

CUYAHOGA COUNTY  
BOARD OF HEALTH  
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*CONTRACT REVIEW COMMITTEE*

*MINUTES – April 16, 2024*

Meeting called to order by Jana Rush, Chair of the CRC at 1:31 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on April 16, 2024.

Roll Call: The following members were present: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

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 – April 2, 2024.

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

CRC 2024-053 Environmental Public Health Services submitting addendum under the Ohio Department of Health Lead Delegated Authority Provider Agreement (2023-106) to add Section 5.26, 5.27 and 5.28 to agreement. Amount to be received is to remain the same.

It was moved by Rick Novickis, seconded by Martha Halko, that the consent agenda, including the minutes of the April 2, 2024 CRC meeting be approved.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

**CONTRACTS AND AWARDS:**

Tabled Items:

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

Bid/Quote Openings < \$25,000.00

It was moved by Brandy Eaton, seconded by Martha Halko, that the following contract (CRC 2024-054) for 15708 Dunbury Ave., Maple Heights, Ohio 44137 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$7,550.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

Expenditures: Contracts < \$25,000.00

It was moved by Rick Novickis, seconded by Rod Harris, that the contract (CRC 2024-055) with Muse Content Group under the 2023/2024 Racial and Ethnic Approaches to Community Health (REACH) grant from March 1, 2024 through September 29, 2024. Amount to be paid to Muse Content Group is not to exceed \$10,000.00 to be approved.

Presented by: Liz Manley

Purpose: To work with Early Ages Healthy Stages to adapt Feed Our Future Harvest of the Month and farms to create early care assets in the age group of 0-5, in the capacity of the Feed Our Future communications partner.

Funding Source: 100% reimbursable through the 23/24 REACH grant.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

It was moved by Martha Halko, seconded by Rick Novickis, that the contract (CRC 2024-056) with Ulliance for employee assistance program (EAP) services from May 1, 2024 through April 30, 2025 in an amount not to exceed \$7,500.00. Employee training rate is \$300.00 per hour (plus travel expenses for in-person sessions) to be approved.

Presented by: Becki Burke

Purpose: To provide employee assistance program (EAP) services to CCBH employees.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

Revenue Generating Agreements < \$25,000.00

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

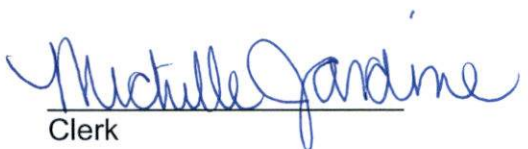
Thereupon, it was moved by Brandy Eaton, seconded by Rod Harris, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 1:39 p.m.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, and Jana Rush

  
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Committee Chair

  
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Clerk

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**QUOTE RESULTS**

**Project Address**

**Name:** Helen Flenory-Ashford  
**Address:** 15708 Dunbury Dr.  
**City, State, Zip:** Maple Hts., OH 44137  
**CRC No:** CRC 2024-054

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>	<b>LEAD</b>	<b>HH</b>	<b>MATCH</b>
American Builders & Applicators	\$7,550	\$6,050	\$1,500	\$0
Green Home Solutions	\$7,600	\$5,300	\$2,300	\$0
TNT Construction	\$5,650	\$4,800	\$850	\$0
<b>ESTIMATE:</b>	\$7,325.00	\$ 5,750.00	\$ 1,575.00	

**Recommended award:** American Builders & Applicators