

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

*CONTRACT REVIEW COMMITTEE*

*MINUTES – March 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 March 4, 2025.

Roll Call: The following members were present: Joe McRae, Brandy Eaton, Martha Halko, 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 – February 18, 2025. Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2025-048 Population Health submitting a Memorandum of Understanding (MOU) with A Vision of Change to allow CCBH to complete a donation and fundraising event in support of A Vision of Change's mission from February 19, 2025 to March 28, 2025. No exchange of funds.

CRC 2025-049 Population Health submitting an addendum with the Notavi Creative LLC (Board Resolution 2024-048, CRC 2024-161) under the 2024 Increasing Vaccination Coverage grant to revise the end date from February 28, 2025 to March 31, 2025. The contract amount remains the same.

It was moved by Joe McRae, seconded by Brandy Eaton, that the consent agenda, including the minutes of the February 18, 2025 CRC meeting be approved.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching.

**CONTRACTS AND AWARDS:**

Tabled Items:

CRC 2025-036  
RFP #2025-01 Unarmed Security Guard Services

No action today

New Items For Review

Bid/Quote Openings ≥ \$40,000.00

It was moved by Brandy Eaton, seconded by Martha Halko, that the following quotes (CRC 2025-004) in response to RFP #2024-05 for Ending the HIV Epidemic: A Plan for America Ryan White HIV/AIDS Program Parts A & B be accepted as the lowest and best, and a recommendation to award a contract to the following agencies be submitted to the CRC and/or Board for approval pending budget negotiations (ref. enclosed):

Companies:

1. AIDS Taskforce of Greater Cleveland
2. Cleveland Clinic Foundation
3. MetroHealth Medical Center
4. Nueva Luz Urban Resource Center
5. Signature Health
6. The Centers (Circle Health)
7. University Hospitals of Cleveland
8. We Think 4 a Change

Presented by: Erin Turcoliveri

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Judy Wirsching, seconded by Jana Rush, that the following quotes (CRC 2025-011) in response to RFP #2024-03 for Ryan White Part A Program – Direct Services be accepted as the lowest and best, and a recommendation to award a contract to the following agencies be submitted to the CRC and/or Board for approval pending budget negotiations (ref. enclosed):

Companies:

1. AIDS Taskforce of Greater Cleveland
2. Circle Health Services
3. Cleveland Clinic Foundation
4. Dept. of Senior and Adult Services
5. May Dugan Center
6. Mercy Health
7. MetroHealth Medical Center

8. Neighborhood Family Practice
9. Nueva Luz Urban Resource Center
10. Signature Health
11. University Hospitals of Cleveland

Presented by: Anastassia Idov, Monica Baker

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Joe McRae, seconded by Judy Wirsching, that the following contract (CRC 2025-012) in response to RFP #2024-04 for Ryan White Part A – Planning Council be accepted as the lowest and best, and a recommendation that contract be awarded to Upward Spiral Coaching & Consulting, LLC. in the amount of \$84,500.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Monica Baker

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Martha Halko, seconded by Jana Rush, that the following contract (CRC 2025-051) for 13612 Garden Road, East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to Paragon CMS in the amount of \$41,395.00 be submitted to Board for approval (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

Bid/Quote Openings < \$40,000.00

It was moved by Brandy Eaton, seconded by Judy Wirsching, that the following contract (CRC 2025-050) for 14513 Libby Road, Maple Heights, Ohio 44137 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$13,675.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Joe McRae, seconded by Brandy Eaton, that the following contract (CRC 2025-052) for 4634 Blythin Road, Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$13,700.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

Expenditures: Contracts < \$25,000.00

It was moved by Martha Halko, seconded by Joe McRae, that the addendum to the contract (CRC 2025-053) with Paragon CMS (Res. 2024-110, CRC 2024-140) 1558 Wymore Ave., East Cleveland, Ohio 44112 to increase the amount to be paid to Paragon CMS from \$38,620.00 to \$45,460.00 to be approved.

Presented by: Stephanie McConoughey

Purpose: To complete additional work found during the project completion.

Funding Source: 100% reimbursable through Lead Safe Ohio.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Brandy Eaton, seconded by Martha Halko, that the addendum to the contract (CRC 2025-054) with Paragon CMS (Res. 2024-106, CRC 2024-109) 1838 Farmington Road, East Cleveland, Ohio 44112 to increase the amount to be paid to Paragon CMS from \$33,360.00 to \$35,069.00 to be approved.

Presented by: Stephanie McConoughey

Purpose: To complete additional work found during the project completion.

Funding Source: 100% reimbursable through Lead Safe Ohio.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the contract (CRC 2025-055) with City of Mayfield Heights, Aquatic and Community Center to host our Annual Environmental Public Health meeting, December 19, 2025. Amount to be paid to City of Mayfield Heights is not to exceed \$350.00 to be approved.

Presented by: Stephanie McConoughey/Judy Wirsching

Purpose: To provide a meeting room to host our annual meeting.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

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 Judy Wirsching, seconded by Jana Rush, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 2:02 p.m.

The Secretary called the roll:

Ayes: Joe McRae, Brandy Eaton, Martha Halko, Jana Rush and Judy Wirsching

  
Committee Chair

  
Clerk