

CUYAHOGA COUNTY
BOARD OF HEALTH
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

CONTRACT REVIEW COMMITTEE

MINUTES – January 2, 2024

Meeting called to order by Brandy Eaton, Chair of the CRC at 1:29 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on January 2, 2024.

Roll Call: The following members were present: Rod Harris, Brandy Eaton, Zach Levar, John Sobolewski, Jana Rush, 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 19, 2023.

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

CRC 2024-01 Environmental Public Health Services submitting the following contract addendums under the 2023/2024 Overdose Data to Action grant to revise Exhibit A – Scope of Work. Amount to be paid to the sub-recipients will remain the same.

Circle Health Services	2023-107
Cleveland State University	2023-107
Project White Butterfly	2023-107
Thrive for Change	2023-107
Thrive Behavioral Health Center	2023-107
Center for Health Affairs	2023-125
Hispanic UMADAOP	2023-125

CRC 2024-02 Epidemiology, Surveillance and Informatics Services submitting a Letter of Agreement with Cuyahoga County Office of Emergency Management. Period for agreement will be effective January 2, 2024 until terminated. No Exchange of Funds.

It was moved by Judy Wirsching, seconded by Rod Harris, that the consent agenda, including the minutes of the December 19, 2023 CRC meeting be approved.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Zach Levar, John Sobolewski, Jana Rush, and Judy Wirsching

CONTRACTS AND AWARDS:

New Items For Review

Bid/Quote Openings ≥ \$75,000.00
None

Bid/Quote Openings < \$75,000.00
None

Expenditures: Contracts < \$25,000.00

It was moved by John Sobolewski, seconded by Zach Levar, that the contract (CRC 2024-03) with Notavi Creative LLC. under the 2023-2024 National Association of County and City Health Officials (NACCHO) Early Education (ECE) grant from December 1, 2023 through January 31, 2024. Amount to be paid to Notavi Creative LLC. is not to exceed \$3,450.00 to be approved.

Presented by: Liz Manley

Purpose: To serve as the Early Ages Healthy Stages communications partner and create storytelling assets from the ECE group using their direct perspectives and insights.

Funding Source: 100% reimbursable through the 2023/2024 National Association of County and City Health Officials (NACCHO) Early Care Education (ECE) grant.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Zach Levar, John Sobolewski, Jana Rush, and Judy Wirsching

Revenue Generating Agreements < \$25,000.00
None

Contract Rescissions
None

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

Thereupon, it was moved by Judy Wirsching, seconded by Jana Rush, 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, Zach Levar, John Sobolewski, Jana Rush, and Judy Wirsching



Committee Chair



Clerk