

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

*CONTRACT REVIEW COMMITTEE  
MINUTES – November 21, 2023*

Meeting called to order by Rick Novickis, Chair of the CRC at 1:34 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on November 21, 2023.

Roll Call: The following members were present: Brandy Eaton, Zach Levar, Rick Novickis, 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 – November 7, 2023.

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

It was moved by Judy Wirsching, seconded by Jana Rush, that the consent agenda, including the minutes of the November 7, 2023 CRC meeting be approved.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

**CONTRACTS AND AWARDS:**

Tabled Items:

CRC 2023-133  
RFP# 2023-06 Website Design & Maintenance Services

No action today

CRC 2023-171  
RFP#2023-05 Mobile Health Clinic

No action today

## New Items For Review

### Bid/Quote Openings ≥ \$25,000.00

It was moved by Brandy Eaton, seconded by Zach Levar, that the following contract (CRC 2023-183) for 1734 Strathmore Ave., East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to Paragon CMS in the amount of \$56,325.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Judy Wirsching

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

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

None

### Expenditures: Contracts < \$25,000.00

It was moved by Rick Novickis, seconded by Brandy Eaton that the Addendum to the contract with A. J. Boggs & Company dba IXN (Resolution 2023-24 & 2023-45) to increase the amount paid to A. J. Boggs & Company dba IXN from \$88,830.00 to \$91,330.00.

Presented by: Zach Levar

Purpose: To provide hosting services and technical assistance related to our client level data reporting system, CAREWare.

Funding Source: 100% reimbursable through 23/24 Ending the HIV Epidemic (EHE Care) grant.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

It was moved by Judy Wirsching, seconded by Jana Rush, that the addendum to the contract (CRC 2023-185) with Equality Ohio Education Fund (Resolution 2023-64) to increase the amount to be paid to Equality Ohio Education Fund from \$22,000.00 to \$24,000.00.

Presented by: Brian Lutz

Purpose: To provide psychosocial support services to people with HIV in Cuyahoga County through healing weekend retreats.

Funding Source: 100% reimbursable through the 23/24 Ending the HIV Epidemic (EHE Care) grant.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

It was moved by Rick Novickis, seconded by Brandy Eaton, that the addendum to the contract (CRC 2023-186) with We Think 4 Change (Resolution 2023-71) to increase the amount to be paid to We Think 4 Change from \$22,000.00 to \$24,00.00.

Presented by: Brian Lutz

Purpose: To provide emergency financial assistance to people living with HIV in Cuyahoga County through community outreach.

Funding Source: 100% reimbursable through 23/24 Ending the HIV Epidemic (EHE Care) grant.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

Revenue Generating Agreements < \$25,000.00

It was moved by Zach Levar, seconded by Judy Wirsching, that the Phase II Service Agreement (CRC2023-187) with the City of Fairview Park from January 1, 2024 through December 31, 2025. Amount to be received is not to exceed \$9,830.00

Presented by: Megan Symanski

Purpose: Implementation of the Minimum Control measures (MCM) #3: Illicit Discharge Detection and Elimination (IDDE) and MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations programming.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.


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

BE IT RESOLVED that the meeting be adjourned at 1:45 p.m.

The Secretary called the roll:

Ayes: Brandy Eaton, Zach Levar, Rick Novickis, Jana Rush and Judy Wirsching

  
\_\_\_\_\_  
Committee Chair

  
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Clerk

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**BID RESULTS**

**Project Address**

**Name:**

**Address:** 1734 Strathmore Ave.

**City, State, Zip:** East Cleveland, OH 44112

**CRC No:** CRC 2023-183

**RFP No:** 2023-07

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>	<b>LEAD</b>	<b>HH</b>	<b>MATCH</b>
Paragon CMS	\$56,325.00	\$39,727.00	\$16,598.00	\$29,727.00
<b>ESTIMATE:</b>	\$56,325.00	\$39,727.00	\$ 16,598.00	\$29,727.00

**Recommended award:** Paragon CMS