

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

CONTRACT REVIEW COMMITTEE

MINUTES – December 19, 2017

Meeting called to order by Terry Allan, Chair of the CRC at 1:31 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on December 19, 2017.

Roll Call: The following members were present: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Public Comments – N/A.

APPROVAL OF CONSENT AGENDA: Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record and the Consent Agenda will then be enacted as a whole by one motion and one roll call. There will be no separate discussion of these items. If discussion by CRC members is desired on any item on the Consent Agenda, that item will be removed from the Consent Agenda by a motion and majority affirmative vote and considered in its normal sequence under the Regular Order of Business.

Approval of the Minutes of Prior Meetings: Regular Meeting – December 5, 2017.

Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2017-253 Prevention and Wellness submitting an addendum to the contract with Signature Health to document the merger of ORCA House and Signature Health with Signature Health assuming responsibility for all services previously contracted to ORCA House under the Ryan White Part A grant effective January 1, 2018. No exchange of funds.

It was moved by Claire Boettler, seconded by Chris Kippes, that the consent agenda, including the minutes of the December 5, 2017 Regular CRC meeting be approved.

The Secretary called the roll:

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

CONTRACTS AND AWARDS:

Tabled Items

None

New Items For Review

Bid/Quote Openings \geq \$25,000.00

None

Bid/Quote Openings $<$ \$25,000.00

Lead program Bid Opening presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Judy Wirsching that the following quote (CRC 2017-254) for 37 Elm, Bedford, Ohio 44146 be accepted as the lowest and best, and a contract be awarded to American Builders & Applicators in the amount of \$12,125.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Rick Novickis, seconded by Chris Kippes that the following quote (CRC 2017-255) for 17158 Maple Heights Blvd., Maple Heights, Ohio 44137 be accepted as the lowest and best, and a contract be awarded to C.B. Mullins Construction Company, Inc. in the amount of \$4,900.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Expenditures: Contracts up to \$25,000.00

It was moved by Claire Boettler, seconded by Judy Wirsching that a contract (CRC 2017-256) with A.J. Boggs & IXN dba IXN under the Ryan White Part A grant from February 28, 2018 through February 28, 2019 in the amount of \$16,290.00 be approved.

Presented by: Melissa Rodrigo

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

Purpose: To collect and host the cumulative client level data for Ryan White.

Funding Source: 100% reimbursable through the FY2018 RW grant
The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Chris Kippes, seconded by Judy Wirsching that the addendums (CRC 2017-257) to the following contracts (2017-43, 2017-80) under the Ryan White Part A grant be approved:

	Amount to be paid is not to exceed:	
	<u>From</u>	<u>To</u>
AIDS Healthcare Foundation	\$ 24,848.10	\$ 26,498.07
AIDS Taskforce of Greater Cleveland	\$167,494.77	\$183,321.28
Circle Health	\$142,390.81	\$133,365.81
Cleveland Clinic Foundation	\$176,534.03	\$167,699.13
ORCA House	\$ 28,738.76	\$ 25,238.76

Presented by: Melissa Rodrigo

Purpose: Reallocation of grant funds based on service category needs.

Funding Source: 100% reimbursable through the FY2018 RW grant

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Claire Boettler, seconded by Rick Novickis that addendums (CRC 2017-258) to the following contracts under the Prevent Premature Fatherhood (PPF) grant to decrease the contract amounts as listed below be approved.

	Amount to be paid is not to exceed:	
	<u>From</u>	<u>To</u>
Lushun Collins (CRC 2016-49, CRC 2017-162)	\$3,250.00	\$3,000.00
Jerrold Nash (CRC 2016-60, CRC 2017-162)	\$4,750.00	\$4,500.00
Melvin White (CRC 2016-60, CRC 2017-162)	\$4,250.00	\$4,000.00

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

Presented by: Brandy Eaton

Purpose: Reduction is due to the reduction in the number of educational sessions scheduled to be completed this grant year.

Funding Source: 100% reimbursable through the FY2017 PPF grant.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Rick Novickis, seconded by Chris Kippes the contract (CRC 2017-259) with Richardson Compensation Consulting, LLC for compensation consulting services from January 1, 2018 through December 31, 2018 in the amount of \$10,080.00 be approved.

Presented by: Najeebah Shine

Purpose: To provide compensation consulting services to CCBH as needed.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Claire Boettler, seconded by Chris Kippes the Engagement Letter Agreement (CRC 2017-260) with David Movius of McDonald Hopkins, LLC for legal services effective December 19, 2017 be approved. Amount to be paid to McDonald Hopkins, LLC is based upon the fee schedule outlined in the agreement for services rendered and is not to exceed \$10,000.00.

Presented by: Tom O'Donnell

Purpose: To provide legal service related to intellectual property matters for CCBH as needed.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Revenue Generating Agreements up to \$25,000.00

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

None

Contract Rescissions

None

Other Business

Public Comment – N/A.

Thereupon, it was moved by Claire Boettler, seconded by Rick Novickis, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 1:46 p.m.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching



Committee Chair



Clerk

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Jazmin Morris
Address: 37 Elm St.
City,State, Zip: Bedford, OH 44146
CRC No: CRC 2017-254

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders	\$12,125	\$11,275	\$850	\$1,275
BDL	\$12,525	\$11,500	\$1,025	\$1,500
CB Mullins	\$13,410	\$12,610	\$800	\$2,610
MCM	\$13,400	\$12,025	\$1,375	\$2,025
ESTIMATE:	\$14,885.00			

Recommended award: American Builders & Applicators

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Devrin Watson-Davis
Address: 17518 Maple Hts. Blvd.
City, State, Zip: Maple Hts., OH 44137
CRC No: CRC 2017-255

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders	\$5,450	\$4,350	\$1,100	\$0
BDL General Contracting	\$4,975	\$3,800	\$1,175	\$0
CB Mullins	\$4,900	\$3,900	\$1,000	\$0
MCM	\$6,250	\$5,300	\$950	\$0
ESTIMATE:	\$5,630.00			

Recommended award: Mullins Construction