



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 21, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Meredith M. Turner, Chair – District 9
Michael J. Gallagher, Vice Chair – District 5
Dale Miller – District 2
Yvonne M. Conwell – District 7
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE APRIL 30, 2024 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0154: A Resolution confirming the County Executive’s reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 12]
 - b) R2024-0179: 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 24]

- c) R2024-0183: A Resolution confirming the County Executive's appointment of Kathryn Parks to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 62]
- d) R2024-0184: A Resolution confirming the County Executive's appointment of Kate McBride to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region, for an unexpired term ending 9/27/2024, and declaring the necessity that this Resolution become immediately effective. [See Page 69]
- e) R2024-0185: A Resolution confirming the County Executive's appointment of The Honorable Judge Donna Congeni Fitzsimmons to serve on the Cuyahoga County Diversion Board for unexpired term ending 2/28/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 77]
- f) R2024-0186: A Resolution confirming the County Executive's reappointment of Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 85]
- g) R2024-0193: A Resolution authorizing an amendment with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024; 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 94]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

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

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



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 30, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Turner called the meeting to order at 10:06 a.m.

2. ROLL CALL

Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher, Miller, Conwell and Sweeney were in attendance and a quorum was determined.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 16, 2024 MEETING

A motion was made by Ms. Turner, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the April 16, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item No. 5.h) was taken out of order and considered before Item Nos. 5.b) through 5.g)]

- a) R2024-0149: A Resolution confirming the County Executive's appointment of Dr. Molly Wimbiscus to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the

term 7/1/2023 – 6/30/2027, and declaring the necessity that this Resolution become immediately effective.

Ms. Zoe Toscos, Special Projects Manager for the Executive’s Office, addressed the Committee regarding Resolution No. R2024-0149. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Dr. Molly Wimbiscus addressed the Committee regarding her nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

Committee members asked questions of Dr. Wimbiscus pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2024-0149 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Mr. Sweeney and Ms. Turner requested to have their names added as co-sponsors to the legislation.

- b) R2024-0150: A Resolution confirming the County Executive’s appointment of Tiffany Greene to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0150. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Tiffany Greene addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Greene pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0150 was considered and approved by unanimous vote to be referred to

the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- c) R2024-0151: A Resolution confirming the County Executive's appointment of Lorsonja Moore to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0151. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Lorsonja Moore addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Moore pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0151 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- d) R2024-0153: A Resolution confirming the County Executive's reappointment of Billy Gayheart, Jr. to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 – 10/27/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0153. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Mr. Billy Gayheart, Jr. addressed the Committee regarding his nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Mr. Gayheart, Jr. pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0153 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- e) R2024-0156: A Resolution confirming the County Executive's reappointment of Naimah O'Neal to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0156. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Naimah O'Neal addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. O'Neal pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0156 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- f) R2024-0157: A Resolution confirming the County Executive's reappointment of Julia Patterson to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 – 10/27/2026, and declaring the necessity that this Resolution become

immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0157.
Discussion ensued.**

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Julia Patterson addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Patterson pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0157 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- g) R2024-0158: A Resolution confirming the County Executive's reappointment of Faith Ross to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 – 10/27/2026, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0158.
Discussion ensued.**

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Faith Ross addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Ross pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0158 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- h) R2024-0159: A Resolution confirming the County Executive's reappointment of Karla Ruiz to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2023 – 3/31/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0159. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Karla Ruiz addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Ruiz pertaining to her experience, expertise and qualifications, which she answered accordingly.

Ms. Monica Baker, Grants Supervisor and Mr. Zack Levar, Deputy Director, Population Health for the Cuyahoga County Board of Health, addressed the Committee regarding Resolution No. R2024-0159. Discussion ensued.

Committee members asked questions of Ms. Baker and Mr. Levar pertaining to the item, which they answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2024-0159 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner requested to have her name added as a co-sponsor to the legislation.

- i) R2024-0160: A Resolution confirming the County Executive's reappointment of Stephanice Washington to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 10/28/2023 – 10/27/2026, and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0160. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Ms. Stephanice Washington addressed the Committee regarding her nomination to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. Discussion ensued.

Committee members asked questions of Ms. Washington pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0160 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner, Ms. Conwell, Mr. Sweeney and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- j) R2024-0161: A Resolution confirming the County Executive's appointment of Michael Summers to serve on The MetroHealth System Board of Trustees for an unexpired term ending 3/1/2026; and declaring the necessity that this Resolution become immediately effective.

Ms. Toscos addressed the Committee regarding Resolution No. R2024-0161. Discussion ensued.

Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.

Mr. Michael Summers addressed the Committee regarding his nomination to serve on The MetroHealth System Board of Trustees. Discussion ensued.

Committee members asked questions of Mr. Summers pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0161 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Turner, Ms. Conwell, Mr. Sweeney, Mr. Gallagher and Mr. Miller requested to have their names added as co-sponsors to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

Chairwoman Turner adjourned the meeting at 12:06 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0154

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the mission of the Cuyahoga Regional HIV Prevention and Care Planning Council (“HIV Planning Council”) is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Transitional Grant Area of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties, and to serve as a sounding board and to provide input for the targeted populations at high risk of HIV/AIDS and STI infections to ensure there are no gaps in HIV/AIDS interventions; and

WHEREAS, the Membership and Outreach committee of the HIV Planning Council recommend the nominees based on satisfaction of the Membership guidelines as outlined in the 2009 Ryan White Treatment Extension Act, Section 2602, matching Membership positions that were needed on the Planning Council, and those who acknowledged the time requirements for membership; and

WHEREAS, the HIV Planning Council is a 35-member body serving staggered 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 Dr. Barbara Gripshover to serve on the HIV Planning Council for the term 4/1/2024 – 3/31/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s re-appointment of Dr. Barbara Gripshover to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council for the term 4/1/2024 – 3/31/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 24, 2024

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

Journal _____
_____, 20__



April 10, 2024

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

Re: Cuyahoga Regional HIV Prevention and Care Planning Council

Dear President Jones:

Pursuant to provisions contained in the Ryan White HIV/AIDS Treatment Extension Act of 2009, I am nominating the individuals listed below and in the attached documents to serve on the Cuyahoga Regional HIV Prevention and Care Planning Council. The Council has specific membership requirements and a brief summary of the applicable mandates is attached for review as well.

Re-appointment

- **Billy Gayheart Jr.**, 3-year term, 10/28/2023 - 10/27/2026
- **Dr. Barbara Gripshover**, 3-year term, 4/1/2024 - 3/31/2027
- **Deairius Houston**, 3-year term, 10/28/2023 - 10/27/2026
- **Naimah O'Neal**, 3-year term, 4/1/2024 - 3/31/2027
- **Julia Patterson**, 3-year term, 10/28/2023 - 10/27/2026
- **Faith Ross**, 3-year term, 10/28/2023 - 10/27/2026
- **Karla Ruiz**, 3-year term, 4/1/2023 - 3/31/2026
- **Stephanice Washington**, 3-year term, 10/28/2023 - 10/27/2026

Appointment

- **Tiffany Greene**, 3-year term, 4/1/2024-3/31/2027
- **Lorsonja Moore**, 3-year term, 4/1/2024-3/31/2027
- **Rhonda Watkins**, 3-year term, 10/28/2023-10/27/2026

The HIV Prevention and Care Planning Council is formed pursuant to Federal Law and serves the Transitional Grant Area comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties. The Council strives to identify HIV positive individuals and link them to appropriate care and living situations to improve quality of life and relevant health outcomes.

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,

Chris Ronayne
County Executive

**CURRICULUM VITAE FOR
Case Western Reserve University School of Medicine
University Hospitals Cleveland Medical Center**

Date: 11/1/2023

Personal Information

Name: Gripshover, Barbara Marie

Education:

Miami University, Oxford, OH
BS Magna cum laude, Botany, BA Chemistry
1980

Purdue University, W. Lafayette, IN
MS Cell Biology
1983

Vanderbilt University Medical School, Nashville TN
MD
1987

Postgraduate Training:

University Hospitals of Cleveland, Cleveland, Ohio
Internal Medicine Resident
1987-90

University Hospitals of Cleveland, Cleveland, Ohio
Chief Medical Resident
1990-91

University Hospitals of Cleveland, Cleveland, Ohio
Fellow, Division of Infectious Diseases
1991-93

Johnson and Johnson/UCLA Health Care Executive Program
2006

Contact Information:





Professional Appointments

Medical Director, John T. Carey Special Immunology Unit
University Hospitals of Cleveland, Department of Medicine
1997-present

Infectious Diseases and Internal Medicine Attending Physician
University Hospitals of Cleveland, Department of Medicine
1993-present

Associate Medical Director, John T. Carey Special Immunology Unit
Co-medical Director, Continuing Medical Education
University Hospitals of Cleveland, Department of Medicine
1996-97

Medical Director, HIV Inpatient Care
University Hospitals of Cleveland, Department of Medicine
1994-96

Academic Appointments

Professor of Medicine, Division of Infectious Diseases and HIV Medicine
Case Western Reserve University School of Medicine, Department of Medicine
8/2019-present

Associate Professor of Medicine, Division of Infectious Diseases and HIV Medicine
Case Western Reserve University School of Medicine, Department of Medicine
2001- 7/2019

Assistant Professor of Medicine, Division of Infectious Diseases
Case Western Reserve University School of Medicine, Department of Medicine
1993-2001

Certification and Licensure

National Board of Medical Examiners
Part I 1985; Part II 1986; Part III 1988

Ohio Medical Board Medical License
1990



11/2/1990-1/1/2025

American Board of Internal Medicine
1990; Recertified, ABIM 2004, 2014

ABIM, Subspecialty of Infectious Diseases
1994; Recertified, ABIM Subspecialty of Infectious Diseases 2004, 2014

Honors and Awards

Faculty Development Award for Subspecialty Clinical Teaching, CWRU Department of Medicine 1996, 1997

Best Doctors, Best Doctors Inc
2001-2, 2003-4, 2005-6, 2007-8, 2009-2010, 2011-12, 2013-4, 2015-6, 2017-8, 2019-20, 2021-22, 2023

Master Clinician Educator Award, CWRU/UHCMC/VA Department of Medicine 2018

Infectious Diseases Exceptional Teaching Award CWRU/UHCMC/VA ID fellows 2020, 2022

University Hospitals Distinguished Physician 2020

Leonard Tow Humanism in Medicine Award, Case Western Reserve University School of Medicine 2022

HIVMA Citation Award, ID Week 2023

Membership in Professional Societies

Infectious Diseases Society of America (IDSA) 1993-present
Fellow, IDSA 2009

HIV Medicine Association of IDSA (HIVMA) 2000-present

International AIDS Society 1998-present

Professional Services

Reviewer:

International AIDS Society International AIDS Conference and IAS Pathogenesis Conference abstract reviewer 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Clinical Infectious Diseases and Open Forum Infectious Diseases *ad hoc*

Advisory Groups:

Ohio Department of Health HIV, STI and Hepatitis Medical Advisory Group 2020-ongoing

Ryan White Title I/Part A Planning Council for Northeast Ohio, 1997-ongoing

Ryan White Part A Planning Council Quality Subcommittee 2012-ongoing

Cuyahoga County Board of Health Congenital Syphilis Review Board 2020-ongoing

Ohio Department of Health AIDS Drug Assistance Program/Ryan White Part B Advisory Committee, 1996-2020

Cuyahoga County Plan to End the HIV Epidemic Advisory Committee 2020

Clinton HIV/AIDS Initiative, Clinical Mentor, Bahamas National AIDS Program 2008

Committee Service

National:

2005-7 HIVMA Ryan White Reauthorization Working Group

2006-present HIVMA Ryan White Medical Provider Coalition Steering Committee
2012-2014 Steering Committee Co-chair

2011-2012 HRSA National Quality Center in+Care Campaign Technical Advisory Group

2012 IDSA Maintenance of Certification (MOC) Development Panel for HIV module

9/6/2017 HRSA Technical Expert Panel on Preliminary Proposed Methodology for Ryan White HIV/AIDS Program Services Provider Benchmarking

5/31/2016-11/30/2019 FDA Antimicrobial Drug Advisory Committee Standing Member

Hospital (University Hospitals Cleveland Medical Center):

1993-1995 University Hospitals Infection Control Committee

1994-1996 TB Collaborative Carepath,

1994-2012 Department of Medicine Intern Selection Committee

1995-2001 Anti-infective Utilization Subcommittee of the Pharmacy and Therapeutics Committee

1997-1998 Department of Medicine Chair Search Committee

2002-2006 Department of Medicine Promotions and Tenure committee

2007-2012 Department of Medicine Institutional Review Board committee

University:

2013-14 Chair, DSMB for Dr. Grace McComsey's NIH-funded Randomized placebo-controlled trial of rosuvastatin in HIV-infected subjects to modulate cardiovascular risk and inflammation

2013-16 DSMB member for Dr. Jacquelyn Slomka's RO1: Randomized Trial of an HIV Navigation Program for Early Palliative Care

2015-2017 DSMB member for Dr. Allison Webel's American Heart Association funded study: "A Randomized Clinical Trial of SystemCHANGE to improve Exercise, Diet, and Health in HIV- Infected Adults" and the accompanying sub-study protocol "The Effect of SystemCHANGE on Cognitive Processing and Cardiac Health in HIV+ Adult

2016-ongoing Chair, DSMB for Dr. Grace McComsey's NIH-funded R21-AT009153 Phase1 and R33 Pilot study of zinc supplementation in HIV-infected subjects

2018-20 Chair, DSMB for Dr. Irina Pikuleva's Alzheimer's Drug Development Foundation sponsored Proof-of-concept Clinical Research Study of Efavirenz in Patients with Alzheimer's Disease

Teaching Activities

Course lectures/small groups:

3rd year internal/family medicine UH/VA clerkship students "HIV for Primary Care Providers" lecture 4-5 times/year 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Block 5 Second year medical students "Immunocompromised Host Cases" 2 hours 10/16, 10/17, 10/18, 9/20

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

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

N/A

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

Please see attached

- 1.3 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

Professional licenses are not required for this position under County Charter or state law.

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

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

Cuyahoga Regional HIV Prevention and Care Planning Council

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

N/A

- 2.3 The specific term of office during which the candidate would serve;

4/1/2024-3/31/2027

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

Reappointment

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6 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

2.7 A cumulative list of individuals who applied for the position;

Laconya Witherspoon

Kara Tatum-Johnson

Barbara Gripshover

Billy Gayheart Jr.

Deairius Houston

Faith Ross

Julia Patterson

Karla Ruiz

Lorsonja Moore

Naimah O'Neal

Rhonda Watkins

Stephanice Washington

Tiffany Greene

2.8 The candidate's city and county of residence;

University Heights, Cuyahoga County

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

N/A

- 2.10 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 ethics opinion was requested or issued.

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12 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.

Section 114.02: Notice of Interim Appointments

1. In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0179

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on April 3, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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: *Senior & Adult Benefits Program Specialist*
 Number: 13301
 Pay Grade: 8A/Non-Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Consumer Affairs Investigator*
Class Number: 19081
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

Exhibit C: Class Title: *Consumer Affairs Specialist*
Class Number: 13081
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

Exhibit D: Class Title: *Intelligence Analyst*
Class Number: 12131
Pay Grade: 7A/Non-Exempt
* Update requested by department. Classification last revised in 2021.
Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. The pay grade increased from 6A to 7A.

Exhibit E: Class Title: *Security Lieutenant*
Class Number: 12011
Pay Grade: 11A/Exempt
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the essential function, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change to FLSA status. Pay grade increased from 10A to 11A.

Exhibit F: Class Title: *Supervisor, Weights & Measure*
Class Number: 19071
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2020.
Changes were made to the essential function, technology requirements, environmental factors, and language and formatting. No change to 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

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: May 14, 2024
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: April 17, 2024

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 April 3, 2024, 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:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT	
Senior and Adult Benefits Program Specialist 13301	8A Non-Exempt	Health and Human Services	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Consumer Affairs Investigator 19031	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs

Consumer Affairs Specialist 13091	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs
Intelligence Analyst 12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services
Security Lieutenant 12011	10A Exempt	11A Exempt	Sheriff
Supervisor, Weights and Measure 19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs

cc: Thomas Colaluca, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
Sarah Nemastil, HR Director
Kelli Neale, Program Officer 4

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13301	Senior and Adult Benefits Program Specialist	Health and Human Services	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification based on CPQs of current Program Officer 2s who are all performing similar work. This was a joint effort by PRC, HR, and the department to create a classification specific to the work being performed by these employees.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	PG 8A \$54,662.40 – \$76,523.20 Step Placement TBD by Human Resources
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Staffing Implications:	Employees to be transferred once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Denise Caviness – Supervisor, Social Services	11/27/2023	Email	Review of Final Draft
	1/19/2024	Email	Response to Draft Feedback and Update of Process
	1/19/2024	Email	Answer question regarding equivalencies
	2/21/2024	Email	Set up meeting regarding equivalencies
	2/28/2024	Teams	Meeting

	3/26/2024	Email	Pay grade change notification
Natasha Pietrocola - Administrator	11/27/2023	Email	Review of Final Draft
	1/19/2024	Email	Response to Draft Feedback and Update of Process
	1/19/2024	Email	Answer question regarding equivalencies
	2/21/2024	Email	Set up meeting regarding equivalencies
	2/28/2024	Email	Meeting
	3/26/2024	Email	Pay grade change notification
Danette Bradford – Senior Supervisor, Social Services	1/19/2024	Email	Response to Draft Feedback and Update of Process
	1/19/2024	Email	Answer question regarding equivalencies
	2/21/2024	Email	Set up meeting regarding equivalencies
	2/28/2024	Email	Meeting
	3/26/2024	Email	Pay grade change notification
Sylvia Pla-Raith – SPA 5	1/19/2024	Email	Answer question regarding equivalencies
	2/21/2024	Email	Set up meeting regarding equivalencies
	2/28/2024	Email	Meeting
	3/26/2024	Email	Pay grade change notification
Kelli Neale – PO4 HR	11/27/2023	Email	Copied on Communications
	1/19/2024	Email	
	1/19/2024	Email	
	3/18/2024	Email	Pay grade change notification
John Kennick – Compensation Analyst	11/27/2023	Email	Copied on Communications
	1/19/2024	Email	
	3/18/2024	Email	Pay grade change notification
Jim Battigaglia, Archer Consultant	1/19/2024	Email	Request for Pay Grade Evaluation
	3/1/2024	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior and Adult Benefits Program Specialist	Class Number:	13301
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Senior & Adult Services		

Classification Function

The purpose of this classification is to assist senior and disabled adults with applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by the Division of Senior and Adult Services (DSAS) and other providers of social service resources in Cuyahoga County that support aging successfully.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting senior and disabled adults applying for applicable benefits and resources as well as creating awareness around the availability of programs offered by DSAS and other providers of social service resources in Cuyahoga County that support aging successfully. The employee works under general supervision from a Supervisor, Social Services but works independently and exercises judgment in the performance of work. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class requires extensive public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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.

55% +/- 10%

- Provides individual benefit checkups utilizing NCOA (National Council on Aging) software with senior and disabled adults who may be eligible for one or more public assistance programs or other social service resources; receives referrals for clients requesting a benefits checkup meeting; schedules and completes checkup meetings with clients over phone or in person; obtains client consent for services; collects client information to determine their benefits eligibility for public assistance and other programs (e.g., Medicaid, SNAP, HEAP, PIP, etc.); interprets the benefit checkup report data and educates client on community programs and resources that may be available for them; provides application forms for clients seeking assistance and helps them complete the appropriate forms; answers any questions that clients may have regarding benefits or the process of obtaining them; provides advocacy and support for clients with service providers; takes notes on each client (e.g., demographics) and the interactions that take place during the visit; maintains communication with clients to stay up to date on benefits application status; researches and identifies programs and services to meet client's needs; works directly with clients and/or families to assess clients' emergency and on-going needs and improve quality of care; provides referrals to community-based resources to help clients connect with other organizations; assists existing clients with applying for Emergency Financial Assistance through DSAS; conducts assessments to verify clients meets criteria of DSAS programs.

25% +/- 10%

- Conducts benefit checkup events at multiple agencies and locations throughout Cuyahoga County; plans events at agencies by contacting senior center managers and social workers who work with older and disabled adults in the County; markets, educates, and promotes available services to create

Effective Date: TBD
Last Modified: TBD

Senior and Adult Benefits Program Specialist

an awareness in senior communities; prepares informative guides, forms, pamphlets, and applications that will be distributed to those seeking assistance at each event; presents information to disabled and older adults about the services offered by DSAS; performs benefits check-up one-on-one with people at the event.

15% +/- 5%

- Inputs case notes and data collected during visits into database systems and spreadsheets for record keeping and analyzing purposes; enters case notes to track the services clients receive; enters services provided and billable hours into database for grant reimbursement; tracks clients, services, and programs in a spreadsheet for analysis of effectiveness of DSAS programs; creates reports in database to compare numbers across clients, see trends in services, and track internal goals; researches best practices to improve deficient areas and keep up with current research in serving older and disabled adults.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; attends unit meetings to present on programs and services and assist other staff with making referrals; develops relationships with community partners to facilitate seamless provision of services for clients; participates in intra/inter-agency collaboration to solve issues and improve provision of services for clients; assists with providing feedback and recommendations on department software(s) to increase efficiency/functionality.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, sociology, public administration, human services, or related field with three (3) years of social program experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	8 years
Unrelated associate degree	8 years
Related associate or unrelated bachelor's degree	5 years
Related bachelor's degree	3 years
Related or unrelated master's/doctoral degree	3 years

Related degree fields: social work, psychology, sociology, public administration, or human services.

Related work experience: social program experience, specifically working with seniors, adults, or disabled adults and managing care planning.

- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Effective Date:
Last Modified:

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.

Supervisory Responsibilities

- No supervisory responsibilities required.

Technology Requirements

- Ability to operate a variety of software and databases including case management database (PeerPlace), database software (System for Award Management), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 benefits application forms, case file review reports, client application documentation, cost savings reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, benefits program guidelines, and Health Insurance Portability and Accountability Act (HIPPA).
- Ability to prepare mileage reports, Medicare Improvements for Patients and Providers (MIPPA) Report, Home Energy Assistance Program (HEAP) Report, Emergency Assistance Requests, benefits applications, client tracking reports, 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 social program terminology and language.
- Ability to communicate with supervisor, coworkers, clients, caregivers, health care providers, other social service agencies, utility companies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at community events.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19081	Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19081	Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Fiscal Office – Consumer Affairs
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sheryl Harris, Director, Consumer Affairs	2/28/2024	Email	Sent drafted specification
Michael Chambers, Chief Fiscal Officer	2/28/2024	Email	CC'ed on email
Jim Battigaglia, Archer Consultant	3/7/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Investigator	Class Number:	19081
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Fiscal Office – Consumer Affairs		

Classification Function

The purpose of this classification is to investigate consumer fraud violations, mediate consumer complaints, and provide other functions related to investigations, complaint mediation, and consumer protection.

Distinguishing Characteristics

This is a journey-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection, laws, and regulations and mediating consumer complaints.

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%

- Mediates disputes between consumers and businesses; provides explanatory information to consumers; encourages businesses to make changes to deceptive policies and procedures or deliver services or refunds to wronged customers; conducts field work relevant to investigating disputes or complaints; prepares and maintains logs of cases and disputes.

30% +/- 10%

- Receives consumer inquiries by phone, internet, and in-person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams and consumer protection; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

25% +/- 10%

- Conducts consumer fraud investigations; identifies unfair and deceptive practices that violate county, state, or federal consumer laws; collects and analyzes contracts, data, and other relevant case documents; locates and interviews witnesses, victims, suppliers, informants, and potential defendants; conducts research and prepares summaries on consumer case law to assist with decisions regarding legal action for cases; prepares evidence, investigative reports, summaries, and exhibits to present for settlement negotiations and civil litigation; drafts civil investigative requests, summons, and settlement agreements; prepares and maintains reports and logs documenting case status; calculates victim damages; appears in court and at hearings as a witness as needed.

10% +/- 5%

- Coordinates with partner agencies (including law enforcement, consumer protection, advocate groups, task forces, etc.) regarding consumer protection issues; develops and maintains effective relationships with subject matter experts from other agencies to strategize ideas and solutions and share scam reports and trends; attends conferences and trainings to stay abreast of best practices in the field.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in law enforcement or criminology or a related field with a minimum of three (3) years of experience in consumer fraud investigations; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- No additional licenses or certifications are required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices and multi-function printers.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and other legal research, digital forensic, and mobile phone investigation software.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including repair or billing invoices, contracts or agreements, financial agreements, variety of business records, advertisements, complaints from public, registration/permit/license forms, consumer litigation and news, and related forms and literature.

Consumer Affairs Investigator

- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, consumer laws, training manuals, resource directory, Ohio Consumer Sales Practices Act, Cuyahoga County Bag Ban, County Code, local, State, and Federal laws, and County policies and procedures.
- Ability to prepare summary investigative reports, civil investigative reports, charts, diagrams, cease and desist orders/subpoenas, consumer scam and questions logs, questionnaires, assurance of voluntary compliance settlement resolutions letters and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisors, coworkers, business owners and managers, attorneys, prosecutors, law enforcement officials, consumer investigators, government agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment but may require offsite meetings, interviews, and investigations in the field.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13081	Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13081	Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office – Consumer Affairs
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sheryl Harris, Director, Consumer Affairs	2/28/2024	Email	Sent drafted specification
Michael Chambers, Chief Fiscal Officer	2/28/2024	Email	CC'ed on email
Jim Battigaglia, Archer Consultant	3/7/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Specialist	Class Number:	13081
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Fiscal Office - Consumer Affairs		

Classification Function

The purpose of this classification is to educate and assist consumers concerning consumer protection, scam prevention, and the Department of Consumer Affairs' work, ~~financial literacy, and weights and measures~~ as well as to assist in the development and implementation of education and outreach programs and literature.

Distinguishing Characteristics

This is an entry-level classification that receives direction from management in the form of broad objectives and receives instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable regulations. This class requires extensive public contact in communicating consumer protection education content and regulations. This class requires the flexibility to attend events during evenings and weekends, as necessary.

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%

- Participates in the development, implementation, and presentation of educational programs and materials relating to consumer protection, financial literacy, and weights and measures to various audiences; plans, coordinates, presents, and markets educational and/or outreach events and materials for the public and County website; conducts research related to consumer issues for inclusion in presentations, print materials, social media posts, and the County webpage; prepares, schedules, and delivers educational presentations and trainings to all types of audiences (businesses, government officials, students, colleagues, general consuming public, etc.); attends events to represent the County and distribute educational material to attendees; participates in the production of video content directed towards educating the public and promoting educational programs and materials.

30% +/- 10%

- Creates content to help promote the department; manages social media accounts by posting relevant content and monitoring social media and newsfeeds for relevant content; writes and develops communications for the website and newsletters to promote the department's mission and goals; reads and edits content written by other department members for press release or inclusion on department website.

15% +/- 5%

- Receives consumer inquiries by phone, internet, and in person and provides information relevant to questions and problems; provides advice, resources, and guidance to consumers regarding scams, consumer protection, financial literacy, and weights and measures; takes complaints of consumer protection violations; refers consumers to appropriate agency(s) when needed; advises scam victims, near-victims, and families about identifying and reducing exposure to scams.

Effective Date: 04.14.2014
Last Modified: 08.04.2020

15% +/- 5%

- Attends and participates in multi-agency task force meetings and work groups related to financial literacy or consumer protection; develops and maintains effective relationships with subject matter experts from other agencies to improve program development, strategize ideas, and share scam trends; travels to events to give presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in communications, public relations, journalism, marketing, or related field with two (2) years of experience in public speaking, public relations, communications, social media marketing, or related experience; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including laptops, computers, smart devices, and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and database software (Ready Notify).
- Ability to create charts and graphs comparing and analyzing data and trends.

Supervisory Responsibilities

- No supervisory responsibilities.

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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including consumer literature and news, complaints from the public, financial literature and news, and related forms and literature.

Consumer Affairs Specialist

- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, and Employee Handbook.
- Ability to prepare PowerPoint presentations, charts, diagrams, letters, marketing materials, consumer tip sheets, speeches, reports, grant proposals, quarterly outreach statistics, and other documents conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing, consumer protection/fraud, and financial literacy terminology.
- Ability to communicate effectively with supervisor, management, co-workers, non-profit groups, community agencies, government agencies, law enforcement, members of the media, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and at off-site events.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12131	Intelligence Analyst	Public Safety and Justice Services	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12131	Intelligence Analyst	Public Safety and Justice Services	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. No change to FLSA status. The pay grade increased from 6A to 7A.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Public Safety and Justice Services
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Fiscal Impact:	PG 6A: \$48,339.20 - \$67,683.20 PG 7A: \$51,521.60 - \$72,113.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jill Smialek, Deputy Director Public Safety and Justice Services	2/22/2024	Email	Sent drafted specification
	3/26/2024	Email	Pay grade change notification
Jim Battigaglia, Archer Consultant	3/7/2024	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	3/18/2024	Email	Pay grade change notification

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Intelligence Analyst	Class Number:	12131
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to research, analyze, and evaluate criminal intelligence information to generate reports regarding potential risk of known terrorist or criminal activity to assist law enforcement, government, and private sector agencies.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing intelligence analysis activities in the Northeast Ohio Regional Fusion Center (NEORFC), an organizational partnership between the Cuyahoga County Department of Public Safety & Justice Services and the City of Cleveland Department of Public Safety. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

45% +/- 10%

- Conducts open-source intelligence research and disseminates the information to superiors; collects information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.) to identify trends in criminal activity and homeland security; analyzes trends to determine the impact on the area of responsibility; receives data (e.g., terrorist and criminal activity, large-scale threats, etc.) from local, state, federal, and private sector contacts; organizes and prioritizes vast amounts of disparate information into a format that is usable to produce finished intelligence products; navigates social media platforms and other intelligence-gathering applications to collect information and identify trends.

35% +/- 10%

- Collects and analyzes data to determine existence of potential threats; receives and analyzes tips and leads submitted to the NEORFC, and carefully reviews to evaluate validity of source information for the existence of potential threats; adjudicates and disseminates authenticated information to appropriate agency; reads and analyzes various forms of qualitative information and determines whether the data can be linked to other bodies of information; verifies originating agency identifier (ORI) and criminal predicate for incoming requests for information (RFIs) that require use of databases containing personally identifiable information (PII) and/or law enforcement sensitive (LES) information; creates threat assessments, intel bulletins, safety bulletins, situational awareness bulletins, suspicious activity reports, and threat briefs; maintains Department of Homeland Security (DHS) SECRET Clearance; conducts research and data mining through the Homeland Secure Data Network (HSDN) and identifies individuals on the Terrorist Watchlist; evaluates critical and timely criminal, terrorist, and suspicious activity related information from stakeholders to inform of potential threats..

20% +/- 10%

- Analyzes, inputs, and summarizes various types of information; creates, prepares, and presents finished intelligence products to various stakeholders; reviews and proofreads written work to correct

Effective Date: 04.13.2017
Last Modified: 10.15.2021

Intelligence Analyst

errors (e.g., grammar, technical jargon, missing information, unclear ideas, etc.); communicates with National Fusion Center Network to share and receive pertinent intelligence information; coordinates with internal staff and presents collected data in a structured format to determine whether a threat is actionable; engages in open dialogue on potential threats to evaluate various factors of the situation; inputs authenticated information into the appropriate database; disseminates actionable intelligence information to various entities through written correspondence or oral presentation; provides strategic intelligence products (e.g., memos, bulletins, situational awareness postings, etc.) to different levels of first responders to assist them with their duties; combines relevant information from various sources to create finished intelligence products that allow stakeholders to make informed decisions; identifies emerging and cross-jurisdictional factors regarding terrorism and crime within the NEORFC's six-county area of responsibility; assists in the preparation of presentations; attends meetings, conferences, and other training sessions; educates community partners on the mission and purpose of the NEORFC.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, international studies, intelligence analysis, criminal justice, statistics, or related field; and two (2) years of experience with private security, homeland security, or the criminal justice system, or an equivalent combination of education, training, and experience.

Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must complete Fundamentals of Intelligence Analyst Training (FIAT) within one year 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 six (6) months of being hired. Individuals with two (2) or more years of experience as an intelligence analyst in a Federal intelligence agency, the military, or state and/or local law enforcement intelligence unit may be exempt from completing the training.

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 computer applications including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), database software (including internal records management software, , EGuardian, FBI Virtual Command Center, NFCA Dashboard), and other software applications as needed.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

Intelligence Analyst

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including Requests for Information (RFI), Suspicious Activity Report (SAR), raw intelligence information from various sources (e.g., local news, internet searches, national databases, social media platforms, etc.), Terrorist Screening Center Reports, Situational Intel/Awareness reports, intelligence briefs, Special Event Threat Assessments (SETA), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Employee Handbook, federal laws, state laws, 28 CFR Part 23, federal guidelines in regard to SECRET security clearance, Executive Order 13-549 Classified National Security Info Program for state, local, and private sector entities, NEORFC policies, and department policies and procedures.
- Ability to prepare correspondence, threat assessments, suspicious activity reports, officer safety bulletins, national/international intelligence bulletins, Request for Information (RFI), criminal intelligence reports, SAR, Special Event Threat assessments, Situational Awareness report, intelligence briefs, 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 intelligence and legal related terminology and language.
- Ability to communicate with supervisor, co-workers, law enforcement and fire service personnel, NEORFC interns, state, federal, and private-sector partner agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12011	Security Lieutenant	Sheriff's Department	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12011	Security Lieutenant	Sheriff's Department	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 10A to 11A
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	PG 10A: \$61,006.40 - \$85,363.20 PG 11A: 11A (\$64,126.40 - \$89,793.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jay Hodge, Deputy Sheriff Captain	2/12/2024 3/26/2024	Email Email	Sent drafted specification Pay grade change notification
Jim Battigaglia, Archer Consultant	3/7/2024	Email	Pay grade evaluation
Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	3/18/2024	Email	Pay grade change notification

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Lieutenant	Class Number:	12011
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to coordinate the day-to-day operations of the Protective Services division of the Sheriff's Department on an assigned shift and to provide direct supervision to Security Officer Sergeants and Physical Structure Security Specialists.

Distinguishing Characteristics

This is a second-level supervisor classification, responsible for supervision of all security personnel on an assigned shift, directly and through subordinate supervisors. This class works under general direction and the incumbents are expected to exercise discretion in applying policies and procedures to emergency situations and in resolving day-to-day issues. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner.. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

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

- 40% +/- 10%
- Coordinates the day-to-day operations of the Protective Services division in the Sheriff's department on an assigned shift; monitors building security issues and activity of Protective Services employees by reviewing daily security reports and conducting briefings with subordinates; reviews daily security reports and/or incident reports and ensures accuracy; ensures accident reports, slip and fall reports, and motor vehicle accident reports are completed and proper photos are taken for insurance, risk management, and worker's compensation claims; manages staffing levels for various shifts by reviewing the daily personnel assignment schedule to ensure adequate staffing; reviews and evaluates security needs at various county buildings; meets with building management to establish security needs; visits county buildings to observe duties of subordinates being carried out at buildings, oversee fire drills or emergency situations, or communicate directly with staff involved in incidents; resolves complaints from the public regarding protective services actions; monitors trends in crime and safety incidents throughout Cuyahoga County; completes yearly schedule (department matrix) of which post staff are assigned for the year according to union contract and seniority; assumes command in heightened security or emergency response situations as needed or until properly relieved; oversees vehicle usage and maintenance; maintains firearm records and firearm serial numbers.

- 40% +/- 10%
- Supervises and directs Security Officer Sergeants and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs such as firearms training, training new cadets, new hire orientation, and active shooter training;

Effective Date: 1993
Last Modified: 08.04.2020

Security Lieutenant

meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Participates in negotiations and facilitates relationships with union employees; remains abreast of terms and changes made to collective bargaining agreements; participates in labor management committee meetings for officers and sergeants to negotiate issues affecting day to day operations; attends grievance hearings and participates through the entire grievance process to assist with resolving grievance issues for union employees.

5% +/- 2%

- Contributes to the Protective Service department's operating budget decisions and manages department resources; communicates with the county's fiscal office to discuss purchases for the department; recommends future budget requests and cost saving strategies to management; ensures bullet resistant vests and firearms are replaced when expired according to industry standards.

5% +/- 2%

- Stays abreast of current trends, requirements, and innovations in the field; recommends the use of technology to ensure effective and efficient use of resources; recommends updates to policies and procedures and oversees implementation.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and three (3) years of experience as a security officer or related experience plus two (2) years of experience at a supervisory level providing facility and personal security; or an equivalent combination of education, training, and experience.
- Ohio Peace Officer Training Academy (O.P.O.T.A) certification is required.
- Completion of firearms training or certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to use a variety of communications and law enforcement tools and equipment including two-way radio, firearm, pepper spray, and handcuffs.
- Ability to lift, push, and pull up to 25 pounds.

Security Lieutenant

Technology Requirements

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

Supervisory Responsibilities

- Ability to schedule, assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, billing invoices, timesheets, attendance records, vehicle reports, operation equipment reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Peace Officer Training Commission guidelines, Private Investigators Security Guard Services Standards (PISGS), departmental and county policy manual, department manuals, municipal ordinances, union contracts, Ohio Administrative Code, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, budgets, inventory reports, annual incident 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, convince, and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with employees, management, employees of outside agencies and departments, and the general public.

Effective Date: 1993
Last Modified: 08.04.2020

Security Lieutenant

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to security emergency situations and may involve exposure to violence, noise extremes, and strong odors.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19071	Supervisor, Weights and Measure	Fiscal Office – Consumer Affairs	Exempt	9A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
19071	Supervisor, Weights and Measure	Fiscal Office – Consumer Affairs	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office – Consumer Affairs
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Sheryl Harris, Director, Consumer Affairs	2/22/2024	Email	Sent drafted specification
Michael Chambers, Chief Fiscal Officer	2/22/2024	Email	CC'ed on email
Jim Battigaglia, Archer Consultant	3/7/2024	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Weights and Measures	Class Number:	19071
FLSA:	Exempt	Pay Grade:	9A
Dept:	Fiscal Office – Consumer Affairs		

Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise inspection and testing of counts, weights, and measures of products sold to the general public within Cuyahoga County to ensure accuracy, fairness, and correctness.

Distinguishing Characteristics

This is a supervisory level classification that works under general direction and within a specific framework of policies, procedures, and regulations. This position oversees the operations of a unit, coordinates the workload of the unit, and ensures compliance with time and quality objectives. This class requires extensive public contact in the enforcement of laws and regulations.

Essential Job Functions

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

40% +/- 10%

- Plans, coordinates, and supervises the inspection and testing of scales, motor fuel pumps, and other weighing and measuring devices including computing, spring, counter, platform, jeweler, ~~prescription~~, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; oversees the inspection of packages for consumer products; participates in the inspection and certification of weights and measures devices; coordinates testing with state inspectors for devices that are required to have state permits; determines testing procedures to ensure uniformity and compliance with laws and regulations; ensures that the unit has properly functioning equipment required to conduct tests and inspections in the field.

30% +/- 10%

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

20% +/- 10%

- Receives and reviews complaints from individuals, businesses, and/or other weights and measures officials and takes appropriate action; delegates consumer complaints to inspectors based on complaint locations; communicates with business owners, managers, or device operators to convey inspection or test outcomes, corrective actions, and/or need for compliance with applicable laws, specifications, and tolerances.

10% +/- 5%

- Performs supporting administrative responsibilities; attends trainings and conferences to stay abreast of best practices and changes to laws and regulations; meets with director to discuss the unit's progress and any issues affecting unit's work; prepares reports tracking inspections performed by the unit, including number, type, and result; prepares year-end annual report mandated by the state; coordinates meetings with service companies for annual testing; compiles statistics and creates annual summary reports for device tests and additional inspections for the County.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and five (5) years of experience as a certified Weights and Measures inspector; or an equivalent combination of education, training, and experience.

Additional Requirements

- A Weights and Measures certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including laptops, computers, smart devices, and multi-function printers.
- Ability to operate a variety of related tools and test standards including weight verification kit, retail fuel prover, and tape measure.

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics (standard deviation, etc.).

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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including customer complaint forms, timesheets, calibration reports, inspection reports, price verification reports, package checking reports, mileage reports; correspondence, and other reports and records.
- Ability to comprehend a variety of reference books, manuals, and guidelines including weights and measures handbooks, tolerances and technical requirements, Ohio Weights and Measures Laws and Rules, Ohio Revised Code 1327, and Cuyahoga County Code Title 13.
- Ability to prepare inspection and test reports, annual state-mandated report, , training classes, 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 develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret weights and measures regulations, legal terminology and language.
- Ability to communicate with co-workers, supervisor, staff, other County employees, business owners, service company employees, representatives from state agencies, and the general public.

Environmental Adaptability

- Work is performed in an office environment and in the field performing or supervising inspections.
- Work may involve exposure to temperature and weather extremes, fumes, odors, dust, ~~smoke~~, machinery, traffic hazards, and loud noises.

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

Posted: 3/28/2024

Meeting: 4/3/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
NEW					
Senior and Adult Benefits Program Specialist	13301	N/A	8A Non-Exempt	Health and Human Services	This is a new classification based on CPQs of current Program Officer 2s who are all performing similar work. This was a joint effort by PRC, HR, and the department to create a classification specific to the work being performed by these employees.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Consumer Affairs Investigator	19081	8A Non-Exempt (No Change)	8A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Consumer Affairs Specialist	13081	7A Non-Exempt (No Change)	7A Non-Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the class function, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.
Intelligence Analyst	12131	6A Non-Exempt	7A Non-Exempt	Public Safety and Justice Services	Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, minimum qualifications, technology requirements, and language and formatting. No change to FLSA status. The pay grade increased from 6A to 7A.
Security Lieutenant	12011	10A Exempt	11A Exempt	Sheriff	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, distinguishing characteristics, physical requirements, environmental factors, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 10A to 11A
Supervisor, Weights and Measure	19071	9A Exempt (No Change)	9A Exempt (No Change)	Fiscal Office – Consumer Affairs	PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, technology requirements, environmental factors, and language and formatting. No change to pay grade or FLSA status.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0183

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Kathryn Parks to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for an unexpired term ending 6/30/2027 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-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 Kathryn Parks (replacing Rebecca Dorman) to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for unexpired term ending 6/30/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Kathryn Parks (replacing Rebecca Dorman) to serve on the Alcohol, Drug Addiction and Mental Health Services Board for unexpired term ending 6/30/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 14, 2024

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

Journal _____

_____, 20__



May 3, 2024

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

Re: Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board

Dear President Jones:

I am pleased to nominate the following individual for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- Kathryn Parks, unexpired term ending on 6/30/2027
 - New Appointment
 - Resides in Pepper Pike (Cuyahoga County)

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There are no known conflicts of interest for which an advisory opinion has been requested.

The nominee's resumes are attached for your review. There are 20 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,

Chris Ronayne
County Executive

Bios:

K. Parks - With over 30 years of experience, Kathryn Y. Parks has forged partnerships with organizations and agencies that serve as catalysts for change in their communities. Her extensive work spans multiple fields, enabling her to collaborate with individuals navigating critical life decisions in education, employment, housing, mental health and wellness, and finance.

Kathryn's diverse background includes roles in education, business, behavioral health, real estate, educational recruitment, and client retention. Currently, she serves as an adjunct faculty member at Cuyahoga Community College's Business and Technology department, where she has spent 11 years shaping the minds of future leaders.

As the Operations and Programs Manager at Step by Step Family Services, Kathryn is privileged to contribute to an industry she is deeply passionate about. Her work involves supporting individuals, families, and organizations in the vital areas of mental health and substance recovery and prevention services.

In addition, Kathryn dedicates part of her week to serving as the Chief Operating Officer (COO) of Brix Construction Company, LLC. Based in Cleveland, Ohio, the company specializes in residential housing, construction, and property management, with a focus on providing quality affordable housing to low-income subsidized tenants.

Complementing her professional endeavors, Kathryn is currently finalizing her doctoral dissertation in Public Policy and Social Change. She holds a Master of Arts in Clinical Mental Health Counseling, a Master of Business Administration, a Bachelor of Accounting, and a certificate in women and gender studies. Licensed by the State of Ohio as a Professional Counselor (LPC) and Chemical Dependency Counselor (LICDC), Kathryn's research on Barriers to Access in Substance Abuse Treatment was presented at the National Women's Studies Association (NWSA) conference in 2017.

A proud United States Navy Veteran, Kathryn finds fulfillment in her work with Step by Step Family Services and Brix Construction Company, LLC, where she contributes to the management of social determinants of health and supports individuals facing substance and mental health disorders.

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

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

N/A

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

Please see attached

- 1.3 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

Professional licenses are not required for this position under County Charter or state law.

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

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

ADAMHS Board

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

N/A

- 2.3 The specific term of office during which the candidate would serve;

Unexpired term ending 6/30/2027

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

New Appointment

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

Rebecca Dorman

- 2.6 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

- 2.7 A cumulative list of individuals who applied for the position;

Ebony Spano
Kara Tatum- Johnson
Dana Corraini
Carol Beck
Brenda Stoller
Demar Sheffey
Jasmin Santana
Stuart C. Van Wagenen
Sharisse Edwards
Erskine E. Cade
Rev. Benjamin F. Gohlstin, Sr.
Delaney Jones
Kathryn Parks
Madeline Corchado
Molly Wimbiscus
Rebekah Dorman
Ebony Spano
Ashley King
John Oliver
Michelle Curry

2.8 The candidate's city and county of residence;

Cleveland, Cuyahoga County

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

N/A

2.10 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 ethics opinion was requested or issued.

2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

2.12 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.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0184

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Kate McBride to represent Cuyahoga County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region, for an unexpired term ending 9/27/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a Child Abuse and Child Neglect Prevention Region may appoint up to two representatives to a Child Abuse and Child Neglect Regional Prevention Council to represent the County on overseeing its work; and

WHEREAS, pursuant to Ohio Revised Code Section 3109.172 and Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and

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

WHEREAS, County Executive Ronayne has nominated Kate McBride (replacing Jennifer Croessmann) to represent the County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region for an unexpired term ending 9/27/2024.

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

First Reading/Referred to Committee: May 14, 2024

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

Journal _____

_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

May 3, 2024

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

Re: Ohio Children's Trust Fund Regional Prevention Council

Dear President Jones

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for a new appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- Kate McBride, replacing Jennifer Croessmann for an unexpired term ending 9/27/2024
 - Resides in North Ridgeville (Lorain County)

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,

Chris Ronayne
County Executive

Kate R. McBride

CAREER EXPERIENCE:

Case management and planning

Managed multiple, complex cases simultaneously, assessed the need for and provided on-going casework services to multi-problem cases, conducted in-depth interviews with clients for the purpose of developing case plan goals and objectives, completed assessments, interviews & investigations of abuse and neglect

Monitoring and evaluating progress and services

Advised, guided and educated families, managed multiple, complex cases simultaneously, collaborated with managers and provided input regarding cases, identified and recommended resources relevant and helpful to clients, monitored and evaluated progress in order to continue, change or terminate services, assessed risk and safety, exhibited valuable time management and planning skills, demonstrated strong leadership skills, remained flexible and adapted to the needs of clients, managed complex situations calmly while maintaining a certain level of respect

Liaison/Relationship Building and TDM Facilitation

Daily facilitation of TDM meetings and a thorough understanding of the TDM process, Acted as a liaison between agency staff, families, and external partners through the facilitation of SAR and TDM case review meetings, demonstrated critical thinking skills, guided both frontline staff and supervisors regarding policies and participated in decisions, represent Cuyahoga County Division of Children and Family Services in court committees including Ohio Department of Youth Services, Alternative Case Planning, Population Management, and Promise Team, serve as point of contact/expert in child welfare practice to juvenile court, attend TDM meetings to address notice of intent referrals and report agency position at court hearings

Professional Development

Leadership Cohort 1
Leadership Retreat 2016 planning committee
On the Frontline competency selection
Kids Insight Workgroup
Performance Management Committee

PROFESSIONAL EXPERIENCE:

Cuyahoga County Department of Children and Family Services
Social Service Worker 3, August 2005-May 2014
Case Review Facilitator, May 2014-March 2020
Multi-System Kids Unit, court liaison March 2020-present

EDUCATION:

Kent State University
Bachelor of Science, December 2004
Major: Human Development and Family Studies
Concentration: Youth Development

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

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

N/A

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

Please see attached

- 1.3 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

Professional licenses are not required for this position under County Charter or state law.

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

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

Ohio Children's Trust Fund Regional Prevention Council

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

N/A

- 2.3 The specific term of office during which the candidate would serve;

Unexpired term ending 9/27/2024

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6** 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

- 2.7** A cumulative list of individuals who applied for the position;

**Delaney Jones
Demar Sheffey
Ismael Flores
Kara Tatum- Johnson**

- 2.8** The candidate's city and county of residence;

North Ridgeville, Lorain County

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

N/A

- 2.10** 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 ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** 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.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0185

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Judge Donna Congeni Fitzsimmons to serve on the Cuyahoga County Diversion Board for unexpired term ending 2/28/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

WHEREAS, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-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 Judge Donna Congeni Fitzsimmons (replacing Akram Boutros) to serve on the Cuyahoga County Diversion Board for an expired term ending 2/28/2025.

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 Judge Donna Congeni Fitzsimmons (replacing Akram

Boutros) to serve on the Cuyahoga County Diversion Board for an unexpired term ending 2/28/2025.

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: May 14, 2024

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

Journal _____

_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

May 3, 2024

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

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- Judge Donna Congeni Fitzsimmons, unexpired term ending 2/28/2025
 - Resides in Rocky River (Cuyahoga County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are four 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

Judge Donna Congeni Fitzsimmons (Retired)

EMPLOYMENT HISTORY:

Rocky River Municipal Court, Judge 1994 through 2023

Arter & Hadden (nka Tucker & Ellis), Partner 1988-1994; Associate 1985-1988

President's Commission on Organized Crime, Deputy Counsel 1984-1985

United States Department of Justice, Organized Crime & Racketeering Section, Special Attorney/Prosecutor 1980-1984

Assistant Cuyahoga County Prosecutor 1977-1980

EDUCATION:

George Washington University, National Law Center J.D., cum laude 1976

DATE ADMITTED TO OHIO BAR: September 1977

OTHER STATE BARS: Maryland, 1976; District of Columbia, 1976

PROFESSIONAL ADMISSIONS: Northern District of Ohio, 1980; Southern District of Ohio, 1980; U.S. Court of Appeals, 4th Circuit, 1977; U.S. Court of Appeals, 6th Circuit, 1980.

Boston College 1973

A.B. History, summa cum laude

ACADEMIC HONORS: Phi Beta Kappa

PROFESSIONAL ACTIVITIES:

- **Cuyahoga County Criminal Justice Services Supervisory Board**, 1996-2000
- **Chair, STOP Violence Against Women Act Allocation Committee**, 1996-2011
- **The John M. Manos Inns of Court Judicial Benchers** (Executive Committee, 2012 to present)
- **The Cleveland Bar Association**, Trustee, 1988-1991; **Judicial Selection Committee**, 1979-1984, Vice Chair 1983-1984; **Young Lawyers' Section**, Vice Chair, 1980
- **Justinian Forum** (Italian American Bar Association), Trustee
- **Life Member**, Judicial Conference, Eighth Judicial District

COMMUNITY ACTIVISM AND SERVICE:

- **Board and Advisory Council of the Mob Museum**, Las Vegas, Nevada 2014-present
The museum houses an exhibit that pays tribute to the successful prosecution of the Cleveland Mafia Family where Judge Fitzsimmons was lead prosecutor.
- **Guardian, Honor Flight**, 2014
- **Sing-Out Choir Benefit** for Cleveland Rape Crisis Center
- **Cuyahoga County Opiate Task Force**, 2010-present
- **Trustee, Fairview Hospital Community Advisory Board**, 2003-present
- **Trustee, Leukemia/Lymphoma Society Board**, 1998-2011
- **Trustee, Community Challenge** (dedicated to alcohol and drug free youth), 2001-2004
- **Creator, Stalking Victim Support Group**, stalking cases training course, 1999

AWARDS:

- FBI Citizen's Academy Graduate 2022
- Community Leader Hero Award as part of the 2019's Class of Hometown Heroes presented by the **FBI Cleveland Citizens Academy Alumni Association**, October 18, 2019
- Myra Bradwell Award presented by the **Women's Vote Project** for advancing rights of women in the legal profession, June 4, 2019
- Exemplar Award from **Recovery Resources**, September 2012
- Greater Cleveland **Italian-American Public Service Award**, October 2011
- **Women's Center of Greater Cleveland 20th Anniversary** special recognition for leadership and dedication to the safety of women and their families, May 2007
- "Gem of Cleveland" by **Junior League of Cleveland** (1997) so named for civic service in the furtherance of women's causes.
- Columbian Award recipient (1994) by the **Federation of Italian American Societies of Northern Ohio** – for "dedication in promoting and perpetuating a sense of pride in the culture of Italian heritage within the community and for outstanding achievements in the legal profession"
- **Trial Superstars**, December 1992. Selected by **Cleveland Bar Association** as part of a lecture series.
- Guest Lecturer, May 1992. **Organized Crime Violence Federal Criminal Investigators Conference**, Washington, D.C.
- Charter Member, **Fairview High School Alumni Hall of Fame**, inaugural year
- Chair, Break the Silence Luncheon benefit for **Domestic Violence Center**
- **Special Commendation from U. S. Attorney General** for Outstanding Service to the Department of Justice 1983; first female appointed U.S. Special Attorney in Cleveland, Ohio 1980
- Special Achievement Award, FBI 1983

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

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

N/A

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

Please see attached

- 1.3 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

Professional licenses are not required for this position under County Charter or state law.

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

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

Cuyahoga County Diversion Board

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

N/A

- 2.3 The specific term of office during which the candidate would serve;

Unexpired Term Ending 2/28/2025

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

New Appointment

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

Akram Boutros

- 2.6 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

- 2.7 A cumulative list of individuals who applied for the position;

Demar Sheffey

Ashley Johnson

Kara Tatum- Johnson

Donna Congeni Fitzsimmons

- 2.8 The candidate's city and county of residence;

Cleveland, Cuyahoga County

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

Saint Martin dePorres High School Jobs Committee

- 2.10 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 ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** 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.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0186

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Section 208.04 of the Cuyahoga County Code, the Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

WHEREAS, the Cuyahoga County Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County; and

WHEREAS, members of the Cuyahoga County Diversion Board shall be appointed to serve a three-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 Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Brandy Carney to serve on the Cuyahoga County Diversion Board for the term 3/1/2024 – 2/28/2027.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 14, 2024

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

Journal _____

_____, 20__



May 3, 2024

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

Re: Cuyahoga County Diversion Board

Dear President Jones:

Pursuant to Section 208.04 of the Cuyahoga County Code, I am pleased to nominate the following individual for reappointment to serve on the Cuyahoga County Diversion Board:

- Brandy Carney, reappointment to a 3-year term, 3/1/2024 – 2/28/2027
 - Resides in Willowick (Lake County)

The Diversion Board was established to serve as a resource for information and advice on operation of, and to provide recommendations and input goals, strategies and programs of, the Cuyahoga County Assessment and Diversion Center (CCADC).

The Diversion Board shall be composed of nine (9) members, four (4) appointed by the Executive, two (2) appointed by the Council President, one (1) by the Cuyahoga County Prosecutor, one (1) by the Cuyahoga County Public Defender, and one (1) by the Administrative and Presiding Judge of the Common Pleas Court General Division. No more than two (2) of the six (6) members appointed by the Executive and Council President may be employees of Cuyahoga County.

Attached you will find the nominee's resume for your review. There are four 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,

Chris Ronayne
County Executive



Brandy Carney

Objective: Highly motivated, established, committed, public service professional with extensive experience developing and implementing impactful strategies and procedures within government operations. Extensive advancement of teams and their supporting structures with renowned public safety and justice engagement over the last 20 years. Recognized performance for the transformation of a myriad of projects and programs. I possess a strong technical foundation and have an equal understanding and support of fiscal operations and grants. Adaptability and critical thinking are strong characteristics, with decades of partner engagements and the belief in strong relationships being integral. Core belief of knowledge being power, and a good attitude and personal drive can move mountains.

Minimum Qualifications/Major Accomplishments

- 18+ years direct Public Safety experience in population rich county (Cuyahoga County)
- Established, proven leader in Public Safety and Justice initiatives within Cuyahoga County.
- Relocation and Expansion of Countywide 9-1-1 Center to include Dispatching for municipalities. Handles approximately 800,000 calls annually.
- Implementation and sustainment of increased programming, development and information technology within public safety and justice services department
- Leader of recognition for Opioid Epidemic Knowledge, work and programming within the County and the State
- Significant Budget and Grant Management experience (approx. \$170 Million Budget).
- Cuyahoga County 9-1-1 Consolidation Plan – Implementation of 48 Public Safety Answering Points (PSAPs) to current 22.
- Management of countywide 9-1-1/Communications Center
- Directed build out of Cuyahoga County Emergency Operations Center (EOC) and future co-location of Office of Emergency Management with EOC
- Emergency Operations Center leader during Cuyahoga County Emergency Operations Center emergency events and activations
- Lead for countywide 9-1-1 Planning, Implementation, Operations and Execution including Countywide Interoperability and 9-1-1 Consolidation
- Leader of Victim Services and Support for County operations including support and engagement of children through multiple nationally regarded internal initiatives.
- County administrative lead/POC for County Boards including the Cuyahoga County Emergency Services Advisory Board (CCESAB) and Cuyahoga County Technical Advisory Committee (9-1-1 and IT), and Cuyahoga Community Based Correctional Facility (CBCF).
- Represents Cuyahoga County Public Safety and Justice Services for public speaking arrangements, meetings, performance reviews and media engagements.

Professional Experience

Current:

Chief or Director of Public Safety and Justice

Past Experience:

Administrator – Cuyahoga County Department of Public Safety & Justice Services, Cleveland, OH
November 2015– Present

- Assists the Director of Public Safety & Justice Services in managing the department of over 100 employees.
- Lead Department of 6 divisions; Office of Emergency Management (OEM) and Cuyahoga Emergency Communications Center (CECOMS), Witness/Victim Services, Administration, Grant & Fiscal Services, Mediation, Regional Data Sharing Service (REDSS). Leadership support for the Northeast Ohio Regional Fusion Center.
- Administer approximately \$33 million budget
- Department representative for Cuyahoga County Council and County Boards and Commissions
- Ensure most efficient and effective delivery of support and services for Cuyahoga County public safety and justice services colleagues and citizens.

Emergency Services Administrator –Cuyahoga County Office of Emergency Management/CECOMS, Cleveland, OH▪ July 2013– Present

- Project Manager/Lead for implementation of Countywide 911 equipment and network upgrade. Over 35 Dispatch Centers (all in Cuyahoga County) participating. Over \$12.5 Million
- Project Lead for Cuyahoga County Shared Services Fund and 9-1-1 Consolidation Plan Implementation/Update.
- Management of County 9-1-1/Communications Center and all staff (and Emergency Management staff)
- Responsible for implementation and execution of 9-1-1 center call policies and procedures
- Responsible for Countywide Interoperability Planning and Implementation
- OEM lead during emergency events and Emergency Operations Center activations
- Execution and Implementation of OEM/CECOMS contracts and grants
- Attained Presidential Declaration and public assistance reimbursement for Cuyahoga County agencies and political subdivisions following Hurricane Sandy. Total reimbursement expected = more than 10 million

Manager–Cuyahoga County Office of Emergency Management, Cleveland, OH▪ June, 2010– June, 2013

- Led Cuyahoga County Office of Emergency Management staff and all functions including Plans, Training, Exercises and Operations
- Responsible for update, implementation and training to public safety agencies on the Cuyahoga County Emergency Operations Plan and the Cuyahoga County Emergency Operations Center
- Led all speaking arrangements, county board, and public safety meetings on behalf of OEM
- Led Cuyahoga County Office of Emergency Management staff and all functions including Plans, Training, Exercises and Operations
- County Point of Contact for State Agencies

Software Skills and Certificates

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

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

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

Certification for Center Manager Certification Program (CMCP) March 2014

Education

Bachelors of Arts– Cleveland State University, Cleveland, OH ▪ 2003
Urban Affairs –
Graduated Cum Laude

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

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

N/A

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

Please see attached

- 1.3 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

Professional licenses are not required for this position under County Charter or state law.

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

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

Cuyahoga County Diversion Board

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

N/A

- 2.3 The specific term of office during which the candidate would serve;

3/1/2024 – 2/28/2027

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6** 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

- 2.7** A cumulative list of individuals who applied for the position;

**Demar Sheffey
Ashley Johnson
Kara Tatum- Johnson
Donna Congeni Fitsimmons**

- 2.8** The candidate's city and county of residence;

Willowick, Lake County

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

Cuyahoga County Community Based Correctional Facility Board, Regional Enterprise Data Sharing Systems Advisory Board, Northern Ohio Trauma System Board, Cuyahoga County Emergency Services Advisory Board, 911 Program Review Committee

- 2.10** 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 ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** 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.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0193

<p>Sponsored by: County Executive Ronayne/Department of Human Resources</p>	<p>A Resolution authorizing an amendment with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, change the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources recommends an amendment with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, change the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024; and

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

WHEREAS, this project will be funded 100% by the Self-Insurance Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment with Medical Mutual of Ohio for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, change

the terms, and for additional funds in the amount not-to-exceed \$1,934,511.00 effective 1/1/2024.

SECTION 2. That the County Executive is authorized to execute amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County, and an additional reason 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: May 14, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2024 Amendment with Medical Mutual of Ohio for Stop Loss Coverage, extending the period to 12/31/2024 and for additional funds not-to-exceed \$1,934,511.00.
Department or Agency Name	Human Resources
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3403	Medical Mutual of Ohio	1/1/2023-12/31/2023	\$1,800,000.00	9/26/2023	R2023-0254
A			12/31/2024	\$1,934,511.00		PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 Through this contract, Medical Mutual provides the county with Stop Loss Coverage for employee benefits. This coverage limits the County's risk for large claims related to employee benefits as the County is self-insured. This coverage is provided to both the County and BODD employees via this contract at various limits of risk.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):
 The goal of this project is to mitigate the County's risk as a self-insured employer with regards to the medical benefits. This limits the County's exposure from large claims.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Medical Mutual of Ohio 100 American Rd, Brooklyn, OH 44115	Steven C. Glass President & CEO
Vendor Council District:	Project Council District:
03	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is an existing contract that accompanies the County's employee medical benefits contract. Vendors do not typically provide stop loss coverage without providing the medical benefits coverage. These services are solicited with eh Medical/Rx RFP which is currently out to bid for 2025+. *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. 100% Self-Insurance Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project. This service accompanies the medical benefits administration and is currently in force for 2024.

<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase		Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: The stop loss rates are not set until the beginning of the year as vendors require as much previous year data as possible. There were some contract redlines that were also addressed between the vendor and Law that contributed to the delay.		
Timeline: Project/Procurement Start Date (date your team started working on this item):		12/28/2023
Date documents were requested from vendor:		1/30/2024
Date of insurance approval from risk manager:		2/21/2024
Date Department of Law approved Contract:		3/13/2024
Date item was entered and released in Infor:		4/11/2024
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:		
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)		
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)		

HISTORY (see instructions): 12/28/2023 – Draft amendment received from MMO. 1/11/2024 – Questions answered by MMO and draft reviewed by Benefits consultant. 1/12/2024 – Draft sent to Law for review. 1/30/2024 – Requested purchasing documents from vendor. 2/21/2024 – COI approved by Risk. 3/13/2024 – Law approved amendment draft. 4/1/2024 – Signed amendment received from MMO. 4/3/2024 – Signed exhibit received from MMO. 4/11/2024 – Amendment released in Infor.
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