

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

*CONTRACT REVIEW COMMITTEE  
MINUTES – February 4, 2025*

Meeting called to order by Brandy Eaton, Chair of the CRC at 1:32 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on February 4, 2025.

Roll Call: The following members were present: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

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 – January 21, 2025.  
Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2025-024 Environmental Public Health submitting an Equipment Loan Agreement with Ohio Department of Health. CCBH is to receive a loaner HEPA vacuum from ODH to loan to residents in Cuyahoga County to conduct lead safe clean up in their homes. No exchange of funds.

It was moved by Brandy Eaton, seconded by Martha Halko, that the consent agenda, including the minutes of the January 21, 2025 CRC meeting be approved.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi.

**CONTRACTS AND AWARDS:**

Tabled Items:

CRC 2024-196  
RFP 2024-01 Payment Card Merchant Services

No action today

CRC 2025-004  
RFP #2024-05 Ending the HIV Epidemic: A Plan for America  
Ryan White HIV/AIDS Program Parts A & B

No action today

CRC 2025-011  
RFP #2024-03  
Ryan White Part A – Direct Services

No action today

CRC 2025-012  
RFP #2024-04  
Ryan White Part A – Planning Council

No action today

New Items For Review

Bid/Quote Openings ≥ \$40,000.00

It was moved by Jana Rush, seconded by John Sobolewski, that the following contract (CRC 2025-025) for 13400 Claiborne Rd., East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to Paragon CMS in the amount of \$47,630.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

Bid/Quote Openings < \$40,000.00

It was moved by Wedad Alhamwi, seconded by Brandy Eaton, that the following contract (CRC 2025-026) for 1760-1762 Noble Rd., East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$29,800.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

It was moved by John Sobolewski, seconded by Martha Halko, that the following contract (CRC 2025-027) for 14705-14707 Dover Rd., East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$33,750.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

It was moved by Martha Halko, seconded by Jana Rush, that the following contract (CRC 2025-028) for 2396 Loyola Rd., University Heights, Ohio 44118 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$27,350.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

It was moved by John Sobolewski, seconded by Brandy Eaton, that the following contract (CRC 2025-029) for 13701 Milan 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 \$10,880.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

Expenditures: Contracts < \$25,000.00

It was moved by Jana Rush, seconded by Wedad Alhamwi, that the contract (CRC 2025-030) with David W. Knight, D.D.S. under the Dental Sealant grant from January 1, 2025 through December 31, 2025. Amount to be paid to David W. Knight, D.D.S. is not to exceed \$1,000.00 to be approved.

Presented by: Brandy Eaton

Purpose: To serve as the supervising dentist and advise the Dental Sealant team.

Funding Source: 100% reimbursable through 2025 Dental Sealant grant.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

It was moved by Wedad Alhamwi, seconded by Martha Halko, that the contract (CRC 2025-031) with The Muse Content Group under the 2024/2026 Harvest of the Month grant from February 1, 2025 through June 30, 2025. Amount to be paid to The Muse Content Group is not to exceed \$28,000.00 to be approved.

Presented by: Alison Patrick

Purpose: To create new Feed Our Future Harvest of the Month assets and support statewide social media campaigns.

Funding Source: 100% reimbursable through 2024/2026 Harvest of the Month grant.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

Revenue Generating Agreements < \$25,000.00

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

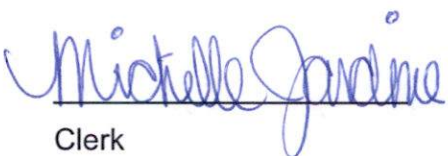
Thereupon, it was moved by Jana Rush, seconded by Martha Halko, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 1:47 p.m.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, John Sobolewski, Jana Rush and Wedad Alhamwi

  
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Committee Chair

  
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Clerk











