

CUYAHOGA COUNTY BOARD OF HEALTH

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CONTRACT REVIEW COMMITTEE

MINUTES – June 21, 2016

Meeting called to order by Terry Allan, Chair of the CRC at 1:37 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on June 21, 2016.

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 – June 7, 2016.

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

CRC 2016-24 Prevention and Wellness Services submitting a Memorandum of Understanding (MOU) with Richmond Heights Local Schools under the Teen Pregnancy Prevention (TPP) grant to enable the implementation of CCBH's TPP program curriculum within the school district from June 1, 2016 through May 31, 2017. No exchange of funds.

CRC 2016-25 Epidemiology, Surveillance and Informatics Services submitting a Memorandum of Understanding (MOU) with NASA Glenn Research Center to define the working relationship when preparing for and responding to an event requiring the establishment of mass points of dispensing (PODs) effective June 21, 2016. No exchange of funds.

5550 Venture Drive ♦ Parma, Ohio 44130

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

It was moved by Claire Boettler, seconded by Chris Kippes, that the consent agenda, including the minutes of the June 7, 2016 Regular CRC meeting be approved:

The Secretary called the roll:

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

Lead program contract recommendations presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Judy Wirsching that the following quote (CRC 2016-26) for 1581 & 1583 Larchmont Ave. Up & Down, Lakewood, OH 44107 be accepted as the lowest and best, and a contract be awarded to Green Home Solutions in the amount of \$17,700.00 (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

It was moved by Chris Kippes, seconded by Claire Boettler that the contract (CRC 2016-27) to the contract with Radio One under the Racial and Ethnic Approaches to Community Health (REACH) grant for advertising services from July 4, 2016 through September 11, 2016 in the amount of \$14,500.00 be approved.

Presented by: Nichelle Shaw

Purpose: To implement a radio ad campaign that will be run on stations that reach the targeted population of the REACH grant to promote HIP-Cuyahoga and encourage participation in the HIP-Cuyahoga Community Day event being held in September 2016.

Funding Source: 100% reimbursable through the FY2016 REACH grant.

The Secretary called the roll:

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

It was moved by Judy Wirsching, seconded by Rick Novickis that the addendum (CRC 2016-28) to the contract with Case Western Reserve University (CWRU) (Resolution 2015-123) under the Child and Family Health Services (CFHS) grant to extend the contract period from June 30, 2016 to September 30, 2016 and increase the amount paid to CWRU from \$90,000.00 to \$112,500.00 be approved.

Presented by: Alison Patrick

Purpose: For the continuation of grant deliverables through the extension period funded by ODH for the FY2016 CFHS grant year that was Board approved on April 27, 2016.

Funding Source: 100% reimbursable through the FY2016 CFHS 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 Chris Kippes that the addendum (CRC 2016-29) to the contract with Muquit Sabur (Resolution 2015-161) under the Prevent Premature Fatherhood (PPF) grant to decrease the amount paid to Muquit Sabur from \$2,000.00 to \$1,750.00 be approved.

Presented by: Brandy Eaton

Purpose: To reduce the contract amount by the fee for facilitation of one (1) educational session with youth under the current PPF grant cycle.

Funding Source: 100% reimbursable through the FY2016 PPF 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 Judy Wirsching that the addendum (CRC 2016-30) to the contract with K Seidman Consulting, LLC (Resolution 2015-163) under the FY14 Urban Area Security Initiative (UASI) grant to decrease the amount paid to K Seidman Consulting, LLC from \$20,000.00 to \$9,412.50 be approved.

Presented by: Chris Kippes

Purpose: Decrease in contract amount is due to the reconciliation of estimated hours to actual hours contributed to functional needs planning.

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Funding Source: 100% reimbursable through the FY14 Urban Area Security Initiative (UASI)

The Secretary called the roll:

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

Revenue Generating Agreements up to \$25,000

None

Contract Rescissions

None

Public Comment – N/A.

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

BE IT RESOLVED that the meeting be adjourned at 2:00 p.m.

The Secretary called the roll:

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

Committee Chair

Clerk