANUALLY AFFIXED TO A PAPER VERSION OF THE DOCUMENT. CONSULTANT ALSO AGREES ON BEHALF OF THE AFOREMENTIONED ENTITIES AND PERSONS, TO BE BOUND BY THE PROVISIONS OF CHAPTERS 304 AND 1306 OF THE OHIO REVISED CODE AS THEY PERTAIN TO ELECTRONIC

2

Type here to search

8:27 AM 7/15/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	TranSystems Corporation of Ohio				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE 1700266 (1649)				
<b>RQ#</b>	38434				
<b>Time Period of Original Contract</b>	N/A – This is an Engineering Bridge Design contract.				
<b>Background Statement</b>	This is the Second Amendment (Part 2) for the Hilliard Rd Bridge 08.57 contract. TranSystems has provided the preliminary engineering services and detailed analysis of the Hilliard Rd Bridge structure and has the background, knowledge and expertise to finalize all plans, specifications and final engineering services for this contract.				
<b>Service Description</b>	This project consists of the improvement and major rehabilitation of the Hilliard Rd Bridge 08.57 over the Rocky River, Valley Parkway and a Metroparks all-purpose trail located in the Cities of Lakewood and Rocky River.				
<b>Performance Indicators</b>	TranSystems Corporation of Ohio has provided the County with high quality engineering services in all tasks within their contract.				
<b>Actual Performance versus performance indicators (include statistics):</b>	TranSystems Corporation of Ohio has performed above average in meeting performance for all tasks assigned for their contract.				
<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 of the TranSystems Corporation of Ohio personnel that worked on assigned tasks for previous contracts have been proficient in their field.				
<b>Department Contact</b>	Ernest F. Zadell				

<b>User Department</b>	Public Works
<b>Date</b>	1-19-2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0060

<b>Sponsored by: County Executive Ronayne/Department of Public Works/Division of County Engineer</b>	<b>A Resolution</b> making an award on RQ11369 to CATTS Construction Inc. in the amount not-to-exceed \$3,069,263.91 for resurfacing and rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; authorizing the County Executive to execute Contract No. 3108 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 \$5.00 License Tax Funds in the amount of \$3,069,263.91 to fund 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 recommends an award on RQ11369 with CATTS Construction Inc. in the amount not-to-exceed \$3,069,263.91 for resurfacing and rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights; authorizing the County Executive to execute Contract No. 3108 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 \$5.00 License Tax Funds in the amount of \$3,069,263.91 to fund said contract; and

**WHEREAS**, the primary goals of this project are the resurfacing and rehabilitation of Coventry Road from Fairhill Road/North Park Boulevard to Euclid Heights Boulevard, including pavement base repairs, ADA compliant curb ramps, reconfiguring of traffic medians and splinter islands at the intersection of Coventry Road and Fairmont Boulevard and Scarborough Road, including new traffic signals; and

**WHEREAS**, the anticipated start-completion dates are 2/28/2023 – 2/28/2024; and

**WHEREAS**, the project is located in County District 10 and is funded 100% by County Motor Vehicle \$5.00 License Tax 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 RQ11369 to CATTS Construction Inc. in the amount not-to-exceed \$3,069,263.91 for resurfacing and rehabilitation of Coventry Road from Fairhill Road to Euclid Heights Boulevard, in the City of Cleveland Heights.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3108 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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\_\_\_\_

**FOR NEW PROJECTS SEND NICHOLE THIS FORM AND A BID TAB FROM OPD**

**OnBase Item Detail Briefing Memo - Form**

Title:

**CUY-Coventry Road Resurfacing and Rehabilitation of existing roadway from Fairhill Road to Euclid Heights Boulevard in the City of Cleveland Heights, Ohio RQ11369**

**A. Scope of Work Summary**

1. Department of Public Works Construction is requesting approval of a contract with CATTS Construction Inc., for the anticipated cost of \$3,069,263.91.

If the Project is new to the County.

Describe the exact services being provided.

This project consists of the resurfacing and rehabilitation of Coventry Road from Fairhill Road/ North Park Boulevard to Euclid Heights Boulevard, including pavement base repairs. ADA compliant curb ramps, reconfiguring of traffic medians and splinter islands at the intersection of Coventry Road and Fairmont Boulevard and Scarborough Road, including new traffic signals.

The anticipated start-completion dates are 2/28/2023 and ending 2/28/2024.

2. The primary goals of the project are (list 2 to 3 goals). See above.

3. The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc). N/A  
(Municipality of project is Cleveland Heights)

**B. Procurement**

1. The procurement method for this project was RFB. The total value of the RFB is \$3,069,263.91. *The estimate for this project was \$3,135,000.00. This bid is 2.09 % under the estimate.*

2. The RFB was closed on 12/28/2022. There is a SBE goal of 6%, MBE 19%, WBE 5%

3. There were 2 bids/proposals/applications) pulled from OPD, 2 bids submitted for review, 1 bids approved. We took the lowest bid. See additional comments by DEI Lenora for approval of vendor.

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

CATTS Construction, Inc.  
21223 Aurora Road  
Warrensville Heights, Ohio 44146  
Council District (9)

2. The President for the contractor is Michael Dempsey.

3.b. The project is located in Council District (10).

**D. Project Status and Planning**

1. The project is a new project to the County.

**E. Funding**

1. The project is funded by \$5.00 Road and Bridge funds.

2. The schedule of payments is by invoice.



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11369
Infor/Lawson PO # Code (if applicable):	
Event #	
CM Contract#	3108

	Department	Clerk of the Board
Briefing Memo		

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>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>
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	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	WB	OK AJ 2/8/2023
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	WB	OK AJ 2/8/2023
Final DEI Goal Setting Worksheet	WB	OK AJ 2/8/2023
Diversity Documents – <i>if required (goal set)</i>	WB	OK AJ 2/8/2023
Award Letter ( <i>sent to awarded vendor</i> )	WB	OK AJ 2/8/2023
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 2/8/2023
Public Works Bid Results	WB	OK AJ 2/8/2023
Tabulation Sheet <i>see tab sheet</i>	WB	OK AJ 2/8/2023
Prevailing Wage Public Improvement Agreement	WB	OK AJ 2/8/2023
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 2/8/2023
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 2/8/2023
SBE Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 2/8/2023
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 2/8/2023
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 2/8/2023
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	WB	OK AJ 2/8/2023
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	SEE WEB SITE	OK AJ 2/8/2023
Other, <i>per Section 3 “Required Bid Documents”</i>	WB	OK AJ 2/8/2023
IG#      21-0042 REG 31DEC2025	WB	OK AJ 2/8/2023
Debarment/Suspension Verified      Date:      1.18.23	WB	OK AJ 2/8/2023 dated within 60 days
Auditor’s Finding      Date:      1.18.23	WB	OK AJ 2/8/2023 dated within 60 days

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission ( <i>Form of Proposal</i> )			WB	OK AJ 2/8/2023
Independent Contractor (I.C.) Requirement	Date:	1.20.23	WB	OK AJ 2/8/2023 dated within 1 year
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			WB	OK AJ 2/8/2023

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	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot PWD3249	WB
COI	WB
Workers’ Compensation Insurance	WB
Railroad Insurance – <i>if required</i>	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
N/A	PW270200	73300		<b>\$3,069,263.91</b>
			<b>TOTAL</b>	<b>\$3,069,263.91</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	3108
Vendor Name:	CATTS Construction, Inc.
ftp:	N/A
Amount:	\$3,069,263.91
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 2/8/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11369 Event: 3842	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$3,125,000.00 10% = \$3,437,500.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: December 28, 2022	NUMBER OF RESPONSES (issued/submitted): 7/2
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Coventry Road (CR-330) Resurfacing and Rehabilitation of Existing Roadway from Fairhill Road to Euclid Heights Boulevard in the City of Cleveland Heights	
DIVERSITY GOAL/SBE 6% Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – The low bidder is in Cuyahoga County LL 1/4/23	DIVERSITY GOAL/MBE 19% CCBB: Low Non-CCBB Bid\$: \$3,069,263.91	DIVERSITY GOAL/WBE 5% Add 2%, Total is: \$3,130,649.19
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – The low bidder is certified as an “Inclusive Business” in the CCBEIP LL 1/4/23	CCBEIP: Low Non-CCBEIP Bid \$: \$3,069,263.91	Add 2%, Total is: \$3,130,649.19
*PRICE PREFERENCE LOWEST BID REC'D \$3,069,263.91	RANGE OF LOWEST BID REC'D \$ 1,000,000.1-3,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: (8%) 245,541.11 (Max \$210,000)	MAX SBE/MBE/WBE PRICE PREF \$3,279,263.91	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No No – no compliant bidders LL 1/4/23

Transaction ID:

Bidder's / Vendors Name and Address 1. CATTs Construction, Inc. 20901 Salisbury Rd. Bedford, OH 44146	Bid Bond / Check Bid Bond 100% Western Surety Company	Actual Bid Amount (enter "N/A" if RFP or RFQ) <b>\$3,069,263.91</b>	Buyer Administrative Review: Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0042-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): (WM) CATTs Construction, Inc. Prime-SBE 20% (WF) Trafftech, Inc.- SBE/WBE 4.31% (WF) Crooked River Material - SBE/WBE 4.89% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Total % SBE: <u>6%</u> MBE: <u>0%</u> WBE: <u>9.2%</u> SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 1/4/23 SBE/MBE/WBE Comments and Initials: Cole Burton Contractor, LLC -Not Certified in Diversity program- (Not in business for a year). No waiver was requested. DIV-3 1 of 2 or 2 of 2 was not filled out. 12/29/22 CF No MBE participation and no DIV-3 submitted LL 1/4/23	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Buyer Administrative Review: Buyer Initials Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/29/2022					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Vandra Brothers Construction 24629 Broadway Ave. Oakwood Village, OH 44146	Bid Bond 100% Western Surety Company	\$3,374,003.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2906-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Vc	Diversity Program Review: SBE / MBE / WBE (WM) Vandra Brothers Construction Prime-SBE 20% (WF) Trafftech, Inc.- SBE/WBE 15.13% (AAM) Tech Ready Mix-SBE/MBE 4.44% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: 6% MBE: 4.44 % WBE: 15.13 %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		CCBB: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes <b>Bid Bond:</b> <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/29/2022			SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 1/4/23  SBE/MBE/WBE Comments and Initials: Vandra Brothers Co., did not provide the DIV-2 for themselves. No waiver was requested. Cole Burton Contractor, LLC -Not Certified in Diversity program-(Not in business for a year). 12/29/22 CF Did not meet the MBE goal. No DIV-3 Submitted LL 1/4/23		

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.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Number:  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td></td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No           </td> </tr> <tr> <td>Total %</td> <td>           SBE: ___ % MBE: ___ % WBE: ___ %         </td> </tr> </table>	Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___ % MBE: ___ % WBE: ___ %		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):														
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No													
Total %	SBE: ___ % MBE: ___ % WBE: ___ %													

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)
			CCB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____			SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Number:  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):   SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: <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:  <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Number:  NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: _____ % MBE: _____ % WBE: _____ %  SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials:  <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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

Transaction ID:

6.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___% MBE: ___% WBE: ___% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

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

Transaction ID:

7.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: % MBE: % WBE: % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

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

Transaction ID:



8.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No										
<table border="1"> <tr> <td data-bbox="253 451 397 1039">Subcontractor Name(s):</td> <td data-bbox="397 451 511 1039"></td> </tr> <tr> <td data-bbox="511 451 625 1039">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="625 451 738 1039"><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="738 451 852 1039">Total %</td> <td data-bbox="852 451 966 1039">SBE: _____% MBE: _____% WBE: _____%</td> </tr> <tr> <td data-bbox="966 451 1079 1039">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1079 451 1161 1039"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="1161 451 1282 1039">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1282 451 1544 1039"></td> </tr> </table>										Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: _____% MBE: _____% WBE: _____%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	
Subcontractor Name(s):																			
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
Total %	SBE: _____% MBE: _____% WBE: _____%																		
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
SBE/MBE/WBE Comments and Initials:																			

Transaction ID:

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

Transaction ID:

9.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No												
<table border="1"> <tr> <td data-bbox="397 451 592 1039">Subcontractor Name(s):</td> <td data-bbox="592 451 722 1039"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="722 451 820 1039">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="820 451 917 1039"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="917 451 1015 1039">Total %</td> <td data-bbox="1015 451 1112 1039">SBE: ___ % MBE: ___ % WBE: ___ %</td> </tr> <tr> <td data-bbox="1112 451 1209 1039">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1209 451 1307 1039"> <input type="checkbox"/> Yes <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="1307 451 1404 1039">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1404 451 1502 1039"></td> </tr> <tr> <td data-bbox="1502 451 1599 1039"></td> <td data-bbox="1599 451 1624 1039"></td> </tr> </table>										Subcontractor Name(s):	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___ % MBE: ___ % WBE: ___ %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:			
Subcontractor Name(s):	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																				
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																				
Total %	SBE: ___ % MBE: ___ % WBE: ___ %																				
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
SBE/MBE/WBE Comments and Initials:																					

Transaction ID:

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

Transaction ID:

10.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: % MBE: % WBE: % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

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

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0061

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> authorizing a revenue generating Agreement with the City of Berea in the amount not-to-exceed \$550,000.00 for maintenance and repair of storm and sanitary sewers for the period 4/1/2023 – 3/31/2024; authorizing the County Executive to execute Agreement No. 3154 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Public Works recommends a revenue generating Agreement No. 3154 with the City of Berea in the amount not-to-exceed \$550,000.00 for maintenance and repair of storm and sanitary sewers located in County Sewer District No. 5 for the period of 4/1/2023 – 3/31/2024; and

**WHEREAS**, the City of Berea desires to retain Cuyahoga County to perform certain services for the City of Berea to aid with the maintenance and repair of storm and sanitary sewers; and

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

**WHEREAS**, this project is located in County Council District No. 5; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a revenue generating Agreement No. 3154 with the City of Berea in the amount not-to-exceed \$550,000.00 for maintenance and repair of storm and sanitary sewers located in County Sewer District No. 8 for the period of 4/1/2023 – 3/31/2024.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 3154 and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.





**SUMMARY OF REQUESTED ACTION:**

**A. Scope of Work Summary:**

1. Department of Public Works is requesting approval of this Annual Sewer Maintenance revenue generating agreement between the City of Berea and the Cuyahoga County Department of Public Works. This Agreement is for up to \$550,000 in revenue generating funds with a term from April 1, 2023 to March 31, 2024.
  - a. The primary goal is for the County to continue to assist with sanitary and storm sewer maintenance within the City of Berea. [This is a revenue generating direct bill agreement.](#)
  - b. The location of the project is Berea
  - c. The project is located in Council District 5.

**B. Procurement**

1. Identify the original procurement method on contract/purchase. **No requisition # for these revenue generating agreements and the NONPO Infor contract is CM # 3154.**
  - a. This is an update to the 2017 Sewer Maintenance Agreement with the City of Berea and has been renewed on an annual revenue generating direct bill basis since 2017.
  - b. N/A
  - c. N/A

**C. Contractor and Project Information**

1. The address is:
  - City of Berea
  - 11 Berea Commons
  - Berea, Ohio 44017
  - Council District 5
2. The Service Director and City Engineer for Berea is Tony Armagno.

**D. Project Status & Planning**

1. N/A

**E. Funding**

1. This is a Revenue Generating government to government direct bill Agreement  
Direct Bill funds can be deposited to:  
[PW715100-52000 \(activity code- SWD 0806\) City of Berea](#)
2. The schedule of payments is by quarterly direct bill invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A- 2023 Berea Sewer Maintenance Utility Agreement- 6 <sup>th</sup> Amendment
Infor/Lawson PO# Code (if applicable):	-
Event #	-
CM Contract#	<b># 3154</b> - revenue generating (NONPO)

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	Per attached city email Agreement will receive Berea’s signature and legislation on March 6, 2023. Agreement being procured concurrently with County.	
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form, if purchase over \$5k			AMS	Okay per MH
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	n/a Okay per MH
IG#	Not required for political subdivisions per Section 501.19 €(1) of County Code		N/A	n/a Okay per MH
Debarment/Suspension Verified	Date:	1/30/2023	AMS	Okay per MH
Auditor’s Finding	Date:	1/30/2023	AMS	Okay per MH
Cover - <i>Master contracts only</i>				n/a Okay per MH
Contract Evaluation – <i>if required</i>			N/A- County is the contractor providing services for this contract	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			AMS	Okay per MH

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	Law email PWD-3356
COI	N/A- not in the Agreement

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers’ Compensation Insurance	N/A- not in the Agreement
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### Accounting Units - **This Agreement is REVENUE GENERATING- for Deposit only**

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022-3/31/2023	PW715100	52000	SWD0806	<b>\$550,000 (NON PO)</b>
			<b>TOTAL</b>	<b>\$550,000</b>

<b>Contract History CE/AG# (if applicable)</b>	CM #2322
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	PO20000748-0
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	<b>3154</b>

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$550,000		4/1/2023 - 3/31/2024	tbd	tbd
<b>Prior Amendment Amounts (list separately)</b>					
<b>Pending Amendment</b>					
<b>Total Amendments</b>					
<b>Total Contact Amount</b>		\$550,000			

### Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	3154
Vendor Name:	City of Berea
ftp:	Apr. 1, 2023 – Mar. 31, 2024
Amount:	(revenue-generating)
History/CE:	Okay per MH
EL:	n/a
Procurement Notes:	Revenue Generating agreement with the City of Berea for Sanitary and Storm Sewer Maintenance in the amount of \$550,000.00 <a href="#">ftp 4/1/2023-3/31/2024</a> .

Purchasing Buyer approval: **Okay per MH. 2/15/2023**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0062

<p>Sponsored by: <b>County Executive Ronayne/Department of Development on behalf of the Department of Health and Human Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 2958 with Kaiser Group (DE) LLC dba Dynamic Workforce Solutions for Title I Business Services in connection with the Federal Workforce Innovation and Opportunity Act for the period 1/1/2023 – 6/30/2024 to expand the scope of services to provide program support and financial services for the Cuyahoga County Skill-Up Program and for additional funds in the total amount not-to-exceed \$1,250,000.00, effective 4/1/2023; 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 Ronayne/Department of Development on behalf of the Department of Health and Human Services recommends an amendment to Contract No. 2958 with Kaiser Group (DE) LLC dba Dynamic Workforce Solutions for Title I Business Services in connection with the Federal Workforce Innovation and Opportunity Act for the period 1/1/2023 – 6/30/2024 to expand the scope of services to provide program support and financial services for the Cuyahoga County Skill-Up Program and for additional funds in the total amount not-to-exceed \$1,250,000.00, effective 4/1/2023; and

**WHEREAS**, the primary goal of this project is to provide program support and financial services to the Cuyahoga County Skill-Up Program; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy; 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. 2958 with Kaiser Group (DE) LLC dba Dynamic

Workforce Solutions for Title I Business Services in connection with the Federal Workforce Innovation and Opportunity Act for the period 1/1/2023 – 6/30/2024 to expand the scope of services to provide program support and financial services for the Cuyahoga County SkillUp Program and for additional funds in the total amount not-to-exceed \$1,250,000.00, effective 4/1/2023.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

**OnBase Item Detail Briefing Memo - Form**

**Title: Development Department on behalf of the Department of Health and Human Services; RQ8377; CM2958; 2023; The Kaiser Group LLC dba Dynamic Workforce Solutions; Contract Amendment for SkillUp Program Services**

**Scope of Work Summary**

The Department of Development on behalf of the Department of Health and Human Services is requesting the approval of an amendment, with The Kaiser Group LLC dba Dynamic Workforce Solutions for the anticipated not-to-exceed cost of \$1,250,000.00.

Under the terms of this contract The Kaiser Group LLC dba Dynamic Workforce Solutions will provide program support and financial services to the Cuyahoga County SkillUp Program. The Kaiser Group LLC dba Dynamic Workforce Solutions will effectively engage with County SkillUp staff and businesses within the County to facilitate the financial assistance and reporting. The anticipated start-completion dates are 4/1/2023-6/30/2024. The primary goal of the project is to assist SkillUp Business Advisors prepare, coordinate, and implement the Employer Agreements for businesses participating in the SkillUp Program.

The approval for the original contract was made via BC2022-791 on 12/19/2022.

**Procurement**

The original procurement method for this project was RFP. The total value of the RFP was \$2,500,000.00. The RFP was closed on 1/21/22 and there were 5 proposals received by Procurement.

**Contractor and Project Information**

The address of the vendors is:

The Kaiser Group LLC, dba Dynamic Workforce Solutions  
237 South Street  
Waukesha, WI, 53186

The President is Terri Leisten

The project will be carried out in all Council Districts.

**Project Status and Planning**

The project reoccurs annually.

**Funding**

The project amendment will be funded from the Health and Human Services Levy. The original contract was funded by the Workforce Innovation and Opportunity Act.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8377
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	2958

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Why is the amendment 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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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				NM	<i>OK Jgas 3/2/23</i>
IG#	22-0324-REG 31DEC2026			NM	<i>OK Jgas 3/2/23</i>
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:	2/28/23		NM	<i>OK Jgas 3/2/23</i>
Auditor's Finding	Date:	2/21/23		NM	<i>OK Jgas 3/2/23</i>
Independent Contractor (I.C.) Requirement	Date:	11/16/22		NM	<i>OK Jgas 3/2/23</i>
Cover - <i>Master amendments only</i> The Kaiser Group (DE) LLC 39-1354364 237 South Street Waukesha, WI 53186 Terri Leisten (817) 807-5285				N/A	N/A
Contract Evaluation				NM	<i>OK Jgas 3/2/23</i>
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				NM	<i>OK Jgas 3/2/23</i>

**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	NM
Matrix Law Screen shot	NM



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	NM
Workers’ Compensation Insurance	NM
Original Executed Contract (containing insurance terms) & all executed amendments	NM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023-6/30/2023	<del>WF365100</del>	55130	WF WIOA	\$450,000.00
4/1/2023-12/31/2023	HS260100	55130	UCH09999	\$750,000.00
1/1/2024-6/30/2024	HS260100	55130	UCH09999	\$500,000.00
			<b>TOTAL</b>	<b>\$1,700,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	8377
<b>CM Contract#</b>	2958

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$450,000.00		1/1/23-6/30/24	12/19/2022	BC2022-791
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,250,000.00	1/1/23-6/30/24		
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	BC2022-791 dated 12/19/2022
Amend:	Amendment # 1
Vendor Name:	The Kaiser Group (DE), LLC dba Dynamic Workforce Solutions
ftp:	1/1/23-6/30/24

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	NTE \$1,250,000.00
History/CE:	2958
EL:	<i>OK Jgas 3/2/23</i>
Procurement Notes:	The Department of Development on behalf of the Department of Health and Human Services is requesting the approval of an amendment, with The Kaiser Group LLC dba Dynamic Workforce Solutions for the anticipated not-to-exceed cost of \$1,250,000.00. Under the terms of this contract The Kaiser Group LLC dba Dynamic Workforce Solutions will provide program support and financial services to the Cuyahoga County SkillUp Program. The anticipated start-completion dates are 4/1/2023- 6/30/2024. The original procurement method for this project was RFP. The project amendment will be funded from the Health and Human Services Levy. The original contract was funded by the Workforce Innovation and Opportunity Act.
Purchasing Buyer’s initials and date of approval	<i>OK Jgas 3/2/23</i>

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Kaiser Group (DE), LLC, dba – Dynamic Workforce Solutions				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 2958				
<b>RQ#</b>	8377				
<b>Time Period of Original Contract</b>	1/1/2023-6/30/2024				
<b>Background Statement</b>	Fulfill a vital role in listening to employer needs, effectively responding, and ultimately delivering high quality talent and services.				
<b>Service Description</b>	Deliver Workforce Innovation & Opportunity Act (WIOA) Title I Business Services.				
<b>Performance Indicators</b>	Successful staff-assisted matches of OMJ CC registered job seekers with OMJ CC.us-posted jobs. Increased number of employers engaging with the services of OMJ CC. Employer repeated use of the system. Business establishments that have received or continue to receive a system service and utilized a service in the past.				
<b>Actual Performance versus performance indicators (include statistics):</b>	<b>Engagement</b>		<b>Actual</b>	<b>January Projection</b>	
	New Business Outreach		50	15	
	New Employer Partnerships		6	10	
	Candidates Referred to Job Orders		-	25	
	Placements		-	5	
	<b>Events</b>				
	# of Recruiting Events		-	0	
	<b>WBTs/OJTs</b>				
	New Contracts in Process		-	0	
	Customer Satisfaction		N/A	95%	
<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>	Dynamic Workforce Solutions is progressing as expected. January was spent ramping up, designing the job seeker referral process and hiring staff.				
<b>Department Contact</b>	Deshaun Matthews				
<b>User Department</b>	Department of Workforce Development				
<b>Date</b>	3/1/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0063

<p>Sponsored by: <b>County Executive Ronayne/Office of Innovation and Performance on behalf of Health and Human Services/Office of the Director</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Grant Agreement via Contract No. 2855 with Hitchcock Center for Women to support construction of a residential treatment and recovery center, to support women experiencing substance abuse issues, for the period 9/13/2022 – 4/30/2025 for additional funds in the amount not-to-exceed \$967,800.00; 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 Ronayne/Office of Innovation and Performance on behalf of Health and Human Services recommends an amendment to a Grant Agreement Contract No. 2855 with Hitchcock Center for Women to support construction of a residential treatment and recovery center, to support women experiencing substance abuse issues, for the period 9/13/2022 – 4/30/2025 for additional funds in the amount not-to-exceed \$967,800.00; and

**WHEREAS**, the primary goal for this project is to support new residential treatment and recovery center on existing Glenville property; and

**WHEREAS**, the funding for this project is 100% by Opioid Mitigation 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 a Grant Agreement Contract No. 2855 with Hitchcock Center for Women to support construction of a residential treatment and recovery center, to support women experiencing substance abuse issues, for the period 9/13/2022 – 4/30/2025 and for additional funds in the amount not-to-exceed \$967,800.00.

**SECTION 2.** That the County Executive is authorized to execute amendment and all other documents consistent with this Resolution. To the extent that any

exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

_____ County Council President	_____ Date
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_____ County Executive	_____ Date
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_____ Clerk of Council	_____ Date
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First Reading/Referred to Committee:  
Committee(s) Assigned:

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

**OnBase Item Detail Briefing Memo - Form**

**OFFICE OF THE COUNTY EXECUTIVE - Hitchcock Center for Women for Transformational Development to support mission activities – AMENDMENT 2**

**A. Scope of Work Summary**

1. Office of the County Executive is requesting approval of an Amendment with the Hitchcock Center for Women for the anticipated cost of \$967,800.00.

This Agreement shall become effective upon signature to April 30, 2025.

The original contract was approved by County Council through R2022-0237. Amendment 1 was approved by Board of Control through B2023-18.

The anticipated start-completion dates are 5/1/2022 -4/30/2025.

Hitchcock Center for Women (HCFW) provides treatment and recovery services for women experiencing substance abuse issues. Many of the women come from abusive homes, currently are homeless, and/or are responsible for at risk children. HCFW is the only treatment and recovery center that specializes in treating women on the east side of Cleveland and Cuyahoga County. What makes HCFW truly unique is that the center allows children, up to the age of 12, to live onsite, while their mother receives treatment. Since 1992 its home has been the former St. Mary's Seminary, built in 1924. Today, its home is technologically obsolete, suffering from age and deferred maintenance with a limited life expectancy. To maintain the important role of the Hitchcock Center for Women in the wellbeing of women who find themselves homeless, and suffering from substance abuse issues, a new path forward is required.

To accomplish this innovative transformational goal, Hitchcock Center for Women has teamed up with The Finch Group ("TFG"), an experienced and expert real estate developer which has developed a portfolio of over a quarter-billion dollars of various types of properties in Cuyahoga County and the City of Cleveland. The building proposed, to be built on land already owned by Hitchcock, is directly across from the new, highly rated Wilson Elementary School. Because many women going through treatment and recovery have children, the proximity to the school becomes an integral part of their children's wellbeing.

Together, Hitchcock and TFG are proposing a new comprehensive building containing updated and state of the art treatment facilities and Recovery Housing. One of the ways to fund a portion of the new building is to use Low Income Housing Tax Credits to support Recovery Housing. In this manner Hitchcock can offer longer term supportive housing for the graduates of its treatment program.

2. The primary goals of the project are:

- a) To obtain funding to support new residential treatment and recovery center on existing Glenville property.

## B. Procurement

1. The procurement method for this project is grant agreement, The total value of the grant agreement was \$2,674,700.00. Amendment 1 was for \$150,000.00. This is the second amendment for \$967,800 and the total amount of the original agreement and amendments are now \$3,792,500.

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) and the Opioid Miti

## C. Contractor and Project Information

1. The address of the Vendor is:

Hitchcock Center for Women  
1227 Ansel Rd  
Cleveland, OH 44108

2. The Chairman of the Hitchcock Center for Women is Jason Joyce (President & CEO).

3.a. The project location is 1227 Ansel Rd, Cleveland, OH 44108.

3b. The project is available throughout the County

## D. Project Status and Planning

1. The project is a new to the County

## E. Funding

1. The original contract and amendment 1 were funded 100% by "General Fund – ARPA Revenue Replacement/Provision of Government Services." This amendment is funded 100% by the Opioid Mitigation Fund.

2. 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):	GRNT
CM Contract#	2855

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

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	(Approved by Resolution No. R2022-0237)	
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form (Approved by Resolution No. R2022-0237)				DA	Okay per MH
IG#	19-0195-REG			DA	Okay per MH
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A		DA	n/a Okay per MH
Debarment/Suspension Verified	Date:	2/21/23		DA	Okay per MH
Auditor's Finding	Date:	2/21/23		DA	Okay per MH
Vendor's Submission				DA	Okay per MH
Independent Contractor (I.C.) Requirement	Date:	7/21/22		DA	Okay per MH
Cover - <i>Master contracts only</i> (N/A)				DA	n/a Okay per MH
Contract Evaluation – <i>if required</i> (N/A)				DA	n/a Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				DA	n/a Okay per MH
Checklist Verification				DA	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>

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	
COI	DA
Workers' Compensation Insurance	DA



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023-12/31/2023	EX345100	55130	NOOPD0005003	\$ 967,800.00
			<b>TOTAL</b>	<b>\$ 967,800.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GRNT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2439

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,674,700.00		8/1/2022 – 12/31/2022	9/15/2022	R2022-0237
<b>Prior Amendment Amounts (list separately)</b>		\$150,000.00	n/a	1/9/2023	BC2023-18
		\$			
		\$			
<b>Pending Amendment</b>		\$967,800.00	n/a	Pending	Pending
<b>Total Amendments</b>		\$1,117,800.00			
<b>Total Contact Amount</b>		\$3,792,500.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2022-0237; BC2023-18
<b>CM#:</b>	CM 2855
<b>Vendor Name:</b>	Hitchcock Center for Women
<b>ftp:</b>	Effective Date – Apr. 30, 2025
<b>Amount:</b>	\$967,800.00
<b>History/CE:</b>	Okay per MH
<b>EL:</b>	Okay per MH
<b>Procurement Notes:</b>	Second amendment to a grant agreement with Hitchcock Center for Women to provide funding on the construction of a new residential treatment center increasing the grant award by \$967,800.00 keeping the time-period the same.

Purchasing Buyer approval: **Okay per MH. 2/23/2023**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0064

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2981 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

**WHEREAS**, the County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services recommends an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2022 – 12/31/2023; and

**WHEREAS**, the primary goals of this project are to: (a) provide appropriate housing and services for children with developmental disabilities and (b) transition youth into the adult developmental disabilities system; and

**WHEREAS**, the funding for this project is 100% Medicaid Individual Option Waiver; 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 agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2022 – 12/31/2023.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 2981 and all other documents consistent with this Resolution. To the extent that any



**OnBase Item Detail Briefing Memo - Form**

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits, or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

**DCFS HS-20-47541 2022-2023 Cuyahoga County Board of Developmental Disabilities Agreement for reimbursement for HCBS services (Medicaid Home and Community Based Services).**

**A. Scope of Work Summary**

1. DCFS is requesting approval of a contract with Cuyahoga County Board of Developmental Disabilities for the anticipated cost \$1,400,000.00 from 1/1/2022 through 12/31/2023.

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

Previous \$1,400,000.00 Approved on 1/28/2020 R2020-0020

Under this agreement, CCBDD is responsible for the coordination provision of housing for DD youth as part of the youth's long-term transition of care plan. The anticipated start-completion dates are 01/01/2022 – 12/31/2023 for \$1,400,000.00

2. The primary goals of the project is the coordination of care and supports for youth in DCFS custody with disabilities that are eligible for and receiving services from CCBDD. CCBDD is responsible for the coordination provision of housing for DD youth as part of the youth's long-term transition of care plan

3. N/A

4. N/A

**B. Procurement**

1. The procurement method for this project was a Government-to-Government Agreement. The total value of the RFP is \$1,400,000.00.

2. N/A

3. N/A

4. N/A

5. N/A

6. [Option 4] If an RFP Exemption is being requested, please list the reason a competitive process was not utilized.

An RFP exemption is being requested as this is a revenue generating agreement.

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Kelly Petty  
1275 Lakeside Avenue East  
Cleveland, Ohio 44114  
Council District 7

2. The Superintendent/CEO for the contractor/vendor is Kelly Petty

3.a [When applicable] The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

N/A

3.b. N/A

**D. Project Status and Planning**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	2981

	Department	Clerk of the Board
Briefing Memo	SB	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	The contract ran out on 12/31/2021 and was never renewed and executed but should have been.	
What is being done to prevent this from reoccurring?	Communicate more effectively and timely with requesting department	

TAC or CTO Required or authorized IT Standard	Yes	No <input checked="" type="checkbox"/>
---	-----	--

<b>OTHER THAN FULL AND OPEN COMPETITION Government Purchase Reviewed by Purchasing</b>
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	Department initials	Purchasing
Justification Form	SB	BRM
Debarment/Suspension Verified	Date: 2/7/2023	SB
Auditor’s Finding	Date: 2/7/2023	SB
Vendor’s Submission	N/A	N/A
Cover - <i>Master contracts only</i>	N/A	N/A
Contract Evaluation – <i>if required</i>	SB	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SB	BRM

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS215110	56110	UCH05510	\$0.00
<b>1/1/2023-12/31/2023</b>	HS215110	56110	UCH05510	\$1,400,000.00
			<b>TOTAL</b>	\$1,400,000.00

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	2981

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Contract Amount</b>	\$1,400,000.00		12/31/2021	1/28/2020	R2020-0020
<b>Prior Amendment Amounts (list separately)</b>		\$			
<b>New Contract Amount</b>		\$1,400,000.00	12/31/2023	Pending	Pending
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total New Contact Amount</b>		\$1,400,000.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2020-0020
<b>CM#:</b>	2981
<b>Vendor Name:</b>	Cuyahoga County Board of Development Disabilities
<b>ftp:</b>	1/1/2022-12/31/2023
<b>Amount:</b>	\$1,400,000.00
<b>History/CE:</b>	OK

2 | Page

Revised 9/17/2021

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

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	

Purchasing Buyer approval: BRM 2/10/2023



1. The project reoccurs annually.

2. N/A

3. N/A

4. [When applicable] The project's term has (already begun or ended). State the timeline and reason for late submission of the item.

- Project Start Date – January 1, 2022
- Date of Insurance approval from Risk Manager – Govt to Govt. No COI needed
- Date documents were requested from vendor – None requested
- Date item was entered and released in INFOR – February 9, 2023
- Date using department approved item in INFOR –
- Date Law Department approved item in INFOR –
- Date approved by DOP in INFOR –
- Length of processing time in INFOR in calendar days
- Detail any issues that arose during processing in INFOR, such as item being disapproved and requiring correction -

5. N/A

**E. Funding**

1. The project is a 100% Medicaid Individual Option Waiver

2. The schedule of payments is by quarterly invoice.

3. N/A

**F. Items/Services Received and Invoiced but not Paid:**

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

N/A

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cuyahoga County Board of Developmental Disabilities				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	1183				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	1/1/2020-12/31/2021				
<b>Background Statement</b>	The primary goal of the project is the coordination of care and supports for youth in DCFS custody with disabilities that are eligible for and receiving services from CCB				
<b>Service Description</b>	Under this agreement, CCBDD is responsible for the coordination provision of housing for DD youth as part of the youth's long term transition of care plan.				
<b>Performance Indicators</b>	Support youth in DCFS custody with disabilities that are eligible for and receiving services from CCBDD.				
<b>Actual Performance versus performance indicators (include statistics):</b>	CCBDD has worked collaboratively with DCFS to provide all needs for the youth served under this contract including housing and any other needed supports.				
<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>	CCBDD has worked collaboratively with DCFS to provide all needs for the youth served under this contract including housing and any other needed supports.				
<b>Department Contact</b>	Marcos Cortes				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	2/8/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0065

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,539,371.43 for child support services for the period 1/1/2023 - 12/31/2023; authorizing the County Executive to execute Agreement Nos. 3155, 3156, 3158, 3159 and 3160 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 Ronayne/Department of Health and Human Services/ Cuyahoga Job and Family Services (“CJFS”) recommends Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,539,371.43 for child support services for the period 1/1/2023 - 12/31/2023 as follows:

- a) Agreement No. 3315 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$4,146,253.89;
- b) Agreement No. 3156 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,668,462.25;
- c) Agreement No. 3158 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$22,329.73;
- d) Agreement No. 3159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$17,068.20;
- e) Agreement No. 3160 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,685,257.36; and

**WHEREAS**, the Title IV-D Cooperative Agreements are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services, which will be rendered by each of these two (2) entities pertaining to the establishment, modification and enforcement of child support obligations, in accordance with applicable child support regulations; and,

**WHEREAS**, the primary goal of these cooperative agreements is to enable the County to recover a portion of the expenses incurred by the Domestic Relations Court, Juvenile Court and the County Prosecuting Attorney's Office in providing Title IV-D services to CJFS Office of Child Support Services; and

**WHEREAS**, this dollar amount is reimbursed to the County General Fund to offset the expenditures of these agencies; and

**WHEREAS**, the agreement costs will be funded as follows: (a) 49.3% Federal Funds, (b) 17.4% Health and Human Services Levy Funds (c) 0.1% Revenue Fees and (d) 9.5% State Funds (e) 13.5% Program Income and (f) 10.2% Federal Incentives; 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 Title IV-D Agreements with various providers, in the total amount not-to-exceed \$11,539,371.43 for child support services for the period 1/1/2023 - 12/31/2023 as follows:

- a) Agreement No. 3315 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$4,146,253.89;
- b) Agreement No. 3156 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,668,462.25;
- c) Agreement No. 3158 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$22,329.73;
- d) Agreement No. 3159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$17,068.20;
- e) Agreement No. 3160 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,685,257.36; and

**SECTION 2.** That the County Executive is hereby authorized to execute Agreements Nos. 3315, 3156, 3158, 3159 & 3160 and all other documents consistent with the awards and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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\_\_

**OnBase Item Detail Briefing Memo - Form**

**Title: OFFICE OF CHILD SUPPORT SERVICES (OCSS); 2023; CUYAHOGA COUNTY PROSECUTOR'S OFFICE; AGREEMENT (Government to Government); ADL: 2023 OFFICE OF CHILD SUPPORT SERVICES (OCSS) IV-D CONTRACT: PROSECUTOR'S OFFICE - LEGAL SERVICES**

**A. Scope of Work Summary**

1. OCSS is requesting approval of a contract with **COUNTY PROSECUTOR'S OFFICE** for IV-D legal services in the amount of **\$4,146,253.89**. The term of the contract is **January 1, 2023 to December 31, 2023**.

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

**R2022-0046 3/8/2022**

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.

2. The primary goals of the project are:

Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.

This is a Cooperative Agreement between two County Agencies.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

4. Technology Items – N/A

**B. Procurement**

1. The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$4,146,253.89.

2. N/A

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

CUYAHOGA COUNTY PROSECUTOR'S OFFICE  
1200 ONTARIO STREET 9th FLOOR  
CLEVELAND, OHIO 44113

Council District 7

2. N/A

3. N/A

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project reoccurs annually.

2. N/A

3. N/A

4. The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal



processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

1. Project/Procurement Start Date- **1/18/23**
2. Date of insurance approval from risk manager- **2/10/23**
3. Date documents were requested from vendor- **N/A- Documents received 1/18/23**
4. Date item was entered and released in Infor- **Entered in Infor on 2/2/23; Released in Infor on 2/15/23**
5. Date using department approved item in Info- **TBD**
6. Date Law Department approved item in Infor- **TBD**
7. Date approved by DoP in Infor- **TBD**
8. Length of processing time in Infor in calendar days- **TBD**
  1. Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction- **TBD**

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

5.N/A

**E. Funding**

1. The project is funded:

PROGRAM INCOME	13.5%
FEDERAL 66%	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

2. The schedule of payments is by invoice.

3. N/A.

**F. Items/Services Received and Invoiced but not Paid:**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	3155

<b>2023 OCSS IV-D CONTRACT: PROSECUTORS OFFICE (PART 3 OF 5)</b>	Department	Clerk of the Board
Briefing Memo	AL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL /</b></p>	

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<b>BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b>
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>OTHER THAN FULL AND OPEN COMPETITION</b>			
<b>Government Purchase</b>			
<b>Reviewed by Purchasing</b>			
<b>2023 OCSS IV-D CONTRACT: PROSECUTORS OFFICE (PART 3 OF 5)</b>		<b>Department initials</b>	<b>Purchasing</b>
Justification Form		RW	Okay per MH
Debarment/Suspension Verified	Date: 2.1.2023	AL	Okay per MH
Auditor’s Finding	Date: 2.1.2023	AL	Okay per MH
Vendor’s Submission		AL	Okay per MH
Cover - <i>Master contracts only</i>		N/A	n/a Okay per MH
Contract Evaluation – <i>if required</i>		RW	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		AL	Okay per MH

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	N/A- Waived
Workers’ Compensation Insurance	N/A- Waived

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS245100	55130		\$3,455,211.57
01/01/2024 – 12/31/2024 “2023 invoices to be paid in 2024.”	HS245100	55130		\$691,042.32
			<b>TOTAL</b>	\$4,146,253.89

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	Not Required for Exemption - GOVP
<b>CM Contract#</b>	3155

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,146,253.89		1.1.2023 - 12.31.2023	<b>Pending Approval</b>	<b>Pending Approval</b>
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$4,146,253.89			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	n/a
<b>CM#:</b>	3155
<b>Vendor Name:</b>	Cuyahoga County Prosecutor’s Office
<b>ftp:</b>	Jan. 1, 2023 – Dec. 31, 2023
<b>Amount:</b>	\$4,146,253.89
<b>History/CE:</b>	Okay per MH.
<b>EL:</b>	n/a
<b>Procurement Notes:</b>	Intra-Agency agreement between the Cuyahoga County Child Support Enforcement Agency and the Cuyahoga County Prosecutor’s Office for Title IV-D court related services in the amount of \$4,146,253.89 ftp 1/1/23-12/31/23

Purchasing Buyer approval: **Okay per MH. 2/28/2023**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	CUYAHOGA COUNTY PROSECUTOR'S OFFICE
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	2216 GOVP \ 211431 GOVP
<b>RQ#</b>	Not required for exemption - GOVP
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2022
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.
<b>Service Description</b>	Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.
<b>Performance Indicators</b>	The Prosecuting Attorney's Office shall meet the following contract requirements: Make all reasonable efforts to provide services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Attend all scheduled meetings with the OCSS (every three months for four meetings/year); Shall prepare and file within thirty days of receipt, all motions and complaints with Domestic Relations or Juvenile Courts; Provide a response to any Prosecutor Consult Request made to them by OCSS within thirty days of receipt; Assist in the completion of the

	<p>Health Insurance Affidavit or Private Health Insurance Questionnaire for purposes of establishment and enforcement of cash medical benefits in Juvenile or Domestic Relations Court; Submit time sheets on a monthly basis for each Assistant Prosecuting Attorney or other staff included under this contract as part of monthly billing; Forward the "Service of Process" updates provided by the courts to OCSS; Send as many APAs as practicable to the trainings sponsored annually by the Ohio CSEA Directors' Association.</p>				
<p><b>Actual Performance versus performance indicators (include statistics):</b></p>	<p>The Prosecuting Attorney's Office maintained full access to the agency and partner courts throughout 2022, whether the courts provided in-person or virtual hearings. Monthly expenses were submitted timely throughout 2022. The Prosecuting Attorney's Office attends regular meetings in variety of forums with OCSS, including quarterly contract meetings with other providers, senior leadership team discussions to address all issues and implementation of initiatives and legislative updates, monthly policy review group meetings, and presenting legal updates for ongoing development of OCSS employees. Referral tracking reports for 2022 reflect a 7.6% increase in referrals from 2021. OCSS services that had been suspended during the COVID-19 pandemic continue to be reinstated, including advanced enforcement and collection actions. The Prosecuting Attorney's Office has met regularly with OCSS so that reinstatement of these actions was aligned. The Service of Process Performance Standard was suspended mid-2022 after being evaluated.</p>				
<p><b>Rating of Overall Performance of Contractor</b></p>	<p>Superior</p>	<p>Above Average</p>	<p>Average</p>	<p>Below Average</p>	<p>Poor</p>
<p><b>Select One (X)</b></p>		<p>X</p>			
<p><b>Justification of Rating</b></p>	<p>The Prosecuting Attorney's Office is OCSS's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. OCSS continues to recognize the hard work of the Prosecutor's Office - Division of Family Law, which has utilized "a holistic and coherent approach to serving vulnerable families and their children." They have provided professional legal services and creativity in the development of agency services. Their representation of the agency has supported improvements in our service delivery, including their commitment to be accessible on all child support related issues, as well as policy and process development. The Prosecuting Attorney's Office continues to be instrumental in representing OCSS's best interest in the discussions and follow-up with case processing for the families that we serve.</p>				

<b>Department Contact</b>	Richard L. Weiler / Jeffrey Bloom
<b>User Department</b>	Office of Child Support Services
<b>Date</b>	01/13/2023

**OnBase Item Detail Briefing Memo - Form**

**Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2023; CUYAHOGA COUNTY DOMESTIC RELATIONS; AGREEMENT (Government to Government); ADL: 2023 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: DOMESTIC RELATIONS COURT - COURT SERVICES**

**A. Scope of Work Summary**

1. OCSS is requesting approval of a contract with **DOMESTIC RELATIONS COURT** for IV-D court related services in the amount of **\$3,668,462.25**. The term of the contract is **January 1, 2023 to December 31, 2023**.

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

**R2022-0046 3/8/2022**

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

2. The primary goals of the project are:

The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.

This is a Cooperative Agreement between two County Agencies.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.



4. Technology Items – N/A

**B. Procurement**

1. The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$3,668,462.25.

2. N/A

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

DOMESTIC RELATIONS COURT  
1 LAKESIDE AVENUE ROOM 149  
CLEVELAND, OHIO 44113  
Council District 7

2. N/A

3. N/A

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project reoccurs annually.

2. N/A

3. N/A

4. The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process

cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

1. Project/Procurement Start Date- **1/12/23**
2. Date of insurance approval from risk manager- **2/10/23**
3. Date documents were requested from vendor- **N/A- Documents received 1/12/23**
4. Date item was entered and released in Infor- **Entered in Infor on 2/2/23; Released in Infor on 2/15/23**
5. Date using department approved item in Info- **TBD**
6. Date Law Department approved item in Infor- **TBD**
7. Date approved by DoP in Infor- **TBD**
8. Length of processing time in Infor in calendar days- **TBD**
  1. Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction- **TBD**

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

5.N/A

**E. Funding**

1. The project is funded:

PROGRAM INCOME	13.5%
FEDERAL	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

2. The schedule of payments is by invoice.

3. N/A.

**F. Items/Services Received and Invoiced but not Paid:**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	3156

<b>2023 OCSS IV-D CONTRACT: DOMESTIC RELATIONS COURT (PART 1 OF 5)</b>	Department	Clerk of the Board
Briefing Memo	AL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Why is the contract being submitted late?</p>	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL /</b></p>	

1 | Page

Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<b>BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b>
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>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>Government Purchase</b>				
<b>Reviewed by Purchasing</b>				
<b>2023 OCSS IV-D CONTRACT: DOMESTIC RELATIONS COURT (PART 1 OF 5)</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			RW	Okay per MH
Debarment/Suspension Verified	Date:	2.1.2023	AL	Okay per MH
Auditor’s Finding	Date:	2.1.2023	AL	Okay per MH
Vendor’s Submission			AL	Okay per MH
Cover - <i>Master contracts only</i>			N/A	n/a Okay per MH
Contract Evaluation – <i>if required</i>			RW	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			AL	Okay per MH

***Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).*

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	N/A- Waived
Workers’ Compensation Insurance	N/A- Waived

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS245100	55130		\$3,057,051.87
01/01/2024 – 12/31/2024 “2023 invoices to be paid in 2024.”	HS245100	55130		\$611,410.38
			<b>TOTAL</b>	\$3,668,462.25

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	Not Required for Exemption - GOVP
<b>CM Contract#</b>	3156

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$3,668,462.25		1.1.2023 – 12.31.2023	Pending Approval	Pending Approval
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$3,668,462.25			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	n/a
<b>CM#:</b>	3156
<b>Vendor Name:</b>	Cuyahoga County Domestic Relations Court
<b>ftp:</b>	Jan. 1, 2023 – Dec. 31, 2023
<b>Amount:</b>	\$3,668,462.25
<b>History/CE:</b>	Okay per MH
<b>EL:</b>	n/a
<b>Procurement Notes:</b>	Intra-Agency agreement between the Cuyahoga County Child Support Enforcement Agency and the Cuyahoga County Domestic Relations Court for Title IV-D court related services in the amount of \$3,668,462.25 ftp 1/1/23-12/31/23

Purchasing Buyer approval: **Okay per MH. 2/28/2023**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	DOMESTIC RELATIONS COURT
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	2214 GOVP/ 211429 GOVP
<b>RQ#</b>	Not required for Exemption- GOVP
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2022
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.
<b>Service Description</b>	The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.
<b>Performance Indicators</b>	The Domestic Relations Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as

	<p>it is not valid until received by the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Domestic Relations Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Accept and journalize OCSS's verified balances as noted in the Support Enforcement Tracking System (SETS), which eliminates the requirement for the OCSS to complete and submit a receipt calculation for Emancipation, Lump Sum and/or Motion packets for verified balances, though Receipt calculations will continue to be submitted for unverified balances in SETS; Indicate in the Termination Order that Domestic Relations Court issues whether the Oblige has received an overpayment of child support, including the amount of the overpayment; Continue to be a "Key Partners" member of the Ohio CSEA Director's Association, including having staff in attendance at the annual OCSS Partners Conference, where they will participate in the development of new policies and practices for child support.</p>				
<p><b>Actual Performance versus performance indicators (include statistics):</b></p>	<p>Domestic Relations Court maintained public access and has shifted a majority of their services to virtual access, including most hearings and mobile application. Monthly expenses were submitted timely throughout 2022. Applications for Title IV-D Services are provided to parents by Domestic Relations Court; submitted IV-D Applications are submitted by parents or their representatives to the Clerk of Courts, who scan into the court docket. OCSS has access to the court docket and will pull copies for the OCSS case file/records. Referral tracking reports for 2022 reflect an increase of 8.9% in referrals to Domestic Relations Court from 2021. Domestic Relations Court representatives continue to make themselves available at regular contractual meetings. Domestic Relations Court accepts case balances provided to the Court by OCSS and issues Termination Orders that contain the facts of overpayments on cases, if they exist.</p>				
<p><b>Rating of Overall Performance of Contractor</b></p>	<p>Superior</p>	<p>Above Average</p>	<p>Average</p>	<p>Below Average</p>	<p>Poor</p>
<p><b>Select One (X)</b></p>			<p>X</p>		
<p><b>Justification of Rating</b></p>	<p>Domestic Relations Court and OCSS have a cooperative history of identifying and resolving issues that present themselves, including the development of best practices for child support service delivery. The Court continues to maintain regular communication with OCSS and works timely and thoroughly to resolve case issues. Domestic</p>				

	Relations Court had a staffing change in a key communications position during 2022 and was able to maintain full access and regular communication. There have been ongoing discussions throughout 2022 to discuss procedures and service delivery, including the impact on OCSS, which will continue into 2023.
<b>Department Contact</b>	Richard L. Weiler / Jeffrey Bloom
<b>User Department</b>	Office of Child Support
<b>Date</b>	01/13/2023



**OnBase Item Detail Briefing Memo - Form**

**Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2023; CUYAHOGA COUNTY TREASURER'S OFFICE; AGREEMENT (Government to Government); ADL: 2023 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: TREASURER'S OFFICE - COLLECTION OF CASH CHILD SUPPORT PAYMENTS**

**A. Scope of Work Summary**

1. OCSS is requesting approval of a contract with TREASURER'S OFFICE for IV-D related services to the collection of cash child support payments in the amount of \$22,329.73. The term of the contract is January 1, 2023 to December 31, 2023.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0066

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Treasurer's Office. The anticipated start-completion dates are 01/01/2023- 12/31/2023.

2. The primary goals of the project are:

The Treasurer's Office provides the collection of CASH Child Support payments.

This is a Cooperative Agreement between two County Agencies.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

4. Technology Items – N/A

**B. Procurement**

1. The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$22,329.73.

2. N/A

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

JUVENILE COURT  
2079 East 9th Street 1st Floor  
CLEVELAND, OHIO 44115  
Council District 7

2. N/A

3. N/A

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project reoccurs annually.

2. N/A

3. N/A

4. The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

Late submission Timeline

1. Project/Procurement Start Date **2/01/2023**

2. Date of insurance approval from risk manager **2/10/2023**

3. Date documents were requested from the vendor **N/A documents were received on 1/20/2023**

4. Date the item was entered and released in Infor **entered 2/1/23 and released 2/15/2023**

5. Date using the department-approved item in Infor **TBD**

6. Date Law Department approved item in Infor **TBD**

7. Date approved by DoP in Infor **TBD**

8. Length of processing time in Infor in calendar days **TBD**

9. Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction **TBD**

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

5.N/A

**E. Funding**

1. The project is funded:

PROGRAM INCOME	13.5%
FEDERAL 66%	49.3%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.2%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.5%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.2%
HHS LEVY	17.4%

2. The schedule of payments is by invoice.

3. N/A.

**F. Items/Services Received and Invoiced but not Paid:**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	3158

<b>2023 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT: TREASURERS OFFICE (PART 4 OF 5)</b>	Department	Clerk of the Board
Briefing Memo	WG	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM THE COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY, AND MARCH EXPENDITURES</p>	
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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**OTHER THAN FULL AND OPEN COMPETITION**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Government Purchase Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			RW	Okay per MH
Debarment/Suspension Verified	Date:	2/1/2023	WG	Okay per MH
Auditor’s Finding	Date:	2/1/2023	WG	Okay per MH
Vendor’s Submission			WG	Okay per MH
Cover - <i>Master contracts only</i>			NA	n/a Okay per MH
Contract Evaluation – <i>if required</i>			RW	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			NA	n/a Okay per MH
Checklist Verification			WG	Okay per MH

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SM
Matrix Law Screenshot	SM
COI	N/A
Workers’ Compensation Insurance	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023 – 12/31/2023	HS245100	55130		\$18,608.11
01/01/2023 – 12/31/2023 “2023 invoices to be paid in 2024.”	HS245100	55130		\$3,721.62
			<b>TOTAL</b>	<b>\$22,329.73</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<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>	\$22,329.73		01/01/2023 – 12/31/2023	Pending approval	Pending approval
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$0			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$22,329.73			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	n/a
<b>CM#:</b>	3158
<b>Vendor Name:</b>	Cuyahoga County Treasurer’s Office
<b>ftp:</b>	Jan. 1, 2023 – Dec. 31, 2023
<b>Amount:</b>	\$22,329.73
<b>History/CE:</b>	Okay per MH
<b>EL:</b>	n/a
<b>Procurement Notes:</b>	Intra-Agency agreement between the Cuyahoga County Child Support Enforcement Agency and the Cuyahoga County Treasurer’s Office for Title IV-D court related services in the amount of \$22,329.73 ftp 1/1/23-12/31/23

Purchasing Buyer approval: **Okay per MH. 2/28/2023**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Treasurer's Office
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	2217 GOVP \ 211432 GOVP
<b>RQ#</b>	Not required for Exemptions - GOVP
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2022
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the County Treasurer's Office for accepting cash payments for court ordered child support obligations.
<b>Service Description</b>	The County Treasurer's Office takes Cash Child Support Payments at the County Administration building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.
<b>Performance Indicators</b>	Treasurer's Office Cash Collections 2022 Performance Standards: 1) The Treasurer's Office will only accept cash payments in its cashier's office; 2) To ensure the delivery of receipts for each transaction to the Office of Child Support Services (OCSS) and the deposit of cash into the OCSS depository account on a daily basis; 3) Prepare a weekly reconciliation of total transactions and amount of deposits for the OCSS to audit and be sent to OCSS by the beginning of each week for the week prior to reporting period; 4) Report missing or void cash payment receipts each day of occurrence; 5) Establish written procedures for adequate child support collection through the implementation of the following best practices: a) proper segregation of duties between the clerk and supervisor, b) to adhere to checks and balances for reconciliation and voids, c) to ensure that the child support cash receipt form remain in the custody of the cashier and not be removed from the office as all forms should be logged in sequential order, monitored, and maintained daily, d) to ensure that multiple cashiers do not have access to the same cash drawer.

<b>Actual Performance versus performance indicators (include statistics):</b>	CY 2022 cash collections totaled \$599,928.61; which represents a 0.82% increase from the prior year. CY 2022 individual payment items collected were 2,200, which is a 0.55% increase from the prior year.				
<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>	Based on the 2022 Performance Standards, the delivery of cash receipts to OCSS was timely. At times, there have been delays in the weekly reconciliation delivery to OCSS. Although an increase in collections from the prior year, the total amount collected continued to be less than in prior years. This is due to the continued COVID-19 crisis which resulted in building closures to the public and limited in office staff daily. Otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators; however, in the upcoming year, OCSS looks forward to working with this location to improve timely exchanges of information.				
<b>Department Contact</b>	Tammie Greer				
<b>User Department</b>	Office of Child Support Services				
<b>Date</b>	1/3/2023				



**OnBase Item Detail Briefing Memo - Form**

**Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2023; CUYAHOGA COUNTY JUVENILE COURT FOR COLLECTION OF CASH CHILD SUPPORT PAYMENTS; AGREEMENT (Government to Government); ADL: 2023 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D CONTRACT WITH JUVENILE COURT FOR COLLECTION OF CASH CHILD SUPPORT PAYMENTS**

**A. Scope of Work Summary**

1. OCCS is requesting approval of a contract with **JUVENILE COURT clerks for IV-D** related services to the collection of cash child support payments in the amount of **\$17,068.20**. The term of the contract is **January 1, 2023 to December 31, 2023**.

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

**R2022-0046 3/8/2022**

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court clerks.

2. The primary goals of the project are:

The Juvenile Court clerks provides the collection of CASH Child Support payments.

This is a Cooperative Agreement between two County Agencies.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

4. Technology Items – N/A

**B. Procurement**

1. The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$17,068.20.

2. N/A

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

JUVENILE COURT  
930 QUINCY AVE. 4<sup>TH</sup> FLOOR FISCAL  
CLEVELAND, OHIO 44106

Council District 7

2. N/A

3. N/A

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project reoccurs annually.

2. N/A

3. N/A

4. The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.

1. Project/Procurement Start Date- **1/25/23**
2. Date of insurance approval from risk manager- **2/10/23**
3. Date documents were requested from vendor- **N/A- Documents received 1/24/23**
4. Date item was entered and released in Infor- **Entered in Infor on 2/2/23; Released in Infor on 2/15/23**
5. Date using department approved item in Info- **TBD**
6. Date Law Department approved item in Infor- **TBD**
7. Date approved by DoP in Infor- **TBD**
8. Length of processing time in Infor in calendar days- **TBD**
  1. Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction- **TBD**

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

5. N/A

**E. Funding**

1. The project is funded:

PROGRAM INCOME	13.5%
FEDERAL	49.3%
FEDERAL INCENTIVES	10.2%
STATE MATCH & MEDICAL INCENTIVES	9.5%
IRS RECOLLECTIONS + MISC.	0.2%
HHS LEVY	17.4%

2. The schedule of payments is by invoice.

3. N/A.

**F. Items/Services Received and Invoiced but not Paid:**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	3159

<b>2023 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS (PART 5 OF 5)</b>	Department	Clerk of the Board
Briefing Memo	AL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p><b>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL /</b></p>	

1 | Page

Revised 9/17/2021

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<b>BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</b>
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>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>Government Purchase</b>				
<b>Reviewed by Purchasing</b>				
<b>2023 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS (PART 5 OF 5)</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			RW	Okay per MH
Debarment/Suspension Verified	Date:	2.1.2023	AL	Okay per MH
Auditor’s Finding	Date:	2.1.2023	AL	Okay per MH
Vendor’s Submission			AL	Okay per MH
Cover - <i>Master contracts only</i>			N/A	n/a Okay per MH
Contract Evaluation – <i>if required</i>			RW	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			NA	n/a Okay per MH
Checklist Verification			AL	Okay per MH

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	N/A- Waived
Workers’ Compensation Insurance	N/A- Waived

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS245100	55130		\$14,223.50
01/01/2024 – 12/31/2024 “2023 invoices to be paid in 2024.”	HS245100	55130		\$2,844.70
			<b>TOTAL</b>	\$17,068.20

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	Not Required for Exemption - GOVP
<b>CM Contract#</b>	3159

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$17,068.20		1.1.2023 – 12.31.2023	Pending Approval	Pending Approval
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$17,068.20			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	n/a
<b>CM#:</b>	3159
<b>Vendor Name:</b>	Cuyahoga County Court of Common Pleas, Juvenile Court Division
<b>ftp:</b>	Jan. 1, 2023 – Dec. 31, 2023
<b>Amount:</b>	\$17,068.20
<b>History/CE:</b>	Okay per MH
<b>EL:</b>	n/a
<b>Procurement Notes:</b>	Intra-Agency agreement between the Cuyahoga County Child Support Enforcement Agency and the Cuyahoga County Court of Common Pleas, Juvenile Court Division for Title IV-D court related services in the amount of \$17,068.20 ftp 1/1/23-12/31/23

Purchasing Buyer approval: **Okay per MH. 2/28/2023**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Court of Common Pleas, Division of Juvenile Court				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	2218 GOVP\211433 GOVP				
<b>RQ#</b>	Not required for Exemption - GOVP				
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2022				
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the Juvenile Court's Cashiers Office for accepting cash payments for court ordered child support obligations.				
<b>Service Description</b>	The Juvenile Court's Cashiers Office takes Cash Child Support Payments at the Juvenile Justice Center building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.				
<b>Performance Indicators</b>	Juvenile Court Cash Collections 2022 Performance Standards: 1) The delivery of receipts for each transaction to the Office of Child Support Services (OCSS) and the deposit of cash into the OCSS depository account on a daily basis; 2) Prepare a weekly reconciliation of total transactions and amount of deposits for the OCSS to audit and be sent to OCSS by the beginning of each week for the week prior to reporting period; 3) The Juvenile Court will only accept cash payments in its cashier's office; 4) Report missing or void cash payment receipts each day of occurrence.				
<b>Actual Performance versus performance indicators (include statistics):</b>	CY 2022 cash collections totaled \$205,026.70; which represents a 46.81% increase from the prior year. CY 2022 individual payment items collected were 975, which is a 55.24% increase from the prior year.				
<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>	Based on the 2022 Performance Standards, the delivery of cash receipts to OCSS was timely. At times there were delays to the cash deposits into the OCSS Depository account, which both OCSS and Juvenile Court are working with PNC Bank to resolve in the upcoming year. Although an increase in collections from the prior year, the total amount collected continued to be less than in prior years. This is due to the continued COVID-19 crisis which resulted in building closures to the public and limited in office staff daily. Otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators.
<b>Department Contact</b>	Tammie Greer
<b>User Department</b>	Office of Child Support
<b>Date</b>	1/3/2023



**OnBase Item Detail Briefing Memo - Form**

**Title: OFFICE OF CHILD SUPPORT SERVICES (OCCS); 2023; CUYAHOGA COUNTY JUVENILE COURT; AGREEMENT (Government to Government);  
ADL: 2023 OFFICE OF CHILD SUPPORT SERVICES (OCCS) IV-D  
CONTRACT: JUVENILE COURT - COURT SERVICES**

**A. Scope of Work Summary**

1. OCSS is requesting approval of a contract with JUVENILE COURT for IV-D court-related services in the amount of \$3,685,257.36. The term of the contract is January 1, 2023, to December 31, 2023.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. R2021-0067

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court.

2. The primary goals of the project are:

The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.

This is a Cooperative Agreement between two County Agencies.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

4. Technology Items – N/A

**B. Procurement**

1. The procurement method for this project was Exemption – Government to Government Agreement. The total value of the Agreement is \$3,685,257.36.

2. N/A

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

JUVENILE COURT  
930 QUINCY AVE. 4<sup>TH</sup> FLOOR FISCAL  
CLEVELAND, OHIO 44106

Council District 7

2. N/A

3. N/A

3.b. The project is located in Council District 7

**D. Project Status and Planning**

1. The project reoccurs annually.

2. N/A

3. N/A

4. The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

Late submission Timeline

1. Project/Procurement Start Date **2/01/2023**
2. Date of insurance approval from risk manager **2/10/2023**
3. Date documents were requested from the vendor **N/A documents were received on 1/25/2023**
4. Date item was entered and released in Infor **entered 2/1/23; released 2/15/2023**
5. Date using department-approved item in Infor **TBD**
6. Date Law Department approved item in Infor **TBD**
7. Date approved by DoP in Infor **TBD**
8. Length of processing time in Infor in calendar days **TBD**
9. Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction **TBD**

**NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES.**

5.N/A

**E. Funding**

1. The project is funded:

PROGRAM INCOME	13.5%
FEDERAL 66%	49.3%
FEDERAL INCENTIVES (\$3,403,104 + \$422,864)	10.2%
STATE MATCH & MEDICAL INCENTIVES (\$2,902,711 + \$782,143)	9.5%
IRS RECOLLECTIONS + MISC. (\$70,778 + \$8,470)	0.2%
HHS LEVY	17.4%

2. The schedule of payments is by invoice.

3. N/A.

**F. Items/Services Received and Invoiced but not Paid:**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	3160

<b>IVDS22 - Juvenile Court Magistrate - Part 2 of 5</b>	Department	Clerk of the Board
Briefing Memo	WG	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job &amp; Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p>	
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>OTHER THAN FULL AND OPEN COMPETITION</b> <b>Government Purchase</b> <b>Reviewed by Purchasing</b>
--

Justification Form		Department initials	Purchasing
Debarment/Suspension Verified	Date: 2/1/2023	Pending signature	Okay per MH
Auditor's Finding	Date: 2/1/2023	WG	Okay per MH

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission	WG	Okay per MH
Cover - <i>Master contracts only</i>	NA	n/a Okay per MH
Contract Evaluation – <i>if required</i>	RW	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	NA	n/a Okay per MH
Checklist Verification	WG	Okay per MH

**Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023 – 12/31/2023	HS245100	55130		<b>\$3,071,047.80</b>
01/01/2023-12/31/2023 “invoices to be paid in 2024”	HS245100	55130		\$614,209.56
			<b>TOTAL</b>	<b>\$3,685,257.36</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>	

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,685,257.36		01/01/2023 – 12/31/2023	Pending approval	Pending approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$0			
Total Contact Amount		<b>\$3,685,257.36</b>			

### Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	3160
Vendor Name:	Cuyahoga County Court of Common Pleas, Juvenile Court Division
ftp:	Jan. 1, 2023 – Dec. 31, 2023
Amount:	\$3,685,257.36
History/CE:	Okay per MH
EL:	n/a
Procurement Notes:	Intra-Agency agreement between the Cuyahoga County Child Support Enforcement Agency and the Cuyahoga County Court of Common Pleas, Juvenile Court Division for Title IV-D court related services in the amount of \$3,685,257.36 ftp 1/1/23-12/31/23

Purchasing Buyer approval: **Okay per MH. 2/28/2023**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Court of Common Pleas, Division of Juvenile Court
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	2215 GOVP\211430 GOVP
<b>RQ#</b>	Not required for Exemption - GOVP
<b>Time Period of Original Contract</b>	1/1/2022- 12/31/2022
<b>Background Statement</b>	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Juvenile Court.
<b>Service Description</b>	The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.
<b>Performance Indicators</b>	The Juvenile Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as it is not valid until received by

	<p>the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Juvenile Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Supply to OCSS copies of Journal Entries requested within five working days of the request; Electronically furnish to the CSEA copies of all Journal Entries issued within five working days after journalized in the Clerk's Office, including those involving Cuyahoga Division of Children &amp; Family Services and placement of a child into or removal from agency custody; Juvenile Court magistrates shall timely issue decisions in their paternity and support cases, not later than 30 days after the conclusion of hearing; Juvenile Court judges shall issue final Judgment Entries not later than thirty days following the issuance of magistrates' decisions in cases with no objections; Furnish copies of all Paternity actions filed with the Ohio Central Paternity Registry at the time they are forwarded to OCPD, which shall be no later than five days after they are journalized; Maintain a 95% Disposition Rate in both "Parent/Child Relationship" and "Support" cases; Provide quarterly reports of case resolutions broken down by category, including resolution on the merits, dismissals, continuances, capiases, etc.; Utilize the Health Insurance Investigation Form received from the Prosecutors to address medical insurance coverage for all cases. Journal Entries shall include medical insurance policy numbers.</p>				
<p><b>Actual Performance versus performance indicators (include statistics):</b></p>	<p>Juvenile Court maintained public access and offers their services in virtual and in-person format. Monthly expenses were submitted timely for some months during 2022. Staffing changes at Juvenile Court resulted in delays for part of the year, though they did become current by the end of 2022. Referral tracking reports for 2022 reflect a 3.4% decrease in referrals to Juvenile Court. OCSS services that had been suspended during the COVID-19 pandemic continue to be reinstated, which impacts referrals. Juvenile Court meets quarterly with OCSS and our partners from the Prosecutor's Office to discuss critical goals, including outcomes to referrals. Communication between OCSS and Juvenile Court continued beyond quarterly meetings to discuss and resolve issues and improve service delivery.</p>				
<p><b>Rating of Overall Performance of Contractor</b></p>	<p><b>Superior</b></p>	<p><b>Above Average</b></p>	<p><b>Average</b></p>	<p><b>Below Average</b></p>	<p><b>Poor</b></p>
<p><b>Select One (X)</b></p>			<p>X</p>		
<p><b>Justification of Rating</b></p>	<p>The Juvenile Court representatives that come to the contractual meetings have strengthened the relationship between the Court and OCSS. Both entities desire to develop best practices and shared</p>				



	goals. Discussions have been very cooperative and seek to gain efficiencies while focusing on service delivery to our shared clients. The framework previously developed to replicate a secure transfer process for Modification of packets was delayed during 2022 due to competing priorities, but the goal is to implement during 2023 and will standardize processes. The OCSS looks forward to working together on achieving success and performance improvement in 2023 on behalf of the families that we serve as we will continue to file appropriate packets of necessity with the Juvenile Court.
<b>Department Contact</b>	Richard L. Weiler / Jeffrey Bloom
<b>User Department</b>	Office of Child Support Services
<b>Date</b>	01/13/2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0047

<b>Sponsored by: County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> making an award on RQ11381 to CATTS Construction, Inc. in the amount not-to-exceed \$1,494,590.80 for resurfacing of Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and the Village of Mayfield in connection with the 2021-2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 3037 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 Ronayne/Department of Public Works recommends an award on RQ11381 to CATTS Construction, Inc. in the amount not-to-exceed \$1,494,590.80 for resurfacing of Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights in connection with the 2021-2024 Transportation Improvement Program and the Village of Mayfield; and

**WHEREAS**, the anticipated start-completion dates are 4/3/2023 – 8/3/2023 and

**WHEREAS**, the project is funded 48% by Federal funds. 26% by Road and Bridge Fund, and 26% by the municipalities; and

**WHEREAS**, this project is located in Council Districts 6 and 11; 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 RQ11381 to CATTS Construction, Inc. in the amount not-to-exceed \$1,494,590.80 for resurfacing of Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights in connection with the 2021-2024 Transportation Improvement Program and the Village of Mayfield

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3037 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: February 28, 2023  
Committee(s) Assigned: Public Works, Procurement & Contracting

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

**FOR NEW PROJECTS SEND NICHOLE THIS FORM AND A BID TAB FROM OPD**

**OnBase Item Detail Briefing Memo - Form**

Title:

**CUY-Wilson Mills Road (CR-73) Resurfacing of Existing Roadway from Lander Road to Alpha Drive in the city of Highland Heights and Village of Mayfield, Ohio RQ11381**

**A. Scope of Work Summary**

1. Department of Public Works Construction is requesting approval of a contract with CATTS Construction Inc., for the anticipated cost of \$1,494,590.80.

If the Project is new to the County.

Describe the exact services being provided.

This project consists of the resurfacing of 0.54 miles from Lander Road to Alpha Drive in the City of Highland Heights and Village of Mayfield repairing deteriorated rigid base, reconstruction, or replacement of castings and/or structures. ADA compliant curb ramps.

The anticipated start-completion dates are 4/3/2023 and ending 8/3/2023.

2. The primary goals of the project are (list 2 to 3 goals). See above.

3. The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc). N/A

(Municipality of project is Highland Heights and Village of Mayfield)

**B. Procurement**

1. The procurement method for this project was RFB. The total value of the RFB is \$1,494,590.80. *The estimate for this project was \$1,365,000.00. This bid is 9.49% over the estimate.*

2. The RFB was closed on 12/21/2022. There is a DBE participation/goal of 7%.

3. There were 4 bids/proposals/applications) pulled from OPD, 4 bids submitted for review, 4 bids approved. We took the lowest bid.

**C. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

CATTS Construction, Inc.  
21223 Aurora Road  
Warrensville Heights, Ohio 44146  
Council District (9)

2. The President for the contractor is Michael Dempsey.

3.b. The project is located in Council District (6 and 11).

**D. Project Status and Planning**

1. The project is a new project to the County.

**E. Funding**

1. The project is funded 48% by Federal funds, 26% for \$5.00 Road and Bridge funds and 26% Municipality.

2. The schedule of payments is by invoice.

**ADD:**

**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#:	11381
Infor/Lawson PO # Code (if applicable):	
Event #	3824
CM Contract#	3037

	Department	Clerk of the Board
Briefing Memo	WB	

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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**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> )	WB	OK AJ 1/31/2023
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	WB	OK AJ 1/31/2023
Final DEI Goal Setting Worksheet	N/A	N/A
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter ( <i>sent to awarded vendor</i> )	WB	OK AJ 1/31/2023
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 1/31/2023
Public Works Bid Results	WB	OK AJ 1/31/2023
Tabulation Sheet            BID Sheet	WB	OK AJ 1/31/2023
Prevailing Wage Public Improvement Agreement	WB	OK AJ 1/31/2023
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 1/31/2023
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 1/31/2023
SBE Worktype Worksheets, <i>if applicable</i>	N/A	N/A
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 1/31/2023
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 1/31/2023
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	WB	OK AJ 1/31/2023
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	See web	OK AJ 1/31/2023
Other, <i>per Section 3 “Required Bid Documents”</i>		
IG#            21-0042 REG            31DEC2025	WB	OK AJ 1/31/2023
Debarment/Suspension Verified            Date:            1.18.23	WB	OK AJ 1/31/2023 dated within 60 days
Auditor’s Finding            Date:            1.18.23	WB	OK AJ 1/31/2023 dated within 60 days

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission ( <i>Form of Proposal</i> )			WB	OK AJ 1/31/2023
Independent Contractor (I.C.) Requirement	Date:	1.19.23	WB	OK AJ 1/31/2023 dated within 1 year
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			WB	OK AJ 1/31/2023

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	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot PWD-3251	WB
COI	WB
Workers’ Compensation Insurance	WB
Railroad Insurance – <i>if required</i>	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
N/A	PW605100	73300	CRDOT0004301	<b>\$1,430,000.00</b>
N/A	PW270205	73300		<b>\$64,590.80</b>
			<b>TOTAL</b>	<b>\$1,494,590.80</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	3037
Vendor Name:	CATTS Construction Inc.
ftp:	N/A
Amount:	\$1,494,590.80
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 1/31/2023



### Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11381 Event: 3824	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$1,365,000.00    10% = \$1,501,500.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: December 21, 2022	NUMBER OF RESPONSES (issued/submitted): 10/4
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Resurfacing Existing Roadway From Lander Road To Alpha Drive In The City of Highland Heights and Village of Mayfield	
DIVERSITY GOAL/SBE    0%	DIVERSITY GOAL/MBE    0%	DIVERSITY GOAL/WBE    0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: _____	Add 2%, Total is: _____
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid\$: _____	Add 2%, Total is: _____
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, = _____
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE	Subcontractor Name(s):	SBE/MBE/WBE Prime: (Y/N)	Dept. Tech. Review	Award: (Y/N)
1. CATT'S Construction, Inc. 20901 Salisbury Rd. Bedford, OH 44146	Bid bond 100% Western Surety Company	\$1,494,590.80	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0042-REG NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	DPW recommending for award. Lowest and best bid. WB	<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: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A <b>Bid Bond:</b> <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/22/2022			SBE / MBE / WBE Total % SBE: % MBE: % WBE: % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. C.A. Agresta Construction Co. 4186 Greenvale Rd. South Euclid, OH 44121	Bid bond 100% Merchants Bonding Company	\$1,499,000.00	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0714-REG 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 <b>Bid Bond:</b> <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	SBE / MBE / WBE  Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: _____ % MBE: _____ % WBE: _____ %  SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: _____ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Drug-Free: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: AJ 12/22/2022					

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. Vandra Brothers Construction, Inc. 24629 Broadway Ave Oakwood Village, OH 44146	Bid bond 100% Western Surety Company	\$1,695,028.70	Compliant: <input checked="" type="checkbox"/> No*  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 12-2906-REG  NCA: <input checked="" type="checkbox"/> Yes  PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: _____ % MBE: _____ % WBE: _____ %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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)
			CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A <b>Bid Bond:</b> <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/22/2022 *Over 10% threshold			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)
4. Karvo Companies, Inc. 4524 Hudson Dr. Stow, OH 44224	Bid bond 100% Cincinnati Insurance Company	\$1,908,069.52	Compliant: <input checked="" type="checkbox"/> No* IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1647-REG 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 Bid Bond: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	SBE / MBE / WBE  Subcontractor Name(s):  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: _____ % MBE: _____ % WBE: _____ %  SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: _____ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Drug-Free: <input checked="" type="checkbox"/> Yes  OPD Buyer Initials: AJ 12/22/2022  *Over 10% threshold					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5.			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

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

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

	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)
6.				Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)						
			<input type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  OPD Buyer Initials: _____			<table border="1"> <tr> <td data-bbox="386 852 488 1039">Total %</td> <td data-bbox="488 852 675 1039">SBE: _____ % MBE: _____ % WBE: _____ %</td> </tr> <tr> <td data-bbox="386 632 488 852">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="488 632 675 852"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="386 432 488 632">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="488 432 675 632"></td> </tr> </table>	Total %	SBE: _____ % MBE: _____ % WBE: _____ %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:			
Total %	SBE: _____ % MBE: _____ % WBE: _____ %													
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No													
SBE/MBE/WBE Comments and Initials:														

Transaction ID:

							Award: (Y/N)
7.	<p>Dept. Tech. Review</p>	<p>Diversity Program Review: SBE / MBE / WBE</p>	<p>CCBB / CCBEIP Registered</p>	<p>Price Preference</p>	<p>Buyer Administrative Review: OPD Buyer Initials</p>	<p>Actual Bid Amount (enter "N/A" if RFP or RFQ)</p>	<p>Award: (Y/N)</p>
		<p>Subcontractor Name(s):</p>	<p>CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
		<p>SBE/MBE/WBE Prime: (Y/N)</p>	<p>CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p>
		<p>Total %</p>			<p>IG Number:</p>		<p>SBE: % MBE: % WBE: %</p>
		<p>SBE/MBE/WBE Comply: (Y/N)</p>		<p>NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
			<p>CCBB: <input type="checkbox"/> Yes</p>				

Transaction ID:

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

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

Transaction ID:

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

9.	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 Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Number: NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: % MBE: % WBE: % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

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

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

Transaction ID:



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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0030

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Mayor Georgine Welo to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

**WHEREAS**, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

**WHEREAS**, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

**WHEREAS**, the County Executive has nominated The Honorable Mayor Georgine Welo (replacing Mayor Anthony DiCicco) to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025; 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 confirms the County Executive’s appointment of The Honorable Mayor Georgine Welo (replacing Mayor Anthony DiCicco) to serve on the Cuyahoga County Planning Commission representing the Hillcrest for the term 1/1/2023 – 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: February 14, 2023

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

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



Chris Ronayne  
Cuyahoga County Executive

February 06, 2023

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Welo (Hillcrest Region), 3-year term, January 1, 2023- December 31, 2025**
  - Resides in South Euclid (Cuyahoga County)
  - Replacing Mayor Anthony DiCicco

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

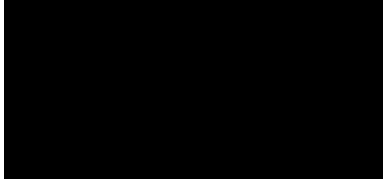
This board is uncompensated.

Thank you for consideration of this appointment. Should you or County Council have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Chris Ronayne  
Cuyahoga County Executive

**Bio: GEORGINE WELO**



**PROFESSIONAL:**

**\*Mayor, City of South Euclid, Ohio, First Woman Elected Mayor, November 2003 - present**  
Civilian Ambassador with the Ohio National Guard in conjunction with Sister Cities International  
Vice-Chair of NOPEC  
Chair of NOPEC Finance  
Current Member, International Cleveland Communities Advisory Committee, Cleveland Museum of Art  
Current Executive Member, Heights Regional Chambers of Commerce  
Current Member, Ohio First Suburbs Consortium  
Current Member, Euclid Creek Watershed Council  
Current Member, The Mayor's Association of Ohio  
Current Member, Northeast Ohio Mayor and Managers Association  
Current Member, Council of Government, Community Partnership on Aging (formerly Tri-City Consortium on Aging)  
Advisory Board Member of the Center for Population Dynamics Maxine Goodman Levin College of Urban Affairs;  
Honorary Board Member, Hillcrest Meals on Wheels  
Past Board Member, Greater Cleveland Regional Transit Authority (GCRTA)  
Past Chair of the GCRTA Operational Planning & Infrastructure Committee  
Past Chair of the GCRTA Strategic Governing Team  
Past Chair of the GCRTA Ad Hoc By-Laws Committee  
Past Chair of the GCRTA Nominating Committee  
Past Chair of the GCRTA Procurement for the GM Search  
Past Member of the GCRTA Audit, Safety Compliance & Real Estate Committee  
Past Member of the GCRTA External & Stakeholder Relations & Advocacy Committee  
Past Chair of NOPEC Gas & Electric Committee  
Past Chair of the NOPEC Demand Side Market Entry Advisory Services Committee  
Past Board Member, Auditor of State's Northeast Ohio Regional Advisory Board  
Past Member, Regional Prosperity Initiative  
Past Executive Member of Northeast Ohio Mayors and Managers Association  
Past President of Cuyahoga County Mayors and City Managers Association  
Past Chair of the Government and Community Relations Advisory Council, Notre Dame College  
Past Vice-president, Suburban Council of Governments, Northeast Ohio Regional Sewer District  
Past Executive Member, First Suburbs Consortium  
Past Member, Juvenile Accountability Block Grant (JABG)  
Past Board of Trustee, Ohio Municipal League  
Past Board of Trustee, University Suburban Medical Center, South Euclid  
Past Grant Member, NOPEC Powering Our Community  
Past Vice-Chair of the Cuyahoga County Land Reutilization Corporation Board  
Past Vice-Chair of the Cuyahoga County Mayors and Managers  
Past Chairperson of the NOPEC Demand Side  
Past Chairperson, First Suburbs Consortium  
Past Chairperson, Euclid Creek Watershed Council  
Past Board Chairperson, Sourcing Office  
Past Board Member, Strategic Planning, Cuyahoga County Public Library  
Past Board of Trustee, Notre Dame College, South Euclid Ohio  
Past Board Member, Regina High School  
Past Secretary, Northeast Ohio Regional Sewer District, Suburban Council of Governments  
Past Member, SELREC Council of Governments  
Past Member, Cuyahoga County Planning Commission  
Past Member Cuyahoga County JABG Review Committee (Juvenile Accountability Block Grant funding)

Past Member, District One Public Works Integrating Committee  
 Past Member, Northeast Ohio Mayor's Think Tank, Kent State University  
 Administrative Bailiff, Judge Ann T. Mannen, Court of Common Pleas, Cuyahoga County, 1998-2003  
 Member, Zoning and Planning Committee, City of South Euclid 1998-2003  
 Council President Pro-Tem, City of South Euclid 1996-1998  
 Council Person, City of South Euclid, Ohio 1992-1998  
 Chairperson, Charter Review Commission, City of South Euclid, 1994, 2005

**EDUCATION**

Graduate: University of Akron, Bachelor of Arts and Science  
 Graduate: Bliss Institute, University of Akron

**CIVIC ACTIVITIES:**

Notre Dame College's Centennial Steering Committee  
 Global Cleveland Mentor  
 Mistress of Ceremony for One World Day  
 Board Member, Daily Dose of Reading (Dr. S. Senders and Associates)  
 Host Committee Cleveland Rape Crisis Center 2010  
 Cleveland Rape Crisis Center Sing Out Choir 2018  
 Host Committee Cleveland Film Commission 2010 Red Carpet Event  
 Co-Hostess 2009 S.H.O.W.E.R. Event, Cleveland Rape Crisis Center  
 Host Committee – Cleveland Public Theatre Pandemonium 2008  
 Host Committee – Regina Gala 2008  
 Member, 2008 United Way Eastern Regional Market Committee Member  
 Member of the League of Women Voters  
 Member of the Stonewall Democrats Chairperson, South Euclid Home Days  
 Member of Cleveland Cultural Gardens  
 Member, South Euclid Garden Club  
 Member, South Euclid Lyndhurst PTA  
 Member, Charles F. Brush Athletic Booster  
 Member, Regina High School Campaign Steering Committee  
 Member, South Euclid Democratic Club.  
 Member, Cuyahoga County Democratic Club, Precinct Committee person for  
 The Cuyahoga County Democratic Club,  
 Past Member, Serbian Arts Council  
 Past Board Member, Loyola Society, St. Ignatius High School  
 Past Member, South Euclid Ad-Hoc Committee on Recreation  
 Past Vice President, South Euclid, Co-op Pre-School  
 Past Assistant Treasurer, St. Sava Cathedral, Parma Ohio  
 Past Sunday School Superintendent, St. Sava Cathedral, Parma Ohio  
 Past President S.S.S. Njegosh Choir President

**RECOGNITION:**

Recipient 2015 Silver and Gold First Responders for Greater Cleveland  
 Nominee 2015 "Public Sector Leader" Award; Greater Ohio Policy Center  
 Recipient 2014 "Northeast Ohio Visionary Leader" Award; Building One Ohio  
 Recipient 2011 Outstanding Leadership Award; Euclid Creek Watershed Partnership  
 Recipient 2010 Crain's Emerald Award  
 Recipient First Suburbs Consortium Hero Award, November 15, 2007  
 from University Heights, Ohio."  
 Recipient 2005 and 2006 Most Influential Person of the Year, Sun Newspapers  
 Recipient: Award for Civic Service, 100<sup>th</sup> Anniversary, and December 5, 1996  
 The Citizens League of Greater Cleveland  
 Recipient: Award for Public Service, November 1995  
 American Serbian Businessman's Association

March 2019

**FAMILY:**



March 2019

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0031

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Mayor Marie Gallo to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

**WHEREAS**, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

**WHEREAS**, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

**WHEREAS**, the County Executive has nominated The Honorable Mayor Marie Gallo (replacing Mayor Katherine Gallagher) to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024; 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 confirms the County Executive’s appointment of The Honorable Mayor Marie Gallo (replacing Mayor Katherine Gallagher) to serve on the Cuyahoga County Planning Commission representing the South-Central for an unexpired term ending 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: February 14, 2023

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

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



Cuyahoga County  
Together We Thrive

**Chris Ronayne**  
Cuyahoga County Executive

February 6, 2023

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for reappointment to the Cuyahoga County Planning Commission:

- **Mayor Marie Gallo** (South Central Region), 3-year term: January 1, 2022 – December 31, 2024
- Resides in Parma Heights
- Replacing Mayor Katharine Gallagher

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.  
There are no other candidates on file for these positions.  
There are no known conflicts of interest for which an advisory opinion has been requested.  
This board is uncompensated.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Chris Ronayne  
Cuyahoga County Executive

## Marie Gallo

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### BUSINESS EXPERIENCE

**City of Parma Heights – Parma Heights, OH**  
*Mayor*

**January 2022 - Present**

- Chief Executive Administrative Officer of the City of Parma Heights
- Oversee all staff departments and divisions
- Enforce all laws, codes and ordinances
- Ex-officio member of Council

**City of North Olmsted – North Olmsted, OH**  
*Director of Human Resources*

**October 2016 – December 2021**

**Primary Duties and Responsibilities:**

- Oversaw the Department of Human Resources, the Division of Information Technology, Senior Center, Youth & Family Services and Civil Service
- Responsible for the coordination and administration of all employee benefits
- Administered the City's self-insured Workers' Compensation program
- Responsible for developing citywide and risk management policies and procedures
- Coordinated staff development and recruitment for the City
- Advised the Mayor, Directors and Division Heads when executing personnel responsibilities
- Served as Lead Negotiator for seven bargaining units

**City of North Olmsted – North Olmsted, OH**  
*Clerk of Council*

**September 2009 – October 2016**

**Primary Duties and Responsibilities:**

- Managed the legislative process and oversaw the office of an eight-member Council
- Attended all regular and special Council meetings, Caucus meetings and public hearings
- Assembled and distributed meeting agendas and posted notice of all meetings
- Kept minutes, transcribed and maintained an official record of all Council proceedings
- Worked closely with the Law Department to prepare legislation and legal documents
- Maintained and updated the City Code on an annual basis
- Acted as a liaison between City Council and the Mayor's office, staff, media and residents
- Provided new Council members with orientation including training and direction with regard to the legislative process, Codified Ordinances and public records and open meetings laws

**Parma Heights City Council Member – Parma Heights, OH July 2010 – December 2021**  
*City Council President and Ward 4 Councilwoman (01/2014 – 12/2021)*  
*Ward 4 Councilwoman (01/2012 – 12/2021)*  
*Councilwoman at-Large (appointed 07/2010 – 12/2011)*

**Primary Duties and Responsibilities:**

- Responsible for supervising the Clerk of Council and overseeing the Office of Council
- Presided at all Council meetings and Council work sessions
- Provided direction and guidance to members of City Council
- Introduced legislation and provide representation and assistance to residents throughout the City of Parma Heights

**City of Parma Heights – Parma Heights, OH July 2006 – September 2009**  
*Clerk of Council*

**Primary Duties and Responsibilities:**

- Managed the legislative process and maintained the office of a seven-member Council
- Attended all regular and special Council meetings and Council work sessions
- Assembled and distributed meeting agendas and posted notice of all meetings
- Kept minutes, transcribed and maintained an official record of all Council proceedings
- Annually prepared information for codification to update the Codified Ordinances
- Responded to requests for information by the Administration, media and public
- Performed other various duties as requested by members of City Council

**Cuyahoga County of Ohio**  
**Department of Central Services – Cleveland, OH September 2003 – July 2006**  
*Administrative Assistant 1*

**Primary Duties and Responsibilities:**

- Oversaw all financial activity for the Mail Services Division
- Provided division-wide support for the Department of Central Services
- Managed a \$ 0.5 million Reserve Account for the department
- Provided instruction to employees in the absence of a Supervisor or Manager
- Responsible for ordering and taking inventory of department supplies
- Worked closely with vendors regarding problems and concerns
- Audited all bills, invoices, and financial statements

## **EDUCATION**

Baldwin-Wallace College, Berea, OH – Bachelor of Arts, Criminal Justice (2002)  
International Public Management Association for Human Resources – Certified Professional Certification  
Kent State's Ohio and West Virginia Municipal Clerks Career Development Program – Municipal Clerk Certification

## **OTHER QUALIFICATIONS**

Proficient in Microsoft Excel, Microsoft Word, and Internet-based research  
Member, International Public Management Association for Human Resources  
Member, Society for Human Resource Management  
Member, International Institute of Municipal Clerks  
Member, Northeast Ohio City Council Association

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0032

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Mayor Nicole Dailey Jones to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

**WHEREAS**, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

**WHEREAS**, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

**WHEREAS**, the County Executive has nominated The Honorable Mayor Nicole Dailey Jones (replacing Mayor Pamela Bobst) to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025; 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 confirms the County Executive’s appointment of The Honorable Mayor Nicole Dailey Jones (replacing Mayor Pamela Bobst) to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 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: February 14, 2023

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

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



**Chris Ronayne**  
Cuyahoga County Executive

February 06, 2023

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Nicole Daily Jones** (Southwest Region), 3-year term, January 1, 2023-December 31, 2025
  - Resides in North Olmsted (Cuyahoga County)
  - Replacing Mayor Pamela Bobst

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing a community within the designated area. There are no other candidates on file for this position. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

Thank you for consideration of this appointment. Should you or County Council have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Chris Ronayne  
Cuyahoga County Executive

# Office of the Mayor

## **Mayor Nicole Dailey Jones**

Nicole Dailey Jones is the current North Olmsted, Ohio Mayor after a successful election bid in November 2021.

Born in Cleveland, and raised in Parma, Dailey Jones and her husband, Daniel, have been residents of North Olmsted since 2002, and are the parents of five children.

She regularly volunteers with the PTA, Girl Scouts and Scouts BSA, and is active in St. Clarence Catholic Church.

Jones, 43, holds a Bachelor's Degree in Political Science, Government and International Studies from Ohio Wesleyan University, and is a 1996 graduate of Parma Senior High School.

A North Olmsted resident since 2002, Dailey Jones has more than 20 years' experience in municipal, county and federal government, including work as a Congressional Aide to Democratic U.S.

Representative Marcy Kaptur.

She began her North Olmsted political career as Ward 3 Council Representative, and was appointed Council President in 2013.





# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0044

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of The Honorable Mayor Gigi Traore to serve on the Cuyahoga County Planning Commission representing the Cuyahoga County Region for the term 3/25/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

**WHEREAS**, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

**WHEREAS**, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

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

**WHEREAS**, the County Executive has nominated The Honorable Mayor Gigi Traore (replacing Mayor Michael Procuk) to serve on the Cuyahoga County Planning Commission representing the Cuyahoga County Region for the term 3/25/2023 – 12/31/2025; 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 appointment of The Honorable Mayor Gigi Traore (replacing Mayor Michael Procuk) to serve on the Cuyahoga County Planning Commission representing the Cuyahoga County Region for the term 3/25/2023 – 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: February 28, 2023

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

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



**Chris Ronayne**  
Cuyahoga County Executive

February 17, 2023

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

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for reappointment to the Cuyahoga County Planning Commission:

- **Mayor Gigi Traore** (Cuyahoga County Region), 3-year term: March 25, 2023 – December 31, 2025
- Resides in Newburgh Heights, Ohio
- Replacing Mayor Michael Procuk

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.  
There are no other candidates on file for these positions.  
There are no known conflicts of interest for which an advisory opinion has been requested.  
This board is uncompensated.

Thank you for consideration of this appointment. If you need further information, please contact Laura Roche at 216-443-7181.

Sincerely,

Chris Ronayne  
Cuyahoga County Executive

## **Mayor Gigi Traore**

Mayor Gigi Traore serves as the first Black mayor for the Village of Newburgh Heights. Prior to this role she made history as the Village's first Black member of council and was consecutively elected to the seat of Council President Pro Tempore. Mayor Traore has a 20+ year career in politics as an operative, consultant and civic advocate in the national, state and local arena where she's led diverse political outreach campaigns – spanning field operations, political strategy, staff development / training / coaching. Mayor Traore is a 2017 US Delegate to China, former Board President, and member of the Northeast Ohio City Council Association [NOCCA]. Mayor Traore earned a Master of Science in Leadership, General Management from Walden University and a Bachelor of Arts in Social Work along with a Black Studies Certification from Cleveland State University.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0046

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works</b></p>	<p><b>A Resolution</b> authorizing the County Executive to execute all Non-Monetary Contracts, including but not limited to Agreements, Easements, Leases, Memorandums of Understanding, and Permits in connection with the Beulah Park-Euclid Beach Connector Project; authorizing the County Executive to execute the agreements 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 Public Works recommends authorizing the County Executive to execute all Non-Monetary Contracts, including but not limited to Agreements, Easements, Leases, Memorandums of Understanding, and Permits in connection with the Beulah Park-Euclid Beach Connector Project; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes the County Executive to execute all Non-Monetary Contracts, including but not limited to Agreements, Easements, Leases, Memorandums of Understanding, and Permits in connection with the Beulah Park-Euclid Beach Connector Project.

**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: February 28, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

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

## SUMMARY OF REQUESTED ACTION

### **Council Agenda Item – Department of Public Works, 2023, Requesting approval to Grant the Director of Public Works Authority to Execute Non-Monetary Agreements Related to the Euclid Beach Connector Trail Project.**

#### Council Agenda Item

##### **A. Scope of Work Summary**

1. The Department of Public Works is requesting approval to grant the Director of Public Works the authority to sign-off on behalf of the County Executive on all non-monetary contracts and agreements associated with the Euclid Beach Connector Trail project. Such agreements will include memorandum of understandings (MOUs), submerged land leases, City-County agreements, Northeast Ohio Regional Sewer District (NEORS)-County agreements, permits with the U.S. Army Corps of Engineers ("USACE") and the State of Ohio (ODNR), amongst other agreements.

The Project involves the construction of a new lakefront trail and restoration and protection of approximately 0.75 mile of linear coastline along Lake Erie between Lakeshore Blvd. and Euclid Beach Park in the City of Cleveland, Ohio.

Due to the nature of this project along the Lake Erie shoreline, the County must involve a variety of private property owners, including several governmental entities, including the City of Cleveland and NEORS, and several shoreline homeowner associations to aid in the execution of several agreements.

##### **B. Procurement**

1. N/A
2. N/A

##### **C. Contractor and Project Information**

1. N/A
2. N/A
3. The address location of the Project is located along the shoreline between Lakeshore Blvd. and Euclid Beach Park in the City of Cleveland, Ohio.  
District: 7

##### **D. Project Status and Planning**

1. The Project is in the Design Phase. Construction is anticipated in XXXX

##### **E. Funding**

1. The Design Cost is \$1.1 million. The Construction Costs will be approximately \$16 million.



**Beulah Park-Euclid Beach Connector Trail - Phase 1  
Recreation Area Map**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0048

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for community-based services to support at-risk children and families for the period 4/1/2021 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$4,912,734.60; authorizing the County Executive to execute the amendments and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services recommends an amendment to a Master Contract with various providers for community-based services to support at-risk children and families for the period 4/1/2021 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$4,912,734.60 with each party, and in the amounts listed, herein below:

- a) Contract No. 1098 with Catholic Charities Corporation in the amount not-to-exceed \$688,959.77;
- b) Agreement No. 1099 with City of Lakewood in the amount not-to-exceed \$585,866.61;
- c) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$247,925.20;
- d) Contract No. 1101 with The East End Neighborhood House in the amount not-to-exceed \$247,925.20;
- e) Contract No. 1102 with Harvard Community Services Center in the amount not-to-exceed \$296,202.54;
- f) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$792,052.92;
- g) Contract No. 1104 with The Centers for Families and Children in the amount not-to-exceed \$441,034.57;

- h) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$882,069.14;
- i) Contract No. 1106 with West Side Community House in the amount not-to-exceed \$730,698.65.

**WHEREAS**, the primary goals of this amendment are to (a) improve family functioning and child well-being for natural, foster, and kinship families experiencing crisis or trauma, (b) strengthen family supports and access to community-based services, and (c) reduce placement moves for children and youth; and

**WHEREAS**, this project is funded 70% by Health and Human Services Levy funds and 30% by Federal Title IV E funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for community-based services to support at-risk children and families for the period 4/1/2021 – 12/31/2022 to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$4,912,734.60 with each party, and in the amounts listed, herein below:

- a) Contract No. 1098 with Catholic Charities Corporation in the amount not-to-exceed \$688,959.77;
- b) Agreement No. 1099 with City of Lakewood in the amount not-to-exceed \$585,866.61;
- c) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$247,925.20;
- d) Contract No. 1101 with The East End Neighborhood House in the amount not-to-exceed \$247,925.20;
- e) Contract No. 1102 with Harvard Community Services Center in the amount not-to-exceed \$296,202.54;
- f) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$792,052.92;
- g) Contract No. 1104 with The Centers for Families and Children in the amount not-to-exceed \$441,034.57;

- h) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$882,069.14;
- i) Contract No. 1106 with West Side Community House in the amount not-to-exceed \$730,698.65.

**SECTION 2.** That the County Executive is authorized to execute the amendment to the master contract and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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: February 28, 2023  
Committee(s) Assigned: Health, Human Services & Aging

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

Scope of Work Summary

DCFS is requesting approval of a second amendment to the master contract with various providers – see pages 2 & 3) for the anticipated cost not to exceed \$4,912,734.60

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

R2018-0063	4/10/18
R2019-0063	3/26/19
R2020-0088	5/12/2020
R2021-0122	5/11/2021
R2022-02119	8/2/2022

To continue to provide community-based services to support at-risk children and families in Cuyahoga County. The anticipated start-completion dates are 1/1/2023 – 12/31/2023

The primary goals of the project are

Improve family functioning and child well-being for natural, foster, and kinship families experiencing crisis and/or trauma.

Strengthen family supports and access to community-based services.

Reduce placement moves for children and youth.

Procurement

The procurement method for this project was an RFP. The total value of the RFP was \$8,400,000.00

The RFP was closed on November 18, 2020. There is an SBE/participation goal of 3% and MBE participation/goal of 12% and a WBE participation /goal of 5%).

There were 28 pulled from OPD, 11 proposals submitted for review, 9 proposals approved.

An RFP Exemption is being requested please list the reason a competitive process was not utilized. We are exercising an option year off the initial RFP.

Contractor and Project Information

City of Lakewood

Chad Berry, Director, Department of Human Services

16024 Madison Avenue

Lakewood, OH 44107

Council District 2

Cuyahoga Metropolitan Housing Authority

Kristie Grove, CEO

8120 Kinsman Road

Cleveland, OH 44104

Council District 7

The East End Neighborhood House

Atunyese Herron, CEO

2749 Woodhill Road

Cleveland, OH 44104

Council District 7

Harvard Community Services Center  
Elaine Gohistin, Executive Director  
18240 Harvard Avenue  
Cleveland, OH 44128  
Council District 9

Murtis Taylor Human Services System  
Lovell J. Custard, President and CEO  
13422 Kinsman Road  
Cleveland, OH 44120  
Council District 8

The Centers for Families and Children  
Eric Morse, President  
4500 Euclid Avenue  
Cleveland, OH 44103  
Council District 7

University Settlement, Incorporated  
Earl Pike, Executive Director  
4800 Broadway Avenue  
Cleveland, OH 44127  
Council District 7

West Side Community House  
Rachelle Milner, Executive Director  
9300 Lorain Avenue  
Cleveland, OH 44102  
Council District 7

Project Status and Planning  
The project reoccurs annually

The project's term has already begun. State the time-line and reason for late submission of the item.

Project/Procurement Start Date : Initial meetings regarding funding options 11/7/2022

Date of insurance approval from risk manager: for RFP in 2020

Date documents were requested from vendor: Signature request for first version of amendment  
1/27/23;

Date item was entered in 2/6/23; Date item was released: 2/14/2023

Date using department approved item in Infor: 2/15/2023

Date Law Department approved item in Infor: 2/15/2023

Date approved by DoP in Infor: TBD

Length of processing time in Infor: TBD (100 +)

The department had to determine final rates based on Utilization Reports and then ensure leadership was okay with the changes before moving forward, which took longer than expected.

#### Funding

The project is funded 70% Health and Human Services Levy, 30% Federal Title IV-E

The schedule of payments is monthly by invoice.

The project is an amendment to a contract. This amendment extends the term of the contract to 12/31/2023, adding \$4,912,734.60 to the total amount of the contract. This is the second amendment for this contract.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1098

Catholic Charities	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	CM	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				AJ	BRM
IG#	12-0766-REG	31DEC2023		AJ	BRM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:			N/A	
Debarment/Suspension Verified	Date:	2/1/2023		CM	BRM
Auditor’s Finding	Date:	2/1/2023		CM	BRM
Independent Contractor (I.C.) Requirement	Date:	3/22/2022		CM	BRM
Cover - <i>Master amendments only</i>				CM	BRM
Contract Evaluation				CM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	
Checklist Verification				cm	BRM

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		CM
Matrix Law Screen shot		cm



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	CM
Workers’ Compensation Insurance	CM
Original Executed Contract (containing insurance terms) & all executed amendments	CM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$688,959.77
			<b>TOTAL</b>	<b>\$688,959.77</b>

<b>Contract History CE/AG# (if applicable)</b>	1098
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1098

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119 R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-0219
Amend:	1098
Vendor Name:	Catholic Charities Corporation
ftp:	4/1/2021-12/31/2022 ext 12/31/2023
Amount:	Add'l \$688,959.77 mm

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

---

Upload as “word” document in Infor

History/CE:	Ok
EL:	Ok
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Catholic Charities Corporation
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1098/PO# 210527
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	Catholic Charities Corporation has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	Catholic Charities Corporation has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1099

Briefing Memo	Department AJ	Clerk of the Board
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Late Submittal Required:	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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Contract Amendments Reviewed by Purchasing				
City of Lakewood			Department initials	Purchasing
Justification Form			CM	BRM
IG#			N/A	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:	2/1/2023	AJ	BRM
Auditor's Finding	Date:	2/1/2023	AJ	BRM
Independent Contractor (I.C.) Requirement	Date:	3/25/22	AJ	N/A GOV'T
Cover - <i>Master amendments only</i>			AJ	BRM
Contract Evaluation			AJ	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	BRM

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	CM
Matrix Law Screen shot	CM
COI	AJ
Workers' Compensation Insurance	AJ

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	AJ
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### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$585,866.61
			<b>TOTAL</b>	<b>\$585,866.61</b>

Contract History CE/AG# (if applicable)	1099
Infor/Lawson PO# Code (if applicable)	
Lawson RQ# (if applicable)	3429
CM Contract#	1099

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119 R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2022-0219, R2021-0122
Amend:	1099
Vendor Name:	City of Lakewood
ftp:	4/1/2021-12/31/2022 EXT 12/31/2023
Amount:	Add'l \$585,866.61 mm
History/CE:	OK
EL:	OK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The City of Lakewood
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1099 / PO# 210529
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based, and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.



<b>Actual Performance versus performance indicators (include statistics):</b>	The City of Lakewood has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	The City of Lakewood has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1100

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

Late Submittal Required:	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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Contract Amendments Reviewed by Purchasing				
Cuyahoga Metropolitan Housing Authority (CMHA)			Department initials	Purchasing
Justification Form			AJ	
IG#			N/A(govt org)	
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:	2/1/2023	AJ	BRM
Auditor's Finding	Date:	2/1/2023	AJ	BRM
Independent Contractor (I.C.) Requirement	Date:	3/31/22	AJ	BRM
Cover - <i>Master amendments only</i>			AJ	BRM
Contract Evaluation			AJ	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			CM	BRM

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	AJ
Matrix Law Screen shot	CM
COI	AJ
Workers' Compensation Insurance	AJ

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	AJ
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### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	<b>\$247,925.20</b>
			<b>TOTAL</b>	<b>\$247,925.20</b>

<b>Contract History CE/AG# (if applicable)</b>	1100
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1100

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-02119
Amend:	1100
Vendor Name:	Cuyahoga Metropolitan Housing Authority (CMHA)
ftp:	4/1/2021-12/31/23
Amount:	\$247,925.20
History/CE:	OK
EL:	OK

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

Upload as “word” document in Infor

Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	CMHA
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1100/PO# 210530
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	CMHA has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance										
<b>Rating of Overall Performance of Contractor</b>	<table border="1"> <thead> <tr> <th>Superior</th> <th>Above Average</th> <th>Average</th> <th>Below Average</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Superior	Above Average	Average	Below Average	Poor		X			
Superior	Above Average	Average	Below Average	Poor							
	X										
<b>Select One (X)</b>											
<b>Justification of Rating</b>	CMHA has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance										
<b>Department Contact</b>	Joseph Jackson										
<b>User Department</b>	Department of Children and Family Services										
<b>Date</b>	2/1/2023										

## CONTRACT EVALUATION FORM

<b>Contractor</b>	CMHA
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1100/PO# 210530
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	CMHA has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	CMHA has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1101

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

Late Submittal Required:	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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Contract Amendments Reviewed by Purchasing			
<b>East End Neighborhood House, Inc.</b>		<b>Department initials</b>	<b>Purchasing</b>
Justification Form		CM	BRM
IG#	22-0245-REG 31DEC2026	AJ	BRM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	
Debarment/Suspension Verified	Date: 2/1/2023	AJ	BRM
Auditor’s Finding	Date: 2/1/2023	AJ	BRM
Independent Contractor (I.C.) Requirement	Date: 3/22/22	AJ	BRM
Cover - <i>Master amendments only</i>		AJ	BRM
Contract Evaluation		AJ	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	
Checklist Verification		CM	BRM

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	AJ
Matrix Law Screen shot	CM
COI	AJ
Workers’ Compensation Insurance	AJ

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	AJ
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### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	<b>\$247,925.20</b>
			<b>TOTAL</b>	<b>\$247,925.20</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1101

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-02119
Amend:	1101
Vendor Name:	East End Neighborhood House, Inc.
ftp:	4/1/2021-12/31/23
Amount:	\$247,925.20
History/CE:	OK
EL:	OK

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	East End Neighborhood House (EENH)
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800161-01 CONV
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	04/1/2018 – 03/31/2019
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	East End Neighborhood House has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	East End Neighborhood House has continued to improve their performance demonstrating that they considered the feedback from DCAP and DCFS and made the necessary adjustments to meet the established outcomes during the amendment year.				
<b>Department Contact</b>	Carletta McCoy				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	2/18/2021				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1102

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

Late Submittal Required:	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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Contract Amendments Reviewed by Purchasing			
<b>Harvard Community Services Center</b>		<b>Department initials</b>	<b>Purchasing</b>
Justification Form		AJ	BRM
IG#	12-1457-REG 31DEC2023	AJ	BRM
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: 2/1/2023	AJ	BRM
Auditor's Finding	Date: 2/1/2023	AJ	BRM
Independent Contractor (I.C.) Requirement	Date: <del>7/12/2023</del> 7/12/2022	AJ	BRM
Cover - <i>Master amendments only</i>		AJ	BRM
Contract Evaluation		AJ	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		CM	BRM

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	AJ
Matrix Law Screen shot	CM
COI	AJ

1 | Page

Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	AJ
Original Executed Contract (containing insurance terms) & all executed amendments	AJ

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$296,202.54
			<b>TOTAL</b>	<b>\$296,202.54</b>

<b>Contract History CE/AG# (if applicable)</b>	1102
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1102

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	<del>R2022-02119</del> R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2022-0219, R2021-0122
Amend:	1102
Vendor Name:	Harvard Community Services Center
ftp:	4/1/2021-12/31/22 EXT 12/31/23
Amount:	ADD'L \$296,202.54 MM
History/CE:	OK

2 | Page

Revised 1/7/2022

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

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Harvard Community Services Center
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1102 PO# 210532
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	Harvard Community Services Center has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	Harvard Community Services Center has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1103

<b>Murtis Taylor Amendment 2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	CM	

Late Submittal Required:	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			CM	BRM
IG#	12-1963-REG exp 12/31/2024		CM	BRM
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:	2/1/2023	CM	BRM
Auditor's Finding	Date:	2/1/2023	CM	BRM
Independent Contractor (I.C.) Requirement	Date:	3/22/2022 11/22/2022	CM	BRM
Cover - Master amendments only			CM	BRM
Contract Evaluation			CM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	BRM

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	cm

1 | Page

Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	cm
COI	CM
Workers’ Compensation Insurance	CM
Original Executed Contract (containing insurance terms) & all executed amendments	CM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$792,052.92
			<b>TOTAL</b>	<b>\$792,052.92</b>

<b>Contract History CE/AG# (if applicable)</b>	1103
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1103

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119 R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-0219
Amend:	1103
Vendor Name:	Murtis Taylor Human Services System

2 | Page

Revised 1/7/2022

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

Upload as “word” document in Infor

ftp:	4/1/2021-12/31/2023
Amount:	\$792,052.92
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Murtis Taylor
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1103/PO# 210533
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	Murtis Taylor has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	Murtis Taylor has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1104

<b>The Centers Amendment 2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	CM	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule	

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			CM	BRM
IG#	12-0785-REG exp 12/31/2023		CM	BRM
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:	2/1/2023	CM	BRM
Auditor's Finding	Date:	2/1/2023	CM	BRM
Independent Contractor (I.C.) Requirement	Date:	3/22/2022 11/22/2022	CM	BRM
Cover - <i>Master amendments only</i>			CM	BRM
Contract Evaluation			CM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	BRM

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	CM



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

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

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$ 441,034.57
			<b>TOTAL</b>	<b>\$441,034.57</b>

<b>Contract History CE/AG# (if applicable)</b>	1104
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1104

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	<del>R2022-02119</del> R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2021-0122, R2022-0219
<b>Amend:</b>	1104
<b>Vendor Name:</b>	The Centers for Families and Children dba The Centers

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

Upload as “word” document in Infor

ftp:	4/1/2021-12/31/2022 EXT 12/31/2023
Amount:	ADD’L \$441,034.57 MM
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Centers for Families and Children
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1104/PO# 210534
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	The Centers for Families and Children has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	The Centers for Families and Children has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1105

<b>University Settlement Amendment 2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	CM	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule	

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			CM	BRM
IG#	12-2872-REG exp 12/31/2023		CM	BRM
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:	2/1/2023	CM	BRM
Auditor's Finding	Date:	2/1/2023	CM	BRM
Independent Contractor (I.C.) Requirement	Date:	3/22/2022 3/23/2022	CM	BRM
Cover - <i>Master amendments only</i>			CM	BRM
Contract Evaluation			CM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	BRM

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	CM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	CM
COI	CM
Workers' Compensation Insurance	CM
Original Executed Contract (containing insurance terms) & all executed amendments	CM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	<b>\$882,069.14</b>
			<b>TOTAL</b>	<b>\$882,069.14</b>

<b>Contract History CE/AG# (if applicable)</b>	1105
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1105

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119 R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-0219
Amend:	1105
Vendor Name:	University Settlement, Inc.

2 | Page

Revised 1/7/2022

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

Upload as “word” document in Infor

ftp:	4/1/2021-12/31/22 EXT 12/31/23
Amount:	\$882,069.14
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	University Settlement
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1105/PO# 210535
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.



<b>Actual Performance versus performance indicators (include statistics):</b>	University Settlement has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance										
<b>Rating of Overall Performance of Contractor</b>	<table border="1"> <thead> <tr> <th>Superior</th> <th>Above Average</th> <th>Average</th> <th>Below Average</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Superior	Above Average	Average	Below Average	Poor		x			
Superior	Above Average	Average	Below Average	Poor							
	x										
<b>Select One (X)</b>											
<b>Justification of Rating</b>	University Settlement has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance										
<b>Department Contact</b>	Joseph Jackson										
<b>User Department</b>	Department of Children and Family Services										
<b>Date</b>	2/1/2023										

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3429
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1106

<b>West Side Community House Amendment 2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	CM	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Recognizing that funding allocations were going to change for the providers, DCFS made the effort to seek additional funding for the services covered under this contract and it required more time than anticipated.	
What is being done to prevent this from reoccurring?	Efforts to seek additional funding will add 3-4 weeks to the project timeline so this additional time will need to be considered and including in the planning schedule	

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			CM	BRM
IG#	12-2980-REG exp 12/31/2023		CM	BRM
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:	2/1/2023	CM	BRM
Auditor's Finding	Date:	2/1/2023	CM	BRM
Independent Contractor (I.C.) Requirement	Date:	3/22/2022 4/21/2022	CM	BRM
Cover - Master amendments only			CM	BRM
Contract Evaluation			CM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	BRM

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	
Agreement/Contract and Exhibits	Department initials CM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	CM
COI	CM
Workers' Compensation Insurance	CM
Original Executed Contract (containing insurance terms) & all executed amendments	CM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2023 – 12/31/2023	HS215100	55130	UCH05922	\$730,698.65
			<b>TOTAL</b>	<b>\$730,698.65</b>

<b>Contract History CE/AG# (if applicable)</b>	1106
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	3429
<b>CM Contract#</b>	1106

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,827,734.61		4/1/2021 – 3/31/2022	5/11/2021	R2021-0122
<b>Prior Amendment Amounts (list separately)</b>		\$3,705,800.71	4/1/22-12/31/22	8/2/2022	R2022-02119 R2022-0219
		\$			
		\$			
<b>Pending Amendment</b>		\$4,912,734.60	1/1/2023-12/31/2023	PENDING	PENDING
<b>Total Amendments</b>		\$8,618,535.31			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	R2021-0122, R2022-0219
Amend:	1106
Vendor Name:	West Side Community House

2 | Page

Revised. 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	4/1/2021-12/31/2022 EXT 12/31/2023
Amount:	Add'l \$730,698.65 mm
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer's initials and date of approval	BRM 2/15/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	West Side Community House (WSCH)
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1106/PO# 210536
<b>RQ#</b>	3429
<b>Time Period of Original Contract</b>	4/1/2021 – 3/31/2022
<b>Background Statement</b>	For over 20 years, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child-serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Common indicators of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	WSCH has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<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>	WSCH has met or exceeded most of their common and individual provider outcome goals and continues to develop strategies to improve their performance				
<b>Department Contact</b>	Joseph Jackson				
<b>User Department</b>	Department of Children and Family Services				
<b>Date</b>	2/1/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0049

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> making an award on RQ9776 to The MetroHealth System in the amount not-to-exceed \$1,551,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2833 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an award on RQ9776 to The MetroHealth System in the amount not-to-exceed \$1,551,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 12/31/2023; and

WHEREAS, the primary goal of this project is to offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers; and

WHEREAS, this project is 100% funded by the State Child Protective Allocation; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an award on RQ9776 to The MetroHealth System in the amount not-to-exceed \$1,551,000.00 for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 12/31/2023.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 2833 and all other documents consistent with said award and this Resolution.





The President and CEO for the vendor is currently Akram Boutros. However, effective January 1, 2023, the new President will be Dr. Airica Steed

The address or location of the project is:

The MetroHealth System  
2500 MetroHealth Drive  
Cleveland, Ohio 44109

The project is located in Council District 7.

#### Project Status and Planning

The project reoccurs annually.

The project's term has already begun. State the time-line and reason for late submission of the item.

Project Start Date – January 1, 2023

Date of Insurance approval from Risk Manager – January 25, 2023

Date documents were requested from vendor – October 27, 2022

Date item was entered and released in INFOR – January 25, 2023

Date using department approved item in INFOR –

Date Law Department approved item in INFOR –

Date approved by DOP in INFOR –

Length of processing time in INFOR in calendar days

Detail any issues that arose during processing in INFOR, such as item being disapproved and requiring correction -

#### Funding

The project is funded 100% through State Child Protection Allocation.

The schedule of payments is by monthly invoice.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	9776
Infor/Lawson PO# Code (if applicable):	RFP
Event #	2999
CM Contract#	2833

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	Extended contract and insurance negotiations	
What is being done to prevent this from reoccurring?	Explain to vendor the importance of timely documents and effective communication	

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**

	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	AC	BRM
Bid Specification Packet	AC	BRM
Final DEI Goal Setting Worksheet	AC	BRM
Diversity Documents – <i>if required (goal set)</i>	N/A	
Award Letter (sent to awarded vendor)	AC	BRM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	
Tabulation Sheet	SB	BRM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).	AC	BRM
IG#      Government	N/A	
Debarment/Suspension Verified      Date:      1/25/2023	SB	BRM
Auditor’s Finding      Date:      1/25/2023	SB	BRM
Vendor’s Submission	AC	BRM
Independent Contractor (I.C.) Requirement      Date:	N/A	
Cover - <i>Master contracts only</i>	N/A	
Contract Evaluation – <i>if required</i>	AC	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	
Checklist Verification	SB	BRM

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>
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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	SB
Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1/1/2023 – 12/31/2023	HS215100	56070	UCH05001	56070	\$1,551,000.00
			<b>TOTAL</b>		\$1,551,000.00

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		9776			
<b>CM Contract#</b>		2833			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Contract Amount</b>	\$1,067,000.00 \$1,551,000.00		12/31/2020 1/1/2023-12/31/2023	2/25/2020 pending	R2020-0049
	<b>Prior Amendment Amounts (list separately)</b>	\$1,400,000.00 \$1,551,000.00	12/31/2021 12/31/2022	1/12/2021 10/26/2021	R2021-0008 R2021-0225
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total New Contact Amount</b>	\$1,551,000.00		12/31/2023	Pending	Pending

### PURCHASING USE ONLY

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

Upload as “word” document in Infor

Prior Resolutions	n/a
CM#:	2833
Vendor Name:	The MetroHealth System
ftp:	1/1/2023-12/31/2023
Amount:	\$1,551,000.00 mm
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer's initials and date of approval	BRM 1/27/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The MetroHealth System
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	204
<b>RQ#</b>	CF-19-45365
<b>Time Period of Original Contract</b>	01/01/2020 – 12/31/2020
<b>Background Statement</b>	In order to pursue the safety, health, and well-being of children in custody, DCFS offers comprehensive medical services including 1) screening and assessment of health care needs of children and youth, 2) coordinated psychotropic medication consultation and counseling, and 3) alcohol and drug testing for caregivers, youth or other adults in the home. Safety concerns are brought to the attention of DCFS 24/7. With approximately 2,000 children and youth in care, DCFS determined there is a need for full access to trauma-informed medical services that could appropriately address the significant challenges that children and youth are faced with when being removed from their home or placement. Of the 2,000 children and youth in care, 30 percent are prescribed at least one psychotropic medication. This cohesive and coordinated approach ensures each child's medical needs are being met on a consistent basis, and that trained professionals are dedicated entirely to the care of these.
<b>Service Description</b>	To offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers. The services are to be delivered as a coordinated approach to ensure medical needs are being met by trained medical professionals dedicated to the care and safety of children and youth in custody.
<b>Performance Indicators</b>	Comprehensive medical monthly reports include but are not limited to: (1) number of appointments billable vs. non-billable, (2) Number of follow up appointments scheduled or attended per month, (3) Number of preventative visits scheduled or attended per month, (4) Number of comprehensive physicals, (5) Number of children/youth being tracked through care coordination, (6) Number of children/youth remaining as system patients vs. those selecting an alternate primary care provider, (7) Number of children receiving developmental/behavioral health screenings, (8) Number of subspecialty referrals, and (9) Number of aged out youth referred to primary care provider.

Actual Performance versus performance indicators (include statistics):



The MetroHealth System  
Foster Care " Behavioral and Developmental Screening "(Roster ID 129)for 2020-2021

Print on: 7/26/2021

		Total Pts	2020		2021			
		Total	Q3	Q4	Total	Q1	Q2	
<b>Total</b>		<b>2,906</b>	<b>1,048</b>	<b>447</b>	<b>506</b>	<b>1,069</b>	<b>533</b>	<b>527</b>
<b>BEHAVIORAL SCREEN RESULTS</b>	<b>Total</b>	<b>904</b>	<b>473</b>	<b>205</b>	<b>273</b>	<b>477</b>	<b>236</b>	<b>241</b>
	Deferred due to age	218	98	40	58	108	49	59
	Receiving appropriate services, screening not needed	76	41	15	23	35	17	18
	Screen complete: results significant and referral placed	353	198	84	102	167	87	80
	Screening complete: results not significant	243	108	65	53	135	68	67
Unable to complete screen	66	36	9	27	30	15	17	
<b>DEVELOPMENTAL SCREENING RESULTS</b>	<b>Total</b>	<b>932</b>	<b>476</b>	<b>204</b>	<b>272</b>	<b>476</b>	<b>230</b>	<b>240</b>
	Deferred due to age	385	308	125	184	386	133	153
	Screening completed: results not significant	135	74	40	34	61	41	40
	Screening completed: results significant	185	74	34	40	91	52	39
	Unable to complete screen	37	19	5	14	18	10	8
<b>REFERRALS FOR SIGNIFICANT DEVELOPMENTAL SCREENING</b>	<b>Total</b>	<b>198</b>	<b>91</b>	<b>37</b>	<b>54</b>	<b>107</b>	<b>61</b>	<b>46</b>
	Behavioral Medicine	7	3	0	2	5	3	2
	Comprehensive Care Clinic	1	1	0	1	0	0	0
	Help Me Grow	57	28	11	12	34	19	15
	MIAT Clinic	7	1	0	1	6	3	3
	Neurology	2	1	0	1	1	1	0
	OT	2	1	1	0	1	1	0
	Other	28	25	10	15	34	14	10
	Psychological Assessment Clinic	32	24	10	14	28	17	11
	PT	3	3	2	0	1	1	0

Rating of Overall Performance of Contractor

Superior

Above Average

Average

Below Average

Poor

Select One (X)

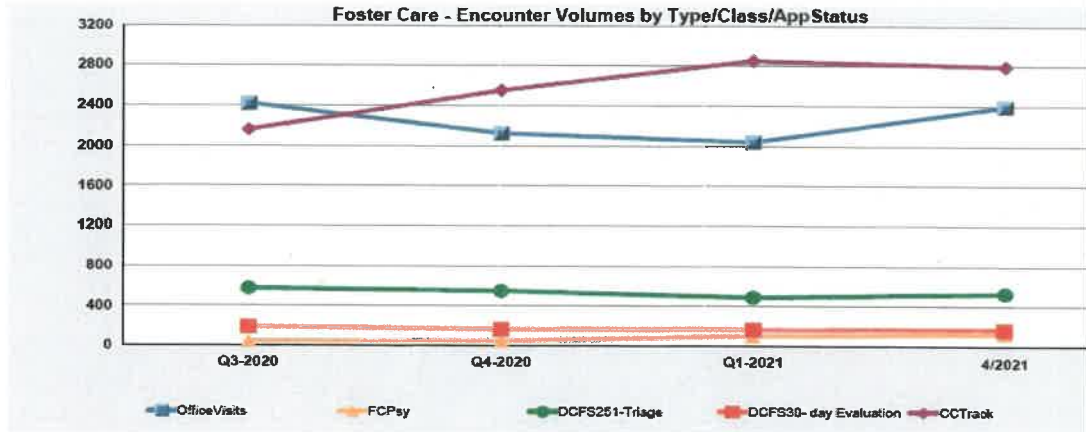
X

**Justification of Rating**



**The MetroHealth System  
Foster Care Children Receiving Medical Care Within MHS(Roster ID 129)**

Print



		Encounter Vols	Pts	Office Visits Within MHS	CC Tracking	Triage	Dental	Exp Urgent	30 Evaluation	FCPsy	ED Visits	No show
2020	Q3	20,657	3,204	2,420	2,158	576	166	254	188	60	72	55
2020	Q4	21,103	3,636	2,124	2,552	551	190	305	164	53	66	35
2021	Q1	22,651	3,614	2,039	2,848	490	134	253	166	107	79	9
2021	Q2	23,641	4,333	2,395	2,794	528	88	354	172	130	84	7
<b>Distinct Count Encounters</b>		<b>88,252</b>	<b>6,328</b>	<b>8,978</b>	<b>10,352</b>	<b>2,145</b>	<b>578</b>	<b>1,166</b>	<b>680</b>	<b>350</b>	<b>301</b>	<b>106</b>

Report run on: 7/26/2021  
Created by: Maria Kipras

Page: 1

**Department Contact**

Karen Stormann

**User Department**

DCFS

**Date**

12/20/2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0029

<p>Sponsored by: <b>County Executive Ronayne on behalf of Cuyahoga County Board of Elections</b></p>	<p><b>A Resolution</b> authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, pursuant to Amended Substitute Senate Bill 135 of the 132nd Ohio General Assembly (as the same may be amended, modified, revised, supplemented or superseded from time to time, the “Act”) and the financing program authorized thereunder (the “SoS Financing Program”), the Secretary of State of the State of Ohio (the “Sublessor”) is providing financing to Ohio counties for the acquisition of voting systems, including, but not limited to, voting machines, marking devices, automatic tabulating equipment, and direct record electronic voting machines, as defined in Ohio Revised Code (“ORC”) Section 3506.01, together with associated allowable expenditures, as defined in the Act; and

**WHEREAS**, in accordance with ORC Section 3506.02, the Cuyahoga County Board of Elections selected the voting system of Clear Ballot Group, Inc. (the “Vendor”) for the citizens of the County of Cuyahoga, Ohio (the “Sublessee”) to use when voting in federal, state and local elections; and

**WHEREAS**, the Vendor has submitted a draft contract that, together with the order and their respective exhibits, provides for the acquisition of the new voting system (collectively, the “Master Agreement”), and the Sublessor has reviewed and approved the Master Agreement (as it relates to the SoS Financing Program) and the Project Equipment (as hereinafter defined); and

**WHEREAS**, implementing the new voting system requires the Sublessee to acquire certain voting machines and equipment (the “Project Equipment”) and pay certain costs related to using the system (along with the acquisition of the Project Equipment, the “Project”) and this County Council (the “Legislative Authority”) desires to authorize



execution of the Master Agreement to undertake the Project and finance a portion of the cost by utilizing the provisions of the SoS Financing Program.

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

**SECTION 1.** It is hereby determined to be necessary, desirable and expedient, and in the best interests of the Sublessee and its citizens, for the Sublessee to (i) enter into the Master Agreement, (ii) acquire the Project Equipment, and (iii) finance a portion of the costs of the Project Equipment (the “State-Financed Equipment”) and other costs of the Project by participating in the SoS Financing Program.

**SECTION 2.** The Sublessee’s participation in the SoS Financing Program shall be evidenced by a Sublease-Purchase Agreement between the Sublessor and the Sublessee (together with all exhibits and appendices thereto, the “Sublease”). The Sublessee’s County Executive and the Director of the Cuyahoga County Board of Elections (collectively, the “County Signers”) are hereby jointly authorized to execute and deliver the Master Agreement and Sublease on behalf of the Sublessee in substantially the form presently on file with the Legislative Authority, which is hereby approved, with such changes not substantially adverse to the Sublessee as the County Signers may approve; the approval of such changes and that the same are not substantially adverse to the Sublessee shall be conclusively evidenced by the execution of the Sublease by the County Signers.

**SECTION 3.** All of the obligations of the Sublessee set forth and covenants made by the Sublessee under the Sublease are hereby established as duties specifically enjoined by law and resulting from an office, trust or station upon the Sublessee within the meaning of ORC Section 2731.01 *et seq.*

**SECTION 4.** Pursuant to the SoS Financing Program, the Sublessee shall not be required to make any scheduled payments towards the purchase of the State-Financed Equipment to the Sublessor or any other entity. To pay that portion of the cost of the Project not financed through the SoS Financing Program, there is appropriated from the Sublessee’s General Fund the amount of \$79,500.00, 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 5.** The County Signers and other appropriate officers of the Sublessee, or any of them, are hereby separately and individually authorized to (i) make the necessary arrangements with the Sublessor to establish the date, location, procedure and conditions for executing the Master Agreement and Sublease, and delivering the Sublease to, the Sublessor, and (ii) give all appropriate notices and execute and deliver, on behalf of the Sublessee, such additional instruments, documents, agreements, certificates, and other papers as may be in their discretion necessary or appropriate in order to carry out, give effect to and consummate the transaction contemplated thereby in such forms as the official executing the same may approve, and to take all other steps

necessary or appropriate to effect the due execution, delivery and performance of the Master Agreement and Sublease pursuant to the provisions of this resolution. The Clerk of the County Council shall furnish to the Sublessor a true transcript of proceedings pertaining to the Sublease containing such information from the records of the Sublessee as is necessary to evidence or determine the regularity and validity of the authorization, execution and delivery of the Sublease. Each of the County Signers is hereby separately and individually designated to act as the authorized representative of the Sublessee for purposes of the Sublease until such time as the Legislative Authority shall designate any other or different authorized representatives for such purpose.

**SECTION 6.** The Sublease shall constitute a special obligation of the Sublessee. Nothing in the Sublease or any agreements or documents relating thereto shall constitute or be construed or deemed to constitute a debt, bonded indebtedness or a general obligation of the Sublessee. Neither the taxing power nor the full faith and credit of the Sublessee are pledged or shall be pledged for the payment or security of the Sublease, or any other related agreement or document.

**SECTION 7.** The Legislative Authority acknowledges that the Sublessor has obtained funds for the SoS Financing Program by utilizing a sublease-purchase / certificates of participation arrangement, and that the interest component of the Sublessor's lease payments thereunder is intended to be exempt from federal income taxation under the Internal Revenue Code of 1986, as amended and the regulations prescribed thereunder (the "Code"). The Legislative Authority hereby covenants that it will restrict the use of the State-Financed Equipment in such manner and to such extent, if any, as may be necessary after taking into account reasonable expectations at the time the Sublease is entered into, so that the interest portion of such lease payments by the Sublessor will not be subject to federal income taxation under the Code. Any County Signer or any other officer having responsibility with respect to the execution and delivery of the Sublease is authorized and directed to give an appropriate certificate on behalf of the Sublessee on the date of delivery of the Sublease, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the State-Financed Equipment and other matters under the Code.

**SECTION 8.** It is hereby determined that the terms of the Sublease and this resolution are in compliance with all legal requirements. If any section, paragraph, clause or provision of this resolution or the Sublease shall for any reason be held invalid or unenforceable, such invalidity or unenforceability shall not affect any remaining provisions of this resolution or the Sublease, respectively. Any provisions of any ordinance or resolution inconsistent with this resolution are hereby repealed, but only to the extent of such inconsistency; this provision shall not be construed as reviving any ordinance or resolution or any part thereof.

**SECTION 9.** 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 10.** 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: February 14, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 2023

FILE NO. \_\_\_\_\_

### SUBLEASE-PURCHASE AGREEMENT

This Sublease-Purchase Agreement (as the same may be amended and supplemented in accordance with its terms, the “Sublease Agreement”) is dated \_\_\_\_\_, 2023 and entered into between the Secretary of State of the State of Ohio (the “Sublessor”) and the County of Cuyahoga, Ohio (the “Sublessee”) under the following circumstances:

A. Pursuant to Amended Substitute Senate Bill 135 of the 132nd Ohio General Assembly (as the same may be amended, modified, revised, supplemented or superseded from time to time, the “Act”) and the financing program authorized thereunder (the “SoS Financing Program”), the Sublessor is providing financing to Ohio counties for the acquisition of voting systems, including, but not limited to, voting machines, marking devices, automatic tabulating equipment, and direct record electronic voting machines, as defined in Ohio Revised Code (“ORC”) Section 3506.01, together with associated allowable expenditures, as defined in the Act.

B. In accordance with ORC Section 3506.02, the Cuyahoga County Board of Elections selected the voting system of Clear Ballot Group, Inc. (the “Vendor”) for the citizens of the County of Cuyahoga, Ohio (the “Sublessee”) to use when voting in federal, state and local elections.

C. Implementing the new voting system requires the Sublessee to acquire certain voting machines and equipment (the “Project Equipment”) and pay certain costs related to using the system (along with the acquisition of the Project Equipment, the “Project”) and this County Council (the “Legislative Authority”) desires to authorize execution of the Master Agreement to undertake the Project, and finance a portion of the cost by utilizing the provisions of the SoS Financing Program..

D. The Vendor has submitted a draft contract together with the order and their respective exhibits for the acquisition of the new voting system (collectively, the “Master Agreement”), and the Sublessor has reviewed and approved the Master Agreement (as it relates to the SoS Financing Program) and the Project Equipment. .

E. The Sublessee has determined to finance a portion of the cost of the Project, including a portion of the Project Equipment described in Exhibit A hereto (the “State-Financed Equipment”), by utilizing the provisions of the SoS Financing Program upon the terms set forth in this Sublease Agreement, and the Sublessor has agreed to make the sum of \$\$9,508,820.00 (the “State Contribution”) available for such purpose.

F. The Sublessee’s County Council (the “Legislative Authority”) has authorized this Sublease Agreement by a resolution adopted \_\_\_\_\_, 20\_\_ (the “Authorizing Resolution”).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Sublessor and the Sublessee, acting through the Legislative Authority, hereby represent, warrant and covenant as follows:

1. **TERM OF AGREEMENT.** This Sublease Agreement shall be effective as of \_\_\_\_\_, 20\_\_ (the "Commencement Date"). The term of this Sublease Agreement for the purposes of payments shall commence as of the Commencement Date, and shall continue until the date the Sublessee receives the notice of the State COPs Termination, as defined in Paragraph 7 hereof (the "Agreement Term").

2. **MASTER AGREEMENT.** The Sublessee shall enter into the Master Agreement contemporaneously with the execution and delivery of this Sublease Agreement and perform all of its obligations thereunder in the manner and at the times set forth therein. Sublessor shall refrain from taking any action that causes the Sublessee to violate any terms of the Master Agreement. Promptly upon the execution and delivery of this Sublease Agreement by the Sublessor and the Sublessee, the Sublessee, through the Cuyahoga County Board of Elections, shall diligently and expeditiously proceed to acquire the Project Equipment and implement the Project in accordance with the Master Agreement. The State-Financed Equipment shall be located as described in Exhibit A hereto, as revised from time to time upon notice to the Sublessor. The Sublessor shall pay, or cause to be paid, the State Contribution, and the Sublessee shall pay all costs of the Project in excess of the State Contribution and for any costs not payable under the SoS Financing Program, in accordance with the Master Agreement and the SoS Financing Program, and the Sublessee and the Sublessor shall coordinate their respective payments under the Master Agreement with the Vendor so that such payments conform to the requirements of the Master Agreement and the SoS Financing Program.

3. **USE OF THE STATE-FINANCED EQUIPMENT.** The Sublessee represents that all of the State-Financed Equipment that it will acquire in accordance with this Sublease Agreement will constitute a "voting system" within the meaning of the Act.

4. **TRANSFER OF TITLE TO THE SUBLESSOR.** Upon the delivery of the State-Financed Equipment to the Sublessee, all of the Sublessee's right, title and interest to and in the State-Financed Equipment shall be immediately transferred to the Sublessor without any further action on the part of the Sublessee. The Sublessee shall deliver to the Sublessor all documents which are or may be necessary to vest all of the Sublessee's right, title and interest in and to the State Financed Equipment in the Sublessor, and will release or cause to be released all liens and encumbrances with respect to the State-Financed Equipment.

5. **LEASE.** The Sublessee hereby leases from the Sublessor, for eventual acquisition and ownership, and the Sublessor hereby leases to the Sublessee, for eventual transfer of ownership to the Sublessee, all the State-Financed Equipment, in accordance with the provisions of this Sublease Agreement, to have and to hold for the Agreement Term.

6. **LEASE PAYMENTS.** Pursuant to the SoS Financing Program, the Sublessee shall not be required to make any scheduled payments towards the purchase of the State-Financed Equipment to the Sublessor or any other entity.

7. **PURCHASE AND CONVEYANCE.** The Sublessee shall not have the option to purchase the State-Financed Equipment prior to the end of the Agreement Term. The Sublessor has obtained funds for the SoS Financing Program by utilizing a lease-purchase / certificates of participation arrangement (the "State COPs Financing"), which by its terms, prevents the Sublessor from conveying title to the State-Financed Equipment to the Sublessee until all of the

Sublessor's obligations under the State COPs Financing relating to the State-Finance Equipment have been provided for. Upon such event (the "State COPs Termination"), the Sublessor shall so notify the Sublessee and upon receipt of such notice, (i) the Sublessee shall be deemed to have purchased and acquired all of the State-Financed Equipment, (ii) title to the State-Financed Equipment, and all rights in the State-Financed Equipment granted by the Sublessee to the Sublessor under this Sublease Agreement, shall vest in the Sublessee, without any further action on the part of the Sublessor, and (iii) the Sublessor will deliver to the Sublessee all documents which are or may be necessary to vest all of the Sublessor's right, title and interest in and to the Equipment in the Sublessee, and will release all liens and encumbrances created under this Sublease Agreement with respect to the State-Financed Equipment.

8. **CARE AND USE.** The Sublessee (i) solely at its own cost and expense, shall maintain the Project Equipment in good operating order and condition, repair and appearance, and protect the same from deterioration other than normal wear and tear; (ii) solely at its own cost and expense, make or have made all necessary, proper or appropriate repairs, replacements and renewals thereof, ordinary and extraordinary, foreseen and unforeseen, (iii) shall permit the use of the State-Financed Equipment only by the Sublessee's Board of Elections, within its normal capacity, without abuse, and in a manner contemplated by the Vendor; (iv) shall not make modifications, alterations or additions to the State-Financed Equipment (other than normal operating accessories or controls) without the prior written consent of the Sublessor, which shall not be unreasonably withheld, (v) comply with all laws, insurance policies and regulations relating to, and obtain and maintain any governmental licenses and permits required for, the use, maintenance, repair and operation of the State-Financed Equipment, (vi) shall not dispose, assign, transfer, pledge or otherwise encumber all or any part of the State-Financed Equipment with any mortgage, security interest, or lien, through the Agreement Term, without the prior written consent of the Sublessor, which consent may be withheld in the absolute discretion of the Sublessor, and (vii) pay all costs, claims, damages, fees and all utilities and other charges arising out of its possession, use, operation, maintenance and use of the Project. All modifications, repairs, alterations, additions, replacements, substitutions, operating accessories and controls shall accrue to the State-Financed Equipment and, unless leased from the Sublessor, become the property of the Sublessee. The Sublessor shall have the right, during normal hours and in compliance with appropriate security protocols employed by the Sublessee's Board of Elections, to enter upon the premises where the State-Financed Equipment is located in order to inspect, observe or otherwise protect the Sublessor's interest, and the Sublessee shall cooperate in affording the Sublessor the opportunity to so inspect. For the purpose of assuring the Sublessor that the State-Financed Equipment will be properly serviced, the Sublessee agrees to cause the State-Financed Equipment to be maintained pursuant to the Vendor's standard preventive maintenance contract and/or recommendations and service level commitments. The Sublessee agrees that the Sublessor shall not be responsible for any loss or damage whatsoever to the State-Financed Equipment, nor shall the Sublessor be responsible for latent defects, wear and tear or gradual deterioration or loss of service or use of the State-Financed Equipment or any part thereof, the Sublessor shall not be liable to the Sublessee or anyone else for any liability, claim, loss, damage or expense of any kind or nature caused directly or indirectly by the inadequacy of the Project or any item supplied by the Vendor or any other party, any interruption of use or loss of service or use of performance of any equipment, any loss of business or other consequence or damage, whether or not resulting from any of the foregoing. The Sublessee shall not do, or permit to be done, any act or thing which might materially impair the value of the State-Financed Equipment, will not commit

or permit any material waste thereof, and will not permit any unlawful use to be made thereof. The Sublessee covenants that it will assist the Secretary of State in fulfilling its obligations (other than any payment obligations) under the Master Lease Agreement dated as of November 1, 2018, between the State of Ohio Leasing Corporation, Inc., as lessor, and the Secretary of State, as lessee, for the State COPs Financing as the Secretary of State may reasonably request.

9. **TAXES, PERMITS.** The Sublessee agrees to pay all license, sales, use, personal property, real property or other taxes together with any penalties, fines or interest thereon imposed or levied with respect to the State-Financed Equipment or the ownership, delivery, lease, possession, use, operation, sale or other disposition thereof or upon the rentals or earnings arising therefrom. The Sublessee may in good faith and by appropriate proceedings contest any such taxes so long as such proceedings do not involve any danger of sale, forfeiture or loss of the State-Financed Equipment or any interest therein. Furthermore, the Sublessee shall provide all permits and licenses necessary for the installation, operation and use of the State-Financed Equipment. The Sublessee shall comply with all laws, rules, regulations, ordinances and resolutions applicable to the installation, use, possession and operation of the State-Financed Equipment. If compliance with any law, rule, regulation, resolution, permit or license requires changes or additions to be made to the State-Financed Equipment, the Sublessee shall notify the Sublessor and upon the written consent of the Sublessor, such changes or additions shall be made by the Sublessee at its own expense.

10. **UTILITIES.** The Sublessee shall pay all charges for gas, water, steam, electricity, light, heat or power, telephone or other utility service furnished to or used in connection with the State-Financed Equipment (including charges for installation of such services) during the Agreement Term. There shall be no abatement of any amount owed hereunder on account of the interruption of any such services.

11. **SUBLESEE'S RESPONSIBILITIES; RELEASE OF LIABILITY.** Sublessee shall be responsible for any negligent acts and/or negligent omissions committed by itself, its agents, and/or its employees to the extent provided by general law. Sublessee shall be responsible to defend itself, its agents, and/or its employees and shall pay any judgments and costs arising out of such negligent acts and/or negligent omissions, and nothing in this Sublease Agreement shall impute or transfer any such responsibility from Sublessee to the Sublessor or establish any third-party beneficiary rights.

On and after the date of this Sublease, the Sublessee agrees not to seek any determination of liability against the Sublessor or, any department, agency or official of the State of Ohio in the case of claim or suit arising with respect to the Project including acquisition of property or any future condition, construction, operation, maintenance or use of property or facilities which may be developed in relation to the Project. To the extent permitted by law, the Sublessee forever releases and waives any and all claims it may ever possess or assert against the Sublessor and all employees, agents, officials and contractors and attorneys of same in relation to the Project.

12. **DISCLAIMER OF WARRANTIES: THE SUBLESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR FITNESS FOR USE OF ANY OF THE STATE-FINANCED EQUIPMENT OR AS TO ITS TITLE THERETO OR ANY OTHER REPRESENTATION OR**

**WARRANTY WITH RESPECT TO THE STATE-FINANCED EQUIPMENT.** The Sublessor hereby assigns to the Sublessee for and during the Agreement Term all manufacturer's warranties or guaranties, express or implied, issued on or applicable to the State-Financed Equipment and the Sublessor authorizes the Sublessee to obtain the customary services furnished in connection with such warranties or guaranties at the Sublessee's expense. The Sublessee acknowledges that the State-Financed Equipment has been acquired and installed by the Vendor selected by the Sublessee's Board of Elections; that the Sublessor is not a manufacturer, contractor or dealer with respect to the components of the State-Financed Equipment and takes no part in or responsibility for the installation of the State-Financed Equipment, and that the Sublessor has made no representation or warranty and assumes no obligation with respect to the merchantability, condition, quality or fitness of the State-Financed Equipment or the enforcement of the manufacturer's warranties or guaranties.

13. **QUIET ENJOYMENT.** The Sublessor hereby covenants to provide the Sublessee during the Agreement Term with quiet use and enjoyment of the State-Financed Equipment, without suit, trouble or hindrance from the Sublessor except as expressly set forth in this Sublease Agreement. Any assignee of the Sublessor shall not interfere with such quiet use and enjoyment during the Agreement Terms so long as the Sublessee is not in default pursuant to this Sublease Agreement.

14. **INSURANCE.** Commencing the date risk of loss passes to the Sublessee from the Vendor and continuing thereafter until the end of the Agreement Term, the Sublessee, solely at its expense, shall keep the State-Financed Equipment insured against all risks of loss or damage from every cause whatsoever in an amount sufficient to cover the full replacement cost of the State-Financed Equipment set forth on Exhibit A, and shall carry public liability insurance, both personal injury and property damage, covering the State-Financed Equipment and its use. All insurance shall be of a type, form, in amounts and with companies or provided by a self-insurance program established and maintained by the Sublessee as permitted by ORC Section 2744.08 or a joint self-insurance pool established pursuant to ORC Section 2744.081 that Sublessee has entered a written agreement to join and contain terms and conditions satisfactory to the Sublessor. The Sublessee shall also carry worker's compensation insurance covering all its employees working on, in or about the State-Financed Equipment and shall require any other person, corporation, partnership or other entity working on, in or about the State-Financed Equipment to carry such coverage. Certificates of insurance or other evidence satisfactory to the Sublessor, including the original or certified copies of the actual policies showing the existence of insurance in accordance herewith, and payments therefor, shall be delivered to the Sublessor forthwith. All insurance policies shall name the Sublessor as additional insured and shall provide the Sublessor at least thirty (30) days written notice prior to cancellation. In lieu of the foregoing and with the consent of the Sublessor, the Sublessee may self-insure for some or all of the foregoing. Any proceeds of insurance payable as a result of loss of or damage to the State-Financed Equipment shall be applied as provided in Paragraph 15 hereof.

15. **DAMAGE OR DESTRUCTION.** In the event the State-Financed Equipment is totally or partially damaged or destroyed, the Sublessee will promptly replace or repair and restore the State-Financed Equipment to working order for the purpose intended upon receipt of any insurance proceeds funding such replacement or repair. The Sublessee shall not be entitled to any reimbursement for any such damage or destruction from the Sublessor, nor shall the Sublessee be entitled to any diminution of the amounts payable by it pursuant to this Sublease Agreement; provided, however, that any proceeds of insurance paid to the Sublessor pursuant to Paragraph 14 hereof shall be credited against the Sublessee's payment obligations under this Paragraph.



16. **EVENTS OF DEFAULT AND REMEDIES.** The Sublessee shall be deemed to be in default hereunder upon the happening of any of the following events of default: (a) the Sublessee shall fail to make any payments required to be paid hereunder, (b) the Sublessee shall fail to keep any such other term, covenant or condition contained herein, or (c) if any representation or warranty by the Sublessee herein or in any agreement, document or certificate delivered to the Sublessor in connection herewith which, at any time, proves to be incorrect in any material respect. Upon the occurrence of an event of default as specified above, and the Sublessee shall fail to remedy such event of default with all reasonable dispatch within a period of 10 days for a default under subparagraph (a) hereof and 30 days for all other defaults, then the Sublessor or its assigns shall have the right, at its option without any further demand or notice, to pursue any one or more of the following remedies: (i) provided payment of the State Contribution has issued under Paragraph 2 hereof re-enter and take possession of the State-Financed Equipment, and sell or lease the State-Financed Equipment or sublease it for the account of the Sublessee, holding the Sublessee liable for all payments due to the effective date of such sale, lease or sublease; (ii) by mandamus or other suit, action or proceeding at law or in equity enforce all the Sublessor's rights hereunder, including the compelling of the performance of all duties of the Sublessee hereunder and the enforcement of the payment of any amounts hereunder then outstanding; and (iii) take any other action at law or in equity may appear necessary or desirable to collect the payments due during the then current agreement or to enforce performance and observance of any obligation, agreement or covenant of the Sublessee under this Sublease Agreement.

17. **SURRENDER UPON DEFAULT.** In the event of default as set forth in Paragraph 16 hereof, the Sublessee shall, upon the request of the Sublessor, peaceably surrender possession of the State-Financed Equipment to the Sublessor in the same condition as when delivered to the Sublessee by the Vendor less reasonable wear and tear.

18. **NATURE OF THE OBLIGATIONS OF THE SUBLESSEE.** All of the obligations of the Sublessee set forth and covenants made by the Sublessee under this Sublease Agreement are hereby established as duties specifically enjoined by law and resulting from an office, trust or station upon the Sublessee within the meaning of ORC Section 2731.01 *et seq.* To the extent permitted by law, any payment obligation of the Sublessee under this Sublease Agreement shall be an absolute and unconditional obligation of the Sublessee in all events and will not be subject to any set-off, defense, counterclaim or recoupment for any reason whatsoever. Notwithstanding any dispute between or among the Sublessee, the Sublessor and the Vendor, the Sublessee shall make all payments required of it hereunder when due and shall not withhold any payments or portions thereof pending final resolution of such dispute. The Sublessee hereby covenants that it will not assert any right of set-off or counterclaim against its obligation to make the payments required hereunder and that it will take such action as is necessary under the laws applicable to the Sublessee to budget for, seek appropriation for, and include and maintain funds sufficient and available to discharge its obligations to meet all payments due pursuant to provisions of this Sublease Agreement. Notwithstanding the foregoing and any other provision of this Sublease Agreement, the obligation of the Sublessee to make any expenditure of money hereunder is subject to the lawful appropriation of funds for such purpose by the Legislative Authority, and is not a debt of the Sublessee subject to payment from the general revenues or taxes of the Sublessee or within the meaning of any constitutional or statutory provision. Neither the Sublessor nor any other person shall have any right to have excises or taxes levied by the Legislative Authority for any such expenditure.

19. **ASSIGNABILITY.** The Sublessor may assign its right and interest in and to the State-Financed Equipment without notice to the Sublessee. Such assignee shall have full benefit of all the covenants made by the Sublessee and all rights and remedies of the Sublessor contained herein. The Sublessee shall not have the right to assign its rights, duties and obligations under this Sublease Agreement either in part or in whole without prior written consent to the Sublessor or its assignee.

20. **COVENANTS OF THE SUBLESSEE.** The Sublessee represents, covenants and warrants that it is a county and political subdivision of the State of Ohio and is authorized by the Constitution and laws of the State of Ohio to enter into the transactions contemplated by this Sublease Agreement and to carry out its obligations hereunder. The Sublessee has been duly authorized to execute and deliver this Sublease Agreement and agrees that it will do or cause to be done all things necessary to preserve and keep its existence in full force and effect. The Sublessee further represents, covenants and warrants that all procedures have been met so that this Sublease Agreement is enforceable and the Sublessee has complied with all bidding requirements if required.

21. **NOTICES.** All notices to be given under this Sublease Agreement shall be made in writing and mailed to the other party at its address set forth below or at such address as the party may provide in writing from time to time. Any such notice shall be deemed to have been received ten days subsequent to mailing.

As to the Sublessor:	As to the Sublessee:
Ohio Secretary of State 180 E. Broad Street, 16 <sup>th</sup> Floor Columbus, Ohio 43215 Attention: Voting Equipment Acquisition Program	Cuyahoga County Board of Elections 2925 Euclid Avenue Cleveland, Ohio 44114 Attention: Director  with a copy to:  Cuyahoga County Prosecuting Attorney 1200 Ontario Street, 8 <sup>th</sup> Floor Cleveland, Ohio 44113 Attention: Attorney for the Board of Elections

22. **FURTHER ASSURANCES.** The Sublessee will, upon request of the Sublessor, at the Sublessee's sole cost and expense do and perform any other act and will execute, acknowledge, deliver, file, record and deposit (and will re-file, re-register, re-record, and re-deposit whenever required) any and all further instruments required by law or the Sublessor including, without limitation, financing statements or other documents needed for the protection of the Sublessor's interest consistent with the terms herein.

23. **GOVERNING LAW; COUNTERPARTS.** This Sublease Agreement shall be governed by and in accordance with the laws of the State of Ohio. This Sublease Agreement may be signed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one contract.

24. **CHOICE OF VENUE.** The Sublessee agrees that, to the extent permitted by law, the state and federal courts located in Columbus, Ohio, or any other court in which the Sublessor initiates proceedings shall have exclusive jurisdiction over all matters arising out of this Sublease Agreement and that service of process in any such proceeding shall be effective if mailed to the Sublessee at its address set forth in Paragraph 21 hereof.

25. **ENTIRE AGREEMENT.** This Sublease Agreement correctly sets forth the entire agreement between the Sublessor and the Sublessee and no amendments or modifications of this Sublease Agreement shall be effective unless in writing and signed by both parties.

26. **THE SUBLESSEE'S RESPONSIBILITIES.** Nothing in this Sublease Agreement shall impute or transfer any responsibility from Sublessee to Sublessor.

27. **FEDERAL INCOME TAX MATTERS.** The Sublessee acknowledges that the Sublessor has obtained funds for the SoS Financing Program by utilizing the State COPs financing, and that the interest component of the Sublessor's lease payments thereunder is intended to be exempt from federal income taxation under the Internal Revenue Code of 1986, as amended and the regulations prescribed thereunder (the "Code"). The Sublessor hereby covenants that it will restrict the use of the State-Financed Equipment in such manner and to such extent, if any, as may be necessary after taking into account reasonable expectations at the time the Sublease is entered into, so that the interest portion of such lease payments by the Sublessor will not be subject to federal income taxation under the Code. To the extent permitted by law, the Sublessor shall be liable for any payments to the Internal Revenue Service or the U.S. Treasury as penalties or to preserve the tax-exempt status of the State COPs Financing, and any other costs, resulting in whole or in part from actions taken by the Sublessee, including the failure of the Sublessee to comply with federal income tax laws applicable to such obligation.

28. **MAINTENANCE OF RECORDS.** The Sublessee will keep and make all reports and records associated with the State-Financed Equipment available to the Auditor of the State of Ohio (the "State Auditor"), or the State Auditor's designee, or the Sublessee, for a period of not less than thirteen (13) years after the date of this Agreement. This data shall include a description of the State-Financed Equipment, a detailed overview of the scope of work, and disbursement detail (including amount, date, nature/object of expenditure), and Vendor information. The Sublessee acknowledges that the State Auditor and other departments, agencies and officials of the State of Ohio may audit the Project at any time, including before, during and after completion. To the extent permitted by law, the Sublessee agrees that any costs of any audit by the State Auditor or any other department, agency or official of the State of Ohio will be borne exclusively by and paid solely by the Sublessee. The Sublessee will be solely responsible for all costs associated with any such audit.

29. **MISCELLANEOUS.** The waiver by the Sublessor of the Sublessee's breach of any term, covenant or condition hereof shall not be a waiver of any subsequent breach of the same or any other term, covenant or condition. Any provision of this Sublease Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Sublease Agreement, and any provision of this Sublease Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Sublease Agreement.

**THE EXHIBITS ATTACHED HERETO HAVE BEEN READ BY THE SUBLESSEE AND ARE INCLUDED IN AND MADE A PART HEREOF.**

IN WITNESS WHEREOF, the Sublessor and the Sublessee, acting through the Legislative Authority, have caused this Sublease Agreement to be executed by their duly authorized signers as of the Agreement Date.

THE SUBLESSOR: SECRETARY OF  
STATE OF THE STATE OF OHIO

\_\_\_\_\_  
Frank LaRose

THE SUBLESSEE: COUNTY OF  
CUYAHOGA, OHIO

By: \_\_\_\_\_  
County Executive

Approved and Agreed To:

CUYAHOGA COUNTY BOARD OF ELECTIONS

By: \_\_\_\_\_  
Director of Board of Elections

**CERTIFICATION OF PROSECUTING ATTORNEY**

\_\_\_\_\_, Assistant Prosecuting Attorney, on behalf of Michael C. O’Malley, Prosecuting Attorney of the County of Cuyahoga County, Ohio, (the “Sublessee”) and for the reliance of the Secretary of State of the State of Ohio (the “Sublessor”), do certify that from my examination of the Sublease Agreement dated as of \_\_\_\_\_ (the "Agreement") between the Sublessee and the Sublessor and my knowledge of Sublessee’s organization, that the Agreement has been duly authorized, executed and delivered by the Sublessee in accordance with the laws of the State of Ohio. The Sublessee is a county and political subdivision of the State of Ohio with full authority and legal capacity to perform all obligations and terms of the Agreement. Upon signature by the officers executing the Agreement, the Agreement will constitute a legal obligation of Sublessee in accordance with the terms thereof, and the Sublessee possesses the legal authority to fully perform all obligations incurred by the Sublessee. The Sublessee has been authorized by the County Council of the Sublessee by Resolution No. \_\_\_\_\_ duly adopted by such body on \_\_\_\_\_.

PROSECUTING ATTORNEY OF THE  
COUNTY OF CUYAHOGA

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**FISCAL OFFICER’S CERTIFICATE**

The undersigned, Fiscal Officer of the County of Cuyahoga, Ohio, as fiscal officer of such county, hereby certifies that the money required to meet the obligations of the such county during Fiscal Year 20\_\_ under the attached Sublease-Purchase Agreement have been lawfully appropriated by the County Council of such county for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Revised Code.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
County Fiscal Officer  
County of Cuyahoga, Ohio

13219249

## **EXHIBIT A**

### **SCHEDULE OF STATE-FINANCED EQUIPMENT**

The State-Financed Equipment consists of voting machines and equipment and more particularly described in Exhibit A-1 hereto.

### **EQUIPMENT LOCATION**

When not in use at polling locations, the Equipment will be located at the following address:

Cuyahoga County Board of Elections  
3951 Perkins Avenue Cuyahoga County, Ohio 44103

### **OTHER USES OF STATE CONTRIBUTION**

The other uses of the State Contribution are described in Exhibit A-2 hereto.

**EXHIBIT A-1**

**LIST OF STATE-FINANCED EQUIPMENT**

Equipment Description	Cost	Amount Provided by SoS Financing Program																				
<table border="1"> <thead> <tr> <th align="left">Item</th> <th align="right">Quantity</th> <th align="right">Unit Cost</th> <th align="right">Total</th> </tr> </thead> <tbody> <tr> <td> <b>ClearCast Go &amp; Ballot Box Bundle</b>   <u>Includes (for each unit):</u>                      Software:                      - ClearCast Software License (perpetual)                      Hardware:                      - ClearCast Go &amp; Rugged Ballot Box                      - Batteries                      (1 per unit, NPP NP12-7AH 12-volt 7 Amp                      hour sealed lead acid battery)                      Support Services:                      - Support (5 years)                      Miscellaneous Items:                      - USB Drives (2 per unit)                      - Security Devices                      - Two (2) thermal paper rolls                      - Cords and Cables                      Documentation:                      - Electronic Documentation and Training                      Materials                 </td> <td align="right">1100 Units</td> <td align="right">\$5,400.00</td> <td align="right">\$5,940,000.00</td> </tr> <tr> <td> <b>ClearAccess Freestanding Bundle</b>   <u>Includes (for each unit):</u>                      Software:                      - ClearAccess Software License                      (perpetual)                      Hardware:                      - Touch-Screen Monitor                      - Freestanding Box                      - Barcode Scanners                      - Ballot Printer (1 per unit, Oki Data                      B432dn-B)                      - Headphones (1 set per unit)                      - EZ Keypad (1 per unit)                      Support Services:                      - Support (5 years)                      Miscellaneous Items:                      - Memory Drive (1 per unit)                      - Security Devices                 </td> <td align="right">350 Units</td> <td align="right">\$4,750.00</td> <td align="right">\$1,662,500.00</td> </tr> <tr> <td></td> <td align="right">350 Units</td> <td align="right">\$500.00</td> <td align="right">\$175,000.00</td> </tr> <tr> <td></td> <td align="right">14 Units</td> <td align="right">\$700</td> <td align="right">\$9,800.00</td> </tr> </tbody> </table>	Item	Quantity	Unit Cost	Total	<b>ClearCast Go &amp; Ballot Box Bundle</b>  <u>Includes (for each unit):</u> Software: - ClearCast Software License (perpetual) Hardware: - ClearCast Go & Rugged Ballot Box - Batteries (1 per unit, NPP NP12-7AH 12-volt 7 Amp hour sealed lead acid battery) Support Services: - Support (5 years) Miscellaneous Items: - USB Drives (2 per unit) - Security Devices - Two (2) thermal paper rolls - Cords and Cables Documentation: - Electronic Documentation and Training Materials	1100 Units	\$5,400.00	\$5,940,000.00	<b>ClearAccess Freestanding Bundle</b>  <u>Includes (for each unit):</u> Software: - ClearAccess Software License (perpetual) Hardware: - Touch-Screen Monitor - Freestanding Box - Barcode Scanners - Ballot Printer (1 per unit, Oki Data B432dn-B) - Headphones (1 set per unit) - EZ Keypad (1 per unit) Support Services: - Support (5 years) Miscellaneous Items: - Memory Drive (1 per unit) - Security Devices	350 Units	\$4,750.00	\$1,662,500.00		350 Units	\$500.00	\$175,000.00		14 Units	\$700	\$9,800.00		
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	14 Units	\$700	\$9,800.00																			

<ul style="list-style-type: none"> <li>- Starter Cartridge and one (1) extra for Printer</li> </ul> <p>Documentation:</p> <ul style="list-style-type: none"> <li>- Electronic Documentation and Training Materials</li> </ul>			
<p><b>ClearCount ScanStation Bundle (7900)</b></p> <p><u>Includes (for each unit):</u></p> <p>Software:</p> <ul style="list-style-type: none"> <li>- ClearCount Software (perpetual license) (priced separately)</li> </ul> <p>Hardware:</p> <ul style="list-style-type: none"> <li>- Scanner (Fujitsu FI-7900)</li> <li>- Workstation (1 per scanner, Dell laptop Latitude 5521)</li> </ul> <p>Support Services:</p> <ul style="list-style-type: none"> <li>- Support (5 years)</li> </ul> <p>Professional Services:</p> <ul style="list-style-type: none"> <li>- Installation, Testing, Pre-Election Programming, Ballot Tabulation Support</li> <li>- Equipment Setup</li> <li>- L&amp;A Testing Prior to First Election</li> </ul> <p>Miscellaneous Items:</p> <ul style="list-style-type: none"> <li>- Laptop Stand</li> <li>- Ethernet Cables</li> <li>- Security Devices</li> </ul> <p>Documentation:</p> <ul style="list-style-type: none"> <li>- Electronic Documentation and Training Materials</li> </ul>	12 Units	\$40,000.00	\$480,000.00
<p><b>PrintNow Absentee Bundle</b></p> <p><u>Includes (for each unit):</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> <li>- PrintNow Software (perpetual license)</li> </ul> <p>Hardware:</p> <ul style="list-style-type: none"> <li>- Printer (1 per unit, Lexmark CS700 Series color election printer with 22" Extension Kit)</li> <li>- Barcode printer (Zebra ZD410)</li> <li>- Switch (Cisco CBS350-8T-E-2G-NA)</li> <li>- Workstation (1 per unit, Lenovo ThinkPad E14 G2)</li> </ul> <p>Support Services:</p> <ul style="list-style-type: none"> <li>- Support (5 years)</li> <li>- Warranty on Printer &amp; Workstation (5 years)</li> </ul> <p>Miscellaneous Items:</p> <ul style="list-style-type: none"> <li>- Ethernet cable</li> <li>- Power strip</li> <li>- Starter Cartridge for Printer</li> </ul> <p>Documentation:</p> <ul style="list-style-type: none"> <li>- Electronic Documentation and Training Materials</li> </ul>	4 Units	\$19,200.00	\$76,800.00



<p><b>PrintNow Kiosk (1<sup>st</sup> Station)</b></p> <p><b>PrintNow Kiosk (additional)</b></p> <p><u>Includes (for each unit):</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> <li>- PrintNow Software (perpetual license)</li> </ul> <p><u>Hardware:</u></p> <ul style="list-style-type: none"> <li>- Printer (1 per unit, MS521 Lexmark Election Printer)</li> <li>- Workstation (1 per unit, Lenovo ThinkPad E14 G2)</li> <li>- Barcode printer (Zebra ZD410)</li> <li>- Switch (Cisco CBS350-8T-E-2G-NA)</li> </ul> <p><u>Support Services:</u></p> <ul style="list-style-type: none"> <li>- Support (5 years)</li> <li>- Warranty on Printer &amp; Workstation (5 years)</li> </ul> <p><u>Miscellaneous Items:</u></p> <ul style="list-style-type: none"> <li>- Ethernet cable</li> <li>- Power strip</li> <li>- Starter Cartridge for Printer</li> </ul> <p><u>Documentation:</u></p> <ul style="list-style-type: none"> <li>- Electronic Documentation and Training Materials</li> </ul>	<p>1 Unit</p> <p>31 Units</p>	<p>\$9,600.00</p> <p>\$5,000.00</p>	<p>\$9,600.00</p> <p>\$155,000.00</p>
<p><b>Standard Warranty Plus</b></p> <p><u>Includes (for each of the ClearCast Go &amp; ClearAccess units):</u></p> <p><u>Support Services:</u></p> <ul style="list-style-type: none"> <li>- Preventative Maintenance (Annual) for Years 1-5</li> </ul>	<p>1464 Units</p>	<p>\$250.00</p>	<p>\$366,000.00</p>
<p><b>ClearCount Software</b></p> <p><u>Includes</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> <li>- ClearCount License (perpetual)</li> </ul> <p><u>Hardware:</u></p> <ul style="list-style-type: none"> <li>- Server (Dell PowerEdge T440)</li> <li>- Workstation (Dell Optiplex XE3 SFF with 27" monitor)</li> <li>- Report Printer (Brother HL-L2350DW)</li> <li>- Hard Drive (8 TB Western Digital WDBBGB0080HBK-NESN)</li> <li>- Switch (Cisco CBS350-24-4G-NA)</li> <li>- 22" Monitor (Dell P2222H)</li> <li>- DVD Drive (LG GP65NB60)</li> </ul> <p><u>Support Services:</u></p> <ul style="list-style-type: none"> <li>- Support (5 years)</li> </ul> <p><u>Miscellaneous Items:</u></p> <ul style="list-style-type: none"> <li>- Ethernet &amp; printer data cables</li> </ul> <p><u>Documentation:</u></p>	<p>1 Unit</p>	<p>\$317,060.00</p>	<p>\$317,060.00</p>

- Electronic Documentation and Training Materials			
<b>ClearDesign Software</b> <u>Includes</u> Software: - Voice Synthesis Software (Includes Spanish) (perpetual) - ClearDesign License (perpetual) Hardware: - Server (Dell PowerEdge T440) - Workstation (Dell Optiplex XE3 SFF with 27" monitor) Support Services: - Support (5 years) Documentation: - Electronic Documentation and Training Materials	1 Unit	\$317,060.00	\$317,060.00
<b>PURCHASE PRICE</b>			<b>\$9,508,820</b>

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-0007

Sponsored by: <b>County Executive Ronayne</b>	<b>An Ordinance</b> amending Section 202.08 of the Cuyahoga County Code regarding the Department of Development and enacting new Section 202.09 to establish the Department of Housing and Community Development; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Department of Development is established under Article VII, Section 7.02 of the Charter to develop, direct and implement programs and activities for carrying out the purposes of said Article; and

WHEREAS, in order for the Department of Development to more efficiently carry out the purposes set out in Article VII of the Charter, it is necessary to amend Section 202.08 of the County Code; and

WHEREAS, having a safe, affordable place to live is the foundation of family well-being, from health and educational outcomes to economic self-sufficiency; and

WHEREAS, Cuyahoga County is made up of 59 diverse communities with equally diverse housing and community development needs; and

WHEREAS, the creation of a Department of Housing and Community Development will improve the quality and availability of homes and strengthen the communities of Cuyahoga County; and

WHEREAS, Article III, Section 3.09(2), of the Charter grants Council the power to establish departments, and divisions and sections within departments, under the supervision of the County Executive, as the Council determines to be necessary for the efficient administration of the County; and

WHEREAS, the County desires to amend Section 202.08 of the County Code regarding the Department of Development and to enact new Section 202.09 of the County Code to establish the Department of Housing and Community Development to, among other things, better support the housing needs of all communities within Cuyahoga County; and

WHEREAS, the Department of Housing and Community Development shall review and determine the housing needs that exist in Cuyahoga County and, based on

that data, determine the funding types and levels needed to implement the programming to address those needs; and

WHEREAS, the Department of Housing and Community Development shall convene housing stakeholders throughout the community and at all levels to facilitate the discussion of a county-wide housing policy that can be adopted and implemented; and

WHEREAS, the Department of Housing and Community Development shall be responsible for the administration of funds directly related to housing and community development; and

WHEREAS, the Department of Housing and Community Development shall provide healthy and inclusive programming that strengthens and enhances the livability and quality of life in the neighborhoods and communities throughout Cuyahoga County; 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.** Section 202.08 is hereby amended to read as follows (deletions are stricken, additions are bold and underlined):

**Section 202.08 Department of Development**

- A. The Department of Development, **established in accordance with Article VII of the Charter,** shall contain the following divisions: (1) Division of Economic Development, **and** (2) ~~Division of Community Development,~~ (3) ~~Division of Regulatory Compliance & Monitoring,~~ and (4) ~~Division of Fiscal Services.~~ **The Division of Fiscal Services shall also provide such services to the Department of Housing and Community Development established under Section 202.09 of the Code.** ~~The duties, functions and employees of the Department of Development shall be incorporated into the divisions listed herein. Such duties and functions of the Department of Development shall include the economic development interests of the County with regard to the facilities, tenants, prospective tenants/businesses and parcels of the County Airport.~~
- B. **The Director of the Department of Development shall be appointed by the County Executive, subject to confirmation by Council in accordance with Section 2.03(2) of the Charter.**

C. Nothing in Section 202.08 of the Cuyahoga County Code is intended to limit the ability of the County Executive and the Director of the Department of Development to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law.

**SECTION 2.** New Section 202.09 of the County Code is hereby enacted to read as follows:

**Section 202.09 Department of Housing and Community Development**

**A. There is hereby established the Department of Housing and Community Development. To address the housing needs of all persons and communities within Cuyahoga County, the Department shall, without limitation:**

**1. Periodically, but no less frequently than once every five years beginning in the last quarter of 2023:**

**a. review the housing needs that exist in Cuyahoga County and determine the funding types and levels needed to implement the programming to address those needs;**

**b. convene housing stakeholders at all levels throughout the community to facilitate development of a county-wide housing policy to address the evolving housing needs of the community.**

**2. Provide healthy and inclusive programming that strengthens and enhances the livability and quality of life in the neighborhoods and communities throughout Cuyahoga County.**

**B. The Department of Housing and Community Development shall be under the supervision of the County Executive and the Director of Housing and Community Development. The Director of Housing and Community Development shall be appointed by the County Executive, subject to confirmation by Council in accordance with Section 2.03(2) of the Charter.**

**C. The Department of Development Division of Fiscal Services shall provide fiscal and other related services to the Department of Housing and Community Development including, at the direction of the Director of Housing and Community Development, administration of all funds directly related to housing and community development.**

**SECTION 3.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the

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

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

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

Yeas:

Nays:

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

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

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

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

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

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-0008

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/ Department of Purchasing</b>	<b>An Ordinance</b> amending Cuyahoga County Code Chapter 506; Procurement Card Program Policies and Procedures to approve revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 4/11/2023; and declaring the necessity that this Ordinance become immediately effective.
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**WHEREAS**, the County Executive Ronayne/Fiscal Officer/Department of Purchasing submitted a revised Procurement Card Program Policies and Procedures, effective 4/11/2023; and

**WHEREAS**, the Procurement Card Program Policies and Procedures was previously established by the Board of Commissioners in Resolution No. 084247 on October 7, 2008, and later revised by Cuyahoga County Council Ordinance No. O2012-0006 on March 27, 2012, and by Cuyahoga County Council Ordinance No. O2014-0003 on February 15, 2014, as codified in Chapter 506 of the Cuyahoga County Code; and

**WHEREAS**, the primary goals of the Revised Procurement Card Program Policies and Procedures are to include the current naming conventions for Department of Purchasing, to clarify language around card activity monitoring, to add specific language about progressive discipline for misuse of P-Cards, and to clarify the ability of Cardholders to designate staff members to use their cards while maintaining liability for the card; and

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

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

**SECTION 1.** Chapter 506 of the Cuyahoga County Code is hereby amended to read as follows (deletions are ~~stricken~~, additions are **bolded and underlined**):

Chapter 506: Procurement Card Program Policies and Procedures

The revised Procurement Card Program Policies and Procedures, attached as Exhibit A, is hereby adopted effective 3/1/2014/11/2023.

**SECTION 2.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this 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 Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

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 Procurement Card Program Policy and Procedures**

### **Background**

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. The program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

### **Authority**

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. Cuyahoga County has formulated the policy for the use of the cards. The resolution shall set limits for spending, activity and allowable expenditures as well as administrative controls that the County determines will be sufficient for use of a procurement card. The Fiscal Officer shall develop internal accounting controls in consultation with the Auditor of State.

### **General Information**

The procurement card program is not intended to avoid or bypass the competitive bid requirements of ORC 307.86, appropriation of funds process, approval, or payment processes. Rather, the program complements the existing processes. Expenditures may not exceed appropriations under current County policy under any circumstances.

The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone in addition, fax orders. It is not an ATM (automated teller machine) card or a debit card. The card is not to be used for personal or non-work-related purchases.

A “Cardholder” is an individual who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The Cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. The Cardholder must comply with the programs record-keeping requirements (including retention of original receipts) for the protection of both the Cardholder and the County. The Cardholder is also responsible for timely reconciliation of the billing statement. Employees have a responsibility to report instances where the County’s policies and procedures are not being followed.

The card program carries corporate, not individual, liability. The Cardholder’s personal credit history is not impacted in any way, and credit checks are not done on individual Cardholders. Billings for authorized purchases will be paid with County funds.

## **Policies and Procedures**

### **1. Selection of the procurement card issuer**

The procurement card provider has been selected through the County's Request for Proposal (RFP) process. As part of the evaluation process, the contractor's ability to support the County in the following areas was assessed and supported:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing awards program
- No cost to County (such as no annual fees, no interest charged on current balances, no fixed fees, transaction fees or late payment charges.)
- Soft dollar savings as a result of increased administrative efficiency and better resource allocation for County staff
- Internet-based/online program administration including workflow processes for card application, approval, suspension, and cancellation; maintenance of Cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24-hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and toll-free customer service telephone number printed on the back

The agreement includes fee schedules, processing procedures, and rights and responsibilities of both parties.

### **2. Agencies' policies**

The County's requires departments and elected officials to apply for participation in the program with The Department of Purchasing and receive training for Cardholders and Agency Coordinators in the use of procurement cards and related processes.

### **3. Designation of the Program Administrator and Agency Coordinators**

Exhibit A

Cuyahoga County designates an employee of the Department of Purchasing as Administrator for the Procurement Card Program. This person will be responsible for administration of the countywide contract and for establishment of the countywide policy adopted through resolution. Specific duties include but are not limited to processing applications, troubleshooting problems encountered with care use or vendor authorization, following up on lost or stolen cards, training of Agency Coordinators and card users and acting as mail liaison with the procurement card vendor.

In addition, each County agency that participates in the procurement card program will name a program coordinator. The Agency Coordinator will be responsible for processing its' Cardholder applications, suspensions, and cancellations; resolving disputes with merchants, reviewing and reconciling card activity; and maintaining Cardholder profiles.

**4. Establishment of card limits**

Individual procurement cards are subject to the following maximum limits:

- 1. Daily spending per card: \$ 1,000
- 2. Monthly spending per card: \$ 10,000
- 3. Single transaction limit: \$ 1000  
(May not exceed \$1,000 per ORC 5705.41 (D)(3))
- 4. Daily number of transactions per card: 5
- 5. Monthly number of transactions per card: 100

Purchases may not be split to bypass the single transaction limit.

Through the Cardholder application process, agencies may also further define limits for specific Cardholders, not to exceed the limits established above.

Cuyahoga County shall pass a resolution including the above card limits and number of cards issued to determine an estimated dollar amount of work-related expenses in accordance with Ohio Revised Code Sections 301.29 (F)(1) or 301.29 (F)(2).

**5. Designation of allowed/disallowed transactions**

The card may be used to purchase duty-related goods and items specific and coded to the specific agency subject to the limits established above.

The cards may not be used to pay for the following:

- Capital equipment
- Entertainment
- Alcoholic beverages
- Long-distance telephone charges
- County-issued credit card purchases otherwise authorized by O.R.C. 301.27

The procurement card issuer must maintain an annual record of all transactions that are

## Exhibit A

1099 reportable. Summarized transactions, including the vendors' tax identification number, name address and dollar amount paid, must be supplied in a manner acceptable to the Fiscal Officer's office no later than the second Monday in January of the following year. ATM, cash advance, cash back and all other cash-related transactions are strictly prohibited. Through the Cardholder application process, agencies will define allowed merchant commodity codes for specific Cardholders within the parameters established above.

### **6. Sales and use tax**

Purchases made with the County procurement cards are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor and receive a credit for the unnecessary tax.

### **7. Application for procurement card and subsequent profile changes**

Cards will be issued in the designated individual's name, with the appointing authority's name clearly indicated as the buyer on the card. An individual Cardholder must be a current full-time County employee.

The application will specify monetary limits and funding source(s), as well as approved merchant commodity codes for the individual Cardholder in compliance with sections 4 and 5 above. The Agency Coordinator will prepare the application, obtain the written approval of the agency's top executive and forward it to the program coordinator. The Program Administrator also approves the application and submits it to the card issuer.

The issuer assigns a card number and notifies the program coordinator who, in turn, notifies the Agency Coordinator.

Once a card has been issued, an agency may later wish to modify the card's limits such as adding approved merchant commodity codes or raising the daily dollar limit within those established in Section 4 above. Any changes or updates to a Cardholder's name, job title, address, telephone number, spending limits or merchant commodity codes should be initiated by the Agency Coordinator and approved by the Program Administrator, who will take any recommended changes to the appropriate board for approval as required.

### **8. Cardholder acknowledgment and responsibilities**

The Cardholder is responsible for the physical custody of card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is to be used only by the Cardholder or it's designee with explicit written consent to pay for authorized, work-related expenses. The Cardholder maintains liability for any misuse or improper use of the procurement card.

The Cardholder will sign a written acknowledgment indicating that the Cardholder understands the intent of the program and agrees to adhere to the policy and guidelines

established by the Cuyahoga County Executive/Fiscal Officer/Department of Purchasing as well as those established by any appointing authority. The appointing authority will retain the signed acknowledgment and will forward a copy to the Program Administrator.

**9. Making purchases; record-keeping**

**a. Contract Encumbrance**

A contract encumbrance will be established in the name of the card issuer based on estimates of approved card use within the monetary and transaction limits established for the card by the County to ensure that expenditures do not exceed available appropriations.

For accounting purposes, a contract encumbrance will be established for each procurement card to ensure that individual charges, reconciliation and payments are prompt and accurate.

**b. Original receipts**

When making a purchase, the Cardholder should obtain and retain the original receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, and per unit price and extended price if applicable. The Cardholder will match and attach receipts to billing statements as part of the account reconciliation.

**c. Internet, telephone and fax purchases**

Procurement cards may be used to purchase goods over the Internet, telephone or fax. The purchases must be evidenced by either the original packing slip that accompanied the purchased goods or an original or faxed itemized receipt.

When using the Internet, the Cardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A Cardholder can determine if the web site address is secure in two ways:

- (1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
- (2) A symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signals that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The Cardholder should inform the vendor that the purchase will be paid through the County procurement card, and that the purchase is tax exempt. The Cardholder

## Exhibit A

should also ensure the vendor will comply with the requirements of items **c** (above), and **e** and **f** (below).

### **d. Declined attempts**

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of the spending pattern, or sometimes if the “bill to” address does not match the “ship to” address.

### **e. Agent, acceptance or service fees**

The County will not pay agent, acceptance or service fees in order to process a procurement card charge. If fees of these types are not disclosed upfront the Cardholder shall dispute the fee immediately, regardless of amount.

### **f. Vendor invoices**

Vendors should not invoice the Cardholder for purchases made with the procurement card. The vendor will be paid by the card issuer, not by the county. However, the Cardholder must always receive an itemized receipt or order confirmation.

### **g. Purchasing log**

Each Cardholder will maintain a purchasing log. The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was placed (via Internet, phone, fax, mail or in person) and countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase should be attached to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by the Agency Coordinator, or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

### **h. Monitoring card activity**

Certain County employees, such as the Program Administrator, Agency Coordinators, and the Fiscal Office staff, will have access to view and monitor card activity. An audit of a participating agency’s log and attached receipts can occur at any time.

### **i. Inventory**

Any materials, machinery, tools, or other County supplies purchased with a procurement card considered attractive for personal use must be identified and inventoried in accordance with Ohio Revised Code Section 305.18 and County policy as applicable.

**10. Account reconciliation and payment of procurement card billing**

The Program Administrator will receive a comprehensive statement identifying all transactions made during the billing cycle. The Cardholder and their Agency Coordinators will reconcile the statement's accuracy against the purchasing log and receipts and forward to the Program Administrator. Next, the Program Administrator and Agency Coordinators will communicate on a regularly scheduled basis to reconcile the comprehensive statement prior to making payment to the card issuer. Payment cannot be made until the Cardholder confirms receipt of the goods and services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The Agency Coordinator is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving the statement for each Cardholder under their supervision. The approval must be evidenced by the Agency Coordinator's signature. Once all charges are approved for payment, the Program Administrator must submit the original comprehensive statement, purchasing log and supporting receipts to the Fiscal Officer, who will issue payment to the card issuer by warrant.

**11. Returns, credits and dispute resolution**

Problems associated with procurement card purchases may include broken merchandise, a billed amount which does not match the quote, a billed amount that includes sales tax, the statement contains a charge not recognized by the Cardholder, or the statement contains duplicate charges from a vendor. In these instances, the Cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, a credit to the procurement card account should be requested. The Cardholder shall notify the Agency Coordinator so they can verify that the credit appears on a subsequent statement. The Cardholder cannot accept cash, or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the Cardholder should contact the Program Administrator.

**12. Late fees or finance charges**

No late fees or finance charges shall be paid by the County under terms of the procurement card program.

**13. Lost or stolen cards**

If the card is lost or stolen, the Cardholder must notify the card issuer and Program Administrator immediately. Upon receipt of notification, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The Cardholder must confirm the notification by written notification to Program Administrator via mail or fax, with copies to the card issuer, the Agency Coordinator and the Fiscal Office. The date and time of the phone report of the lost or stolen card should be included in the written notification. The Program Administrator will initiate issuance of a replacement card.



**14. Suspension or cancellation of card**


The Agency Coordinator will initiate suspension or cancellation of the card and will notify the Program Administrator and the Fiscal Officer that such action has been requested. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The Program Administrator will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended or revoked. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in card cancellation.

**15. Penalties for improper use of card**

The card is to be used only by the Cardholder or it's designee with explicit written consent to pay for authorized, work-related expenses. The Cardholder maintains liability for any misuse or improper use of the procurement card. The card may not be used to pay for personal transactions. Misuse or improper use of the procurement card will result in the progressive disciplinary actions below:

- Improper use of the card may result in disciplinary actions up to and including dismissal.
- The employee may be required to reimburse Cuyahoga County for improper use of the card.
- Improper use of the card may result in the suspension/cancellation of Cardholder's privileges.

Improper use of the card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment. Improper used can result in revoking the card. In addition, the Cardholder is personally liable for payment of improper purchases, including those in excess of dollar amounts appropriated or authorized by the County and subject to criminal prosecution under terms of Ohio Revised Code 309.29 (G)(4). Misuse of a procurement card is a violation of law for purposes of Section 2913.21 of the Ohio Revised Code.



Revised Procurement Card Program Policies and Procedures, anticipated effective 4/11/2023  
(approval on 3<sup>rd</sup> reading by Council).

The primary goal of the revised Procurement Card Program Policies and Procedures is to enable the use of a County procurement card for purchases and charges being made by County credit cards.

The changes to the policy are to include the current naming conventions for Department of Purchasing, to clarify language around card activity monitoring, to add specific language about progressive discipline for misuse of P-Cards, and to clarify the ability of Cardholders to designate staff members to use their cards while maintaining liability for the card.

# Cuyahoga County Procurement Card Program Policy and Procedures

## **Background**

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. The program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

## **Authority**

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. Cuyahoga County has formulated the policy for the use of the cards. The resolution shall set limits for spending, activity and allowable expenditures as well as administrative controls that the County determines will be sufficient for use of a procurement card. The County—Auditor **Fiscal Officer** shall develop internal accounting controls in consultation with the Auditor of State.

## **General Information**

The procurement card program is not intended to avoid or bypass the competitive bid requirements of ORC 307.86, appropriation of funds process, approval or payment processes. Rather, the program complements the existing processes. Expenditures may not exceed appropriations under current County policy under any circumstances.

The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone in addition, fax orders. It is not an ATM (automated teller machine) card or a debit card. The card is not to be used for personal or non-work-related purchases.

A “**C**ardholder” is an individual who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The **C**ardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The **C**ardholder must comply with the programs record-keeping requirements (including retention of original receipts) for the protection of both the **C**ardholder and the County. The **C**ardholder is also responsible for timely reconciliation of the billing statement. Employees have a responsibility to report instances where the County’s policies and procedures are not being followed.

The card program carries corporate, not individual, liability. The Cardholder's personal credit history is not impacted in any way, and credit checks are not done on individual Cardholders. Billings for authorized purchases will be paid with County funds.

## **Policies and Procedures**

### **1. Selection of the procurement card issuer**

The procurement card provider has been selected through the County's Request for Proposal (RFP) process. As part of the evaluation process, the contractor's ability to support the County in the following areas was assessed and supported:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing awards program
- No cost to County (such as no annual fees, no interest charged on current balances, no fixed fees, transaction fees or late payment charges.)
- Soft dollar savings as a result of increased administrative efficiency and better resource allocation for County staff
- Internet-based/online program administration including workflow processes for card application, approval, suspension and cancellation; maintenance of Cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24 hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and toll-free customer service telephone number printed on the back

The agreement includes fee schedules, processing procedures, and rights and responsibilities of both parties.

### **2. Agencies' policies**

The County's requires departments and elected officials to apply for participation in the program with

The ~~Office of Procurement & Diversity~~ **Department of Purchasing** and receive training for **Cardholders** and **Agency Coordinators** in the use of procurement cards and related processes.

**3. Designation of the Program Administrator and Agency Coordinators**

Cuyahoga County designates an employee of the ~~Office of Procurement & Diversity~~ **Department of Purchasing** as **Administrator** for the **Procurement Card Program**. This person will be responsible for administration of the countywide contract and for establishment of the countywide policy adopted through resolution. Specific duties include but are not limited to processing applications, troubleshooting problems encountered with care use or vendor authorization, following up on lost or stolen cards, training of **Agency Coordinators** and card users and acting as mail liaison with the procurement card vendor.

In addition, each County agency that participates in the procurement card program will name a program coordinator. The **Agency Coordinator** will be responsible for processing its' **Cardholder** applications, suspensions, and cancellations; resolving disputes with merchants, reviewing and reconciling card activity; and maintaining **Cardholder** profiles.

**4. Establishment of card limits**

Individual procurement cards are subject to the following maximum limits:

- |   |           |
|---|-----------|
| 1. Daily spending per card:   | \$ 1,000  |
| 2. Monthly spending per card:   | \$ 10,000 |
| 3. Single transaction limit:<br>(may not exceed \$1,000 per ORC 5705.41 (D)(3)) | \$ 999    |
| 4. Daily number of transactions per card:                                       | 5         |
| 5. Monthly number of transactions per card:                                     | 100       |

Purchases may not be split to bypass the single transaction limit.

Through the **Cardholder** application process, agencies may also further define limits for specific **Cardholders**, not to exceed the limits established above.

Cuyahoga County shall pass a resolution including the above card limits and number of cards issued to determine an estimated dollar amount of work-related expenses in accordance with Ohio Revised Code Sections 301.29 (F)(1) or 301.29 (F)(2).

**5. Designation of allowed/disallowed transactions**

The card may be used to purchase duty-related goods and items specific and coded to the specific agency subject to the limits established above.

The cards may not be used to pay for the following:

- Capital equipment
- Entertainment

- Alcoholic beverages
- Long-distance telephone charges
- County-issued credit card purchases otherwise authorized by O.R.C. 301.27

The procurement card issuer must maintain an annual record of all transactions that are 1099 reportable. Summarized transactions, including the vendors' tax identification number, name address and dollar amount paid, must be supplied in a manner acceptable to the ~~County Auditor's~~ **Fiscal Officer's** office no later than the second Monday in January of the following year. ATM, cash advance and all other cash-related transactions are strictly prohibited. Through the **Cardholder** application process, agencies will define allowed merchant commodity codes for specific **Cardholders** within the parameters established above.

#### 6. Sales and use tax

Purchases made with the County procurement cards are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor, and receive a credit for the unnecessary tax.

#### 7. Application for procurement card and subsequent profile changes

Cards will be issued either in the ~~name of the office of~~ **designated individual's name** **with** the appointing authority or in the designated individual's name, with the appointing authority's name clearly indicated as the buyer on the card. An individual **Cardholder** must be a current full-time County employee.

The application will specify monetary and ~~transaction limits~~ **funding source(s)**, as well as approved merchant commodity codes for the individual **Cardholder** in compliance with sections 4 and 5 above. The **Agency Coordinator** will prepare the application, obtain the written approval of the agency's top executive and forward it to the program coordinator. The **Program Administrator** also approves the application and submits it to the card issuer.

The issuer assigns a card number and notifies the program coordinator who, in turn, notifies the ~~County Auditor and the~~ **Agency Coordinator**.

Once a card has been issued, an agency may later wish to modify the card's limits such as adding approved merchant commodity codes or raising the daily dollar limit within those established in Section 4 above. Any changes or updates to a **Cardholder's** name, job title, address, telephone number, spending limits or merchant commodity codes should be initiated by the **Agency Coordinator** and approved by the **Program Administrator**, who will take any recommended changes to the appropriate board for approval as required.

#### 8. Cardholder acknowledgment and responsibilities

The ~~card holder~~ **Cardholder** is responsible for the physical custody of card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is ~~not to be loaned to anyone or used by~~

~~anyone other than the person designated to do so~~ **to be used only by the Cardholder or it's designee with explicit written consent to pay for authorized, work-related expenses. The Cardholder maintains liability for any misuse or improper use of the procurement card.**

The **C**ardholder will sign a written acknowledgment indicating that the **C**ardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by ~~the~~ **Commissioners Cuyahoga County Executive/Fiscal Office/Department of Purchasing** as well as those established by any appointing authority. The appointing authority will retain the signed acknowledgment, and will forward a copy to the **P**rogram **A**dministrator.

## **9. Making purchases; record-keeping**

### **a. Contract Encumbrance**

A contract encumbrance will be established in the name of the card issuer based on estimates of approved card use within the monetary and transaction limits established for the card by the County to ensure that expenditures do not exceed available appropriations.

For accounting purposes a contract encumbrance will be established for each procurement card to ensure that individual charges, reconciliation and payments are prompt and accurate.

### **b. Original receipts**

When making a purchase, the **C**ardholder should obtain and retain the original receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, and per unit price and extended price if applicable. The **C**ardholder will match and attach receipts to billing statements as part of the account reconciliation.

### **c. Internet, telephone and fax purchases**

Procurement cards may be used to purchase goods over the Internet, telephone or fax. The purchases must be evidenced by either the original packing slip that accompanied the purchased goods or an original or faxed itemized receipt.

When using the Internet, the **C**ardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A **C**ardholder can determine if the web site address is secure in two ways:

- (1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
- (2) A symbol resembling a "lock" will appear at the bottom of the browser. The



“lock” symbol signals that the web site is secure and that all card numbers will be encrypted when passed. Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The **C**ardholder should inform the vendor that the purchase will be paid through the County procurement card, and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items **c** (above), and **e** and **f** (below).

**d. Declined attempts**

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of the spending pattern, or, sometimes if the “bill to” address does not match the “ship to” address.

**e. Agent, acceptance or service fees**

The County will not pay agent, acceptance or service fees in order to process a procurement card charge. If fees of these types are not disclosed upfront the **C**ardholder shall dispute the fee immediately, regardless of amount.

**f. Vendor invoices**

Vendors should not invoice the **C**ardholder for purchases made with the procurement card. The vendor will be paid by the card issuer, not by the county. However, the **C**ardholder must always receive an itemized receipt or order confirmation.

**g. Purchasing log**

Each **C**ardholder will maintain a purchasing log . The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was place (via Internet, phone, fax, mail or in person) and countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase should be ~~stapled~~ **attached** to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by the **A**gency **C**oordinator or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

**h. Monitoring card activity**

Certain County employees, such as the **P**rogram **A**dministrator, **A**gency **C**oordinators, and ~~County Auditor~~ **Fiscal Office** staff, will have access to view and monitor card activity, ~~This review can occur at any time.~~ **An audit of a participating agency’s log and attached receipts can occur at any time.**



**i. Inventory**

Any ~~items~~ **materials, machinery, tools, or other County supplies** purchased with procurement cards considered attractive for personal use must be identified and inventoried in accordance with Ohio Revised Code Section 305.18 and County policy as applicable.

**10. Account reconciliation and payment of procurement card billing**

The **Program Administrator** will receive a comprehensive statement identifying all transactions made during the billing cycle. The **Cardholder** and their **Agency Coordinators** will reconcile the statement's accuracy against the purchasing log and receipts and forward to the **Program Administrator**. Next, the **Program Administrator** and **Agency Coordinators** will communicate on a regularly scheduled basis to reconcile the comprehensive statement prior to making payment to the card issuer. Payment cannot be made until the **Cardholder** confirms receipt of the goods and services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The **Agency Coordinator** is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving the statement for each **Cardholder** under their supervision. The approval must be evidenced by the **Agency Coordinator's** signature. Once all charges are approved for payment, the **Program Administrator** must submit the original comprehensive statement, purchasing log and supporting receipts to the ~~County Auditor~~ **Fiscal Officer**, who will issue payment to the card issuer by warrant.

**11. Returns, credits and dispute resolution**

Problems associated with procurement card purchases may include broken merchandise, a billed amount which does not match the quote, a billed amount that includes sales tax, the statement contains a charge not recognized by the **Cardholder**, or the statement contains duplicate charges from a vendor. In these instances, the **Cardholder** should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, a credit to the procurement card account should be requested. The **Cardholder** shall notify the **Agency Coordinator** so they can verify that the credit appears on a subsequent statement. The **Cardholder** cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the **Cardholder** should contact the **Program Administrator**.

**12. Late fees or finance charges**

No late fees or finance charges shall be paid by the County under terms of the procurement card program.

### 13. Lost or stolen cards

If the card is lost or stolen, the **Cardholder** must notify the card issuer **and Program Administrator** immediately. Upon receipt of ~~the phone call notification~~, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The **Cardholder** must confirm ~~the phone call notification~~ by written notification to ~~the card issuer~~ **Program Administrator** via mail or fax, with copies to the ~~program administrator~~, **card issuer**, the **Agency Coordinator** and the ~~County Auditor~~ **Fiscal Office**. The date and time of the phone report of the lost or stolen card should be included in the written notification. The **Program Administrator** will initiate issuance of a replacement card.

### 14. Suspension or cancellation of card

The **Agency Coordinator** will initiate suspension or cancellation of the card, and will notify the **Program Administrator** and the ~~County Auditor~~ **Fiscal Officer** that such action has been requested. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The ~~agency coordinator~~ **Program Administrator** will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended or revoked. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in card cancellation.

### 15. Penalties for improper use of card

The card is to be used only by the **Cardholder or its designee with explicit written consent** to pay for authorized, work-related expenses. The **Cardholder is not allowed to lend the card to someone else maintains liability for any misuse or improper use of the procurement card**. The card may not be used to pay for personal transactions. **Misuse or Improper use of the procurement card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment will result in the progressive disciplinary actions below:**

- **Improper use of the card may result in disciplinary actions up to and including dismissal.**
- **The employee may be required to reimburse Cuyahoga County for improper use of the card.**
- **Improper use of the card may result in the suspension/cancellation of Cardholder's privileges.**

**Improper use of the card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment.** Improper use can result in revoking the card. In addition, the **Cardholder** is personally liable for payment of improper purchases, including those in excess of dollar amounts appropriated or authorized by the County and subject to criminal prosecution under

terms of Ohio Revised Code 309.29 (G)(4). Misuse of a procurement card is a violation of law for purposes of Section 2913.21 of the Ohio Revised Code.