

## Minutes

Cuyahoga County Board of Control  
Monday, March 2, 2020 at 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B

### I – CALL TO ORDER

The meeting was called to order at 11:07 a.m.

#### Attending:

Lisa Rocco, Director of Operations, Fiscal Office (Non-voting Alternate for Fiscal Officer)  
Leigh Tucker, Assistant Fiscal Officer, Fiscal Office (Alternate for Michael Chambers)  
Trevor McAleer, County Council (Alternate for Dan Brady)  
Councilman Dale Miller (present for items BC2020-161 – BC2020-162)  
James Boyle, County Council (Alternate for Dale Miller – present for items BC2020-157 – BC2020-160)  
Councilwoman Nan Baker  
David Marquard, Design and Construction Administrator, Department of Public Works  
(Alternate for Michael Dever)  
Lenora Lockett, Director, Office of Procurement and Diversity

### II – REVIEW MINUTES – 2/24/2020

Trevor McAleer motioned to approve the minutes from the February 24, 2020 meeting; Nan Baker seconded. The minutes were approved by unanimous vote, as written.

### III – PUBLIC COMMENT

There was no public comment related to the agenda.

### IV- CONTRACTS AND AWARDS

#### A. – Tabled Items

#### B. – New Items for Review

##### BC2020-157

Department of Development, submitting an amendment to contract No. CE1800345 with Heights Community Congress for fair housing services for the period 4/1/2018 - 12/31/2019 to extend the time period to 9/30/2020 and for additional funds in the amount not-to-exceed \$21,250.00.  
Funding Source: Federal Community Development Block Grant

Sara Parks Jackson, Department of Development, presented. There were no questions. Trevor McAleer motioned to approve the item; James Boyle seconded. Item BC2020-157 was approved by unanimous vote.

BC2020-158

Department of Information Technology,

a) Submitting an RFP exemption on RQ47961, which will result in an award recommendation to Integrated Precision Systems, Inc. in the amount not-to-exceed \$70,370.00 for bi-directional data interface enabling data-exchange between the Infor Time and Attendance System and the Galaxy Control System for the period 3/2/2020 - 3/1/2021.

b) Recommending an award on RQ47961 and enter into a contract with Integrated Precision Systems, Inc. in the amount not-to-exceed \$70,370.00 for bi-directional data interface enabling data-exchange between the Infor Time and Attendance System and the Galaxy Control System for the period 3/2/2020 - 3/1/2021.

Funding Source: ERP – General Fund

Jeanelle Greene, Department of Information Technology and Jack Rhyne, Project Manager, Infor, presented. Nan Baker asked for clarification on the responses to Council members' advance questions and asked if this cost was anticipated and was it included in the original Enterprise Resource Planning (ERP) Project budget; asked why the General Fund is being used rather than the Contingency Fund or the original project budget and asked for confirmation that this is not an additional ERP installation expense.

Trevor McAleer asked if this expense was included in the \$34.2 million project costs presented in the latest update to Council members or is this an additional expense; asked if the Office of Budget and Management will need to add appropriations to the Fiscal Agenda or was this expense included in the 2020 budget; and asked for confirmation if there will be ongoing costs to cover maintenance services next year.

James Boyle asked when the department was aware of the need to purchase this system; asked why an exemption is being requested when there was time to procure this purchase through an open, competitive process; commented that if Integrated Precision Systems, Inc. possesses the intricate knowledge of the system and was deemed the most qualified provider, as stated in Mr. Rhyne's presentation, it would have been made evident if a bid process had been conducted.

Mr. McAleer commented on the department's briefing details which indicates that using this provider will save the County money and said that this statement cannot be stated as fact, since a competitive bid process had not been conducted; stated that a bid process could have been conducted since the department was aware of the need for this purchase 6-7 months ago; and asked that Board members be provided with a listing of all upcoming contracts that were part of the original ERP Project budget but have not yet been approved. Trevor McAleer motioned to approve the item; James Boyle seconded. Item BC2020-158 was approved by unanimous vote.

BC2020-159

Department of Law, recommending an award on RQ47988 and enter into Contract No. CE2000483 with BJG, M.D., Inc. in the amount not-to-exceed \$4,950.00 for independent medical expert and record review services for various personal injury litigation cases for the period 9/17/2019 – 9/16/2020.

Funding Source: General Fund – Self Insurance Fund

Greg Huth, Department of Law, presented. Trevor McAleer asked if any payments have been made. James Boyle asked if any services have been provided. James Boyle motioned to approve the item; Trevor McAleer seconded. Item BC2020-159 was approved by unanimous vote.

BC2020-160

Department of Health and Human Services/Community Initiatives Division/Family and Children First Council, submitting an amendment to Contract No. CE1800511 with Case Western Reserve University on behalf of The Begun Center for Violence Prevention Research and Education and the Center of Innovative Practices Mandel School of Applied Social Science for evaluation services for various programs for the period 1/1/2019 – 12/31/2019 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$360,000.00.

Funding Source: Health and Human Services Fund

Kathleen Johnson, Family and Children First Council, presented. James Boyle asked for clarification as to when the last Request for Proposals was conducted for these evaluation services.

Nan Baker asked what issues resulted in the late submittal of the amendment and whether the department's internal procedures have been addressed and documented so the next contract is not submitted late.

Mark Griffin, Inspector General, responded to Ms. Johnson's statement regarding the delay in getting the provider registered with the Agency of the Inspector General. Mr. Griffin described the process his office follows to re-register existing contractors each year and indicated that multiple attempts are made to alert vendors when their registration is due to expire; stated that Case Western Reserve University was not responsive until early February, 2020 and that some technical software issues also contributed to the delay in completing their registration; and stated that the registration process was complete within a 24 hour period once the Agency of the Inspector General became aware of the issues.

Nan Baker asked Mr. Griffin if the alerts sent to the provider in August, October and December, 2019 were not effective.

Trevor McAleer stated that he would recuse from voting as he has a family member who is an employee of Case Western Reserve University. James Boyle motioned to approve the item; David Marquard seconded. Item BC2020-160 was approved by majority vote with Trevor McAleer recusing.

## C. – Consent Agenda

Trevor McAleer referred to Item No. BC2020-161 and asked for additional detail on the contract termination of Judith Kowalski. James Boyle asked if the provider could have been left on the contract but not utilized as a service provider rather than terminating the contract and asked if the remaining 2 providers will be able to provide all required services. Nan Baker asked how late the payments to Ms. Kowalski were and asked if most were paid within 30 days.

Mr. McAleer asked for the status of the late Guardian ad Litem payments and asked for a list of payments that were no longer eligible for reimbursement due to late payment.

James Boyle asked for clarification on the issue of not receiving reimbursement of assigned counsel fees and if the requirement is within a 90-day period.

Mark Budzar, Public Defender's Office described the reporting process for reimbursement of assigned counsel fees, reimbursement rates and the timeframe to submit payments; stated that if reporting is not done properly and timely that no reimbursements will be received from the State; commented that the Enterprise Resource Planning System (ERP) should be able to address the tight timeframe for processing payments; and commented that the Fiscal Office is responsible for reporting expenses for the Public Defender's Office.

Mr. Boyle asked at what point does the 30-day period after reporting payments begin to receive payment; and asked if the County is in a position where reimbursements from the State Public Defender are already lost due to timing of payments.

Mr. Budzar stated that he is not aware of whether the Fiscal Office contacted the State to explain the end of the year delay or requested a continuance for additional time to be eligible for reimbursement for late payments.

Nan Baker asked if there is a safety net in place when the 30-day window to process payment is approaching; asked how the December, 2019 payments fell through the cracks and where was the breakdown that resulted in the delay; stated that a system must be in place to prevent this from reoccurring; and asked what safeguards are in place in the Fiscal Office to address this issue.

Lisa Rocco stated that reporting is being done properly but the end of the year shutdown coupled with the implementation and training for ERP contributed to delays even though additional staff was in place to provide assistance; and said she does not believe this will happen again.

Mr. Budzar commented that there were a number of 2019 reconciliations that the Ohio Public Defender would not accept in the monthly reporting and that excessive charges at the end of the year makes it difficult for budget projections; and stated that several attempts to contact the Fiscal Office were non-responsive.

Ms. Rocco stated that this will be discussed with the Fiscal Officer.

Dale Miller asked for follow up on what the rules and timelines for state reimbursements are.

Trevor McAleer asked Mr. Budzar about the rate change for the Public Defender's reimbursements as it relates to travel item BC2020-162. Nan Baker asked if there is any issue with the Fiscal Office that this would not be reported on time.

There were no further questions or comments on the consent items. Trevor McAleer motioned to approve BC2020-161 through -162; Nan Baker seconded, the consent items were unanimously approved.

#### BC2020-161

Court of Common Pleas/Juvenile Court Division, submitting an amendment to a Master contract with various providers for limited scope legal services to families using the Juvenile Court Resource Center to initiate or modify custody and child support claims for the period 11/1/2019 – 4/30/2020, by terminating a contract with a provider, effective 2/21/2020; no additional funds required:

- a) Terminating Contract No. CE1900410 with Judith Kowalski
- b) Contract No. ~~CE1900410~~ CE1900409 with Nancy Fioritto
- c) Contract No. CE1900411 with Helen Rhynard

Funding Source: Ohio Supreme Court Grant Funds

BC2020-162

Fiscal Office presenting proposed Travel for the week of 3/2/2020

	Travel Requests						
Department	Staff (1)	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood	Rebekah Dorman	A conference entitled "Young Child Expo and Conference"	Los Nino Training	4/28/-5/1/2020	New York City, New York	*Registration- \$385.00 **Lodging – \$918.44 **Meals - \$184.00 **Ground Transportation- \$149.00 **Mileage- \$15.41 ***Airfare- \$361.00  Total- \$2,012.85	Private Universal Pre-Kindergarten Funds

*Paid to the Host*

*\*\*Staff reimbursement*

*\*\*\*Airfare will be covered by a contract with the County's Travel Vendor – (\$361.00)*

*Purpose:*

*The Los Ninos Expo and Conference will bring together over 2000 people from 20 countries. It is a unique forum that brings together all early childhood professionals to learn about the latest information, products, services and resources for early childhood development. The focus of the conference is on essential topics and innovative approaches that can help all young children learn and grow well. Topics that will be discussed are social emotional development, literacy, language development, autism, behavior and other developmental disorders.*

	<i>Travel Requests</i>						
<i>Department</i>	<i>Staff (1)</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Department of Health and Human Services/Division of Children and Family Services</i>	<i>Jennifer Kovi</i>	<i>A seminar entitled "Multi-Systemic Therapy Training"</i>	<i>Multi-Systemic Therapy Training</i>	<i>3/15/-3/20/2020</i>	<i>Greensburg, PA</i>	<i>*Registration - \$850.00</i> <i>**Lodging – \$572.76</i> <i>**Meals - \$214.00</i> <i>**Mileage- \$153.87</i> <i>**Tolls- 30.00</i>  <i>Total- \$1,820.63</i>	<i>Health and Human Services Levy- 70%</i>  <i>Title IV-E – 30%</i>

*\*Paid to host*  
*\*\*Staff reimbursement*

*Purpose:*

*All new MST therapists, supervisors, and some other MST program staff receive five days of training to be introduced to the theory and techniques of the treatment model. The training includes didactic teaching, role-playing and other exercises designed to stimulate critical thinking about the treatment process. This orientation is designed to prepare MST teams to begin working with and their families.*

<i>Travel Requests</i>							
<i>Department</i>	<i>Staff (1)</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Agency of the Inspector General</i>	<i>Valiissa Turner-Howard</i>	<i>A meeting entitled "Council on Governmental Ethics Laws (COGEL) 2020 Program Committee Meeting"</i>	<i>Council on Government Ethics Laws (COGEL)</i>	<i>3/12/-3/14/2020</i>	<i>Atlanta, GA</i>	<i>**Lodging – \$398.00</i> <i>**Meals - \$48.00</i> <i>**Ground Transportation- \$60.00</i>  <i>***Airfare- \$297.80</i>    <i>Total- \$803.80</i>	<i>General Fund</i>

*\*\*Staff reimbursement*

*\*\*\* Airfare will be covered by a contract with the County’s Travel Vendor – (\$297.80)*

*Purpose:*

*The Council On Governmental Ethics Laws (COGEL) is the preeminent organization of government ethics, freedom of information, elections, lobbying, and campaign finance. Members include (1) governmental entities; (2) educational institutions; (3) organizations, such as law firms, and corporations; and honorary members. The 2020 COGEL Program Committee is meeting in Atlanta March 13 and 14 to plan their 2020 conference.*



<i>Travel Requests</i>							
<i>Department</i>	<i>Staff (1)</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Public Defender's Office</i>	<i>John Greene</i>	<i>A workshop entitled "Gideon's Promise Trainer Development Program"</i>	<i>Gideon's Promise Organization</i>	<i>4/14/-4/19/2020</i>	<i>Atlanta, GA</i>	<i>*Registration- \$750.00</i> <i>**Lodging – \$1,114.81</i> <i>**Meals - \$220.00</i> <i>**Ground Transportation- \$100.00</i> <i>**Parking- \$90.00</i>  <i>***Airfare- \$268.80</i>  <i>Total- \$2,543.61</i>	<i>General Fund- 30% \$763.08</i>  <i>Ohio Public Defender- 70% \$1780.53</i>

*\*Paid to the Host*

*\*\*Staff reimbursement*

*\*\*\*Airfare will be covered by a contract with the County's Travel Vendor – (\$268.80)*

*As an operating cost, this travel is subject to 70% reimbursement by the Office of the Ohio Public Defender.*

*Requesting to send attorney, Jack Greene to trainer development program in Atlanta, GA.*

*The program teaches values, substantive knowledge, skills essential to being a public defender.*

V – OTHER BUSINESS

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an agreement of cooperation with the City of Fairview Park in connection with the resurfacing of Mastick Road from the Fairview Park West Corporation Line to Eaton Road.

Funding Source: \$1,352,000 from the County Road and Bridge Fund and \$338,000 from the City of Fairview Park

VI – PUBLIC COMMENT

VII – ADJOURNMENT

Trevor McAleer motioned to adjourn; Nan Baker seconded. The motion to adjourn was unanimously approved at 11:50 a.m.