

CUYAHOGA COUNTY
BOARD OF HEALTH
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CONTRACT REVIEW COMMITTEE

MINUTES – December 6, 2022

Meeting called to order by Martha Halko, Chair of the CRC at 1:33 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on December 6, 2022.

Roll Call: The following members were present: Rod Harris, Martha Halko, 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 15, 2022.

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

It was moved by Rick Novickis, seconded by Judy Wirsching, that the consent agenda, including the minutes of the November 15, 2022 CRC meeting be approved.

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

CONTRACTS AND AWARDS:

Tabled Items:

It was moved by Judy Wirsching, seconded by Jana Rush, that the following contract (CRC 2022-153) for COVID-19 and Flu Vaccine Equity Communication and Marketing Campaign be accepted as the lowest and best, and a recommendation that a contract be awarded to MEE Productions in the amount of \$170,000.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Nichelle Shaw

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

It was moved by Rick Novickis, seconded by Martha Halko, that the following contract (CRC 2022-165) for Housekeeping and Facility Maintenance Services be accepted as the lowest and best, and a recommendation that a contract be awarded to Hott & Associates be submitted to the Board for approval. Amount to be paid to Hott Associates, Inc. is not to exceed \$3,515.00 per month for housekeeping and \$1,150.00 per month for facility maintenance/management (parts and material not included).

Presented by: Michelle Jardine

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

CRC 2022-176 Sealed bids were received from the following contracts by the deadline outlined in the Requested for Proposal (RFP) Ryan White Part A – Planning Council - RFP 2022-07 (ref. enclosed):

<u>Agency</u>	<u>Received</u>	<u>Amount</u>
Upward Spiral Coaching & Consulting, LLC.	12/6/22@ 9:30 AM	\$105,900.00

Ryan White Part A – Planning Council Bid Openings

Presented by: Monica Baker

The bids listed above were provided to the program staff for completion of the evaluation process.

CRC 2022-177 Sealed bids were received from the following contracts by the deadline outlined in the Requested for Proposal (RFP) Advancing Regional Community Health Improvement and Health Equity - Sustainability Consultant - RFP 2022-05 (ref. enclosed):

<u>Agency</u>	<u>Received</u>	<u>Amount</u>
No bids received		

Presented by: Judy Wirsching

Bid/Quote Openings < \$25,000.00

Lead Program Bids presented by Stephanie McConoughey

It was moved by Rick Novickis, seconded by Rod Harris, that the following quote (CRC 2022-178) for 3723 Normandy Rd., Shaker Heights, Ohio 44120 be accepted as the lowest and

best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to TNT Construction in the amount of \$18,405.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Lead Program Bids presented by Stephanie McConoughey

It was moved by Judy Wirsching, seconded by Rod Harris, that the following quote (CRC 2022-179) for 12514 Thornhurst Ave., Garfield Hts, Ohio 44105 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to TNT Construction in the amount of \$18,000.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Expenditures: Contracts < \$25,000.00

It was moved by Rod Harris, seconded by Rick Novickis, that the addendum (CRC 2022-180) to the following contracts under the HRSA Ryan White Part A and HIV Epidemic Care grants:

	From:	To:
AIDS Healthcare Foundation (2022-35 & 2022-85)	\$ 61,100.00	\$ 66,600.00
AIDS Taskforce of Greater Cle (2022-35 & 2022-85)	\$ 206,927.00	\$ 216,927.00
Circle Health Services (2022-35 & 2022-85)	\$ 150,625.00	\$ 158,725.00
Cleveland Clinic Foundation (2022-35 & 2022-103)	\$ 257,790.00	\$ 254, 930.00
Far West Center (2022-43)	\$ 3,575.00	\$ 7,100.00
Near West Side (2022-43 & 2022-85)	\$ 54,256.00	\$ 62,956.00
Mercy Regional Medical Center (2022-50 & 2022-85)	\$ 286,630.00	\$ 303,155.00
Neighborhood Family Practice (2022-35 & 2022-85)	\$ 185,500.00	\$ 205,000.00

Purpose: To provide services to low-income, uninsured and underinsured HIV positive persons.

Funding Source: 100% reimbursable through the FY2022 Health Resources and Services Administration (HRSA) Ryan White Part A Program grant and the FY2022 Ending the HIV Epidemic Care grant.

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

It was moved by Rick Novickis, seconded by Martha Halko, that the agreement with Association of Ohio Health Commissioners (AOHC) (CRC 2022-181) to secure an emergency preparedness consultant from July 1, 2022 through June 30, 2023. Amount to be paid to AOHC is not to exceed \$5,278.00 to be approved.

Purpose: To allow AOHC to secure an emergency preparedness

consultant on behalf of CCBH to serve as a liaison for emergency preparedness planning functions as outlined by the BTeam.

Funding Source: FY2023 Public Health Emergency Preparedness (PHEP) grant.
Presented by: Jana Rush

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

It was moved by Judy Wirsching, seconded by Jana Rush, that the agreement with International Business Machines (CRC 2022-182) to migrate CCBH phone services to AT&T from November 1, 2022 through October 31, 2023. Amount to be paid to AT&T is not to exceed \$2,608.20 to be approved.

Purpose: To allow CCBH to migrate phone services to AT&T.

Funding Source: 100% reimbursable through ESI General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, 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 Rod Harris, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 2:07 p.m.

The Secretary called the roll:

Ayes: Rod Harris, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Roderick Harris
Committee Chair

Michelle Jandine
Clerk

Roderick Harris, DrPH Health Commissioner

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