

CUYAHOGA COUNTY
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B O A R D O F H E A L T H
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION
CONTRACT REVIEW COMMITTEE
MINUTES – October 7, 2025

Meeting called to order by Martha Halko, Chair of the CRC at 1:31 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on October 7, 2025.

Roll Call: The following members were present: Martha Halko, Jana Rush, Melissa Kolenz, Tom Fink, John Mills, and Erik Hamilton.

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 – September 16, 2025.
Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2025-197 Epidemiology, Surveillance & Informatics submitting a no cost extension for the 2025 Healthy Brain Initiative grant (2025-022) to revise and extend the end date of the contract from September 29, 2025 to December 31, 2025.

It was moved by Mr. Mills, seconded by Ms. Rush, that the consent agenda, including the minutes of the September 16, 2025 CRC meeting be approved.

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.

CONTRACTS AND AWARDS:

New Items For Review

Bid/Quote Openings < \$40,000.00

It was moved by Ms. Rush, seconded by Ms. Halko, that the following contract (CRC 2025-198) for 461 Kenwood #L Euclid, OH 44123 be accepted as the lowest and best, and that a contract be awarded to American Builders and Applicators in the amount of \$5,550.00 be approved (ref. enclosed).

Presented by: Tom Fink

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.

It was moved by Ms. Rush, seconded by Mr. Hamilton, that the following contract (CRC 2025-199) for 1562-1564 Hopkins Ave. Lakewood, OH 44107 be accepted as the lowest and best, and that a contract be awarded to American Builders and Applicators in the amount of \$15,825.00 be approved (ref. enclosed).

Presented by: Tom Fink

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.
Expenditures: Contracts < \$40,000.00

It was moved by Ms. Halko, seconded by Mr. Fink, that the addendum to the contract (CRC 2025-200) with the Public Health Services Council of Ohio (PHSCO) to provide quality improvement training and support services from July 15, 2025 through February 28, 2026, increasing the amount to be paid to PHSCO from \$16,500 to not to exceed \$19,500.00 be approved.

Presented by: Erik Hamilton

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.

It was moved by Ms. Rush, seconded by Mr. Mills, that the contract (CRC 2025-201) with Richardson Compensation Consulting, LLC from January 1, 2026 through December 31, 2026 with the amount to be paid to Richardson Compensation Consulting, LLC is not to exceed \$24,500.00 be approved.

Presented by: Erik Hamilton

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.

It was moved by Mr. Fink, seconded by Ms. Halko, that the contract (CRC 2025-202) with USI Insurance Services for health insurance consultant services from January 1, 2026 through December 31, 2026. Amount to be paid to USI Insurance Services is not to exceed \$24,205.00 be approved.

Presented by: Erik Hamilton

The Secretary counts the vote:
Ayes: All, Nays: None, motion carries.

It was moved by Ms. Halko, seconded by Ms. Rush, that the contract (CRC 2025-203) with Karen Hacker Health Strategies, LLC to provide facilitation and coaching support services from October 1, 2025 through April 30, 2026. Amount to be paid to Karen Hacker Health Strategies, LLC is not to exceed \$13,000.00 be approved.

Presented by: Erik Hamilton

The Secretary counts the vote:

Ayes: All, Nays: None, motion carries.

Revenue Generating Agreements < \$25,000.00

Contract Rescissions

Other Business

It was moved by Mr. Fink, seconded by Ms. Rush that the addendum to the contract (Resolution 2025-100) to renew public liability insurance with the Public Entities Pool of Ohio (PEP) from October 1, 2025 through September 30, 2026 increasing the amount to be paid from \$65,000.00 to \$71,952.00.

Presented by: John Mills

The Secretary counts the vote:

Ayes: All, Nays: None, motion carries.

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

Thereupon, it was moved by Ms. Rush, seconded by Mr. Mills, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 1:42 p.m.

The Secretary called the roll:

Ayes: Martha Halko, Jana Rush, Melissa Kolenz, Tom Fink, John Mills, and Erik Hamilton.

Committee Chair

Clerk