



SHAKER HEIGHTS

Administration Committee Agenda Via Conference - Zoom Tuesday, February 10, 2026

This meeting is being held remotely (Zoom) pursuant to Chapters 113 and 115 of the Codified Ordinances and Resolution 22-29.

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[pwd=ljRECZ2oT7at49T3GovMfsvkMcMm2g.8YmC8Y63EzHzx6b-](https://us06web.zoom.us/j/82138486991?pwd=ljRECZ2oT7at49T3GovMfsvkMcMm2g.8YmC8Y63EzHzx6b-), Passcode: 835902; Description: Administration Committee; or join by phone at 833-548-0282 (toll free); **Webinar ID: 821 3848 6991, Password: 835902**. International numbers available at <https://zoom.us/u/amN71NpvB>.

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1. Approval of the October 14, 2025 Meeting Minutes

Documents:

[ADMIN 10-14-2025 MINUTES DRAFT.PDF](#)

2. Additional Cooperative (Co-op) Purchasing Program – Sourcewell

Documents:

[SOURCEWELL COOP MEMO.PDF](#)

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SHAKER HEIGHTS

**Administration Committee Minutes
Tuesday, October 14, 2025
8 AM
Via Teleconference - Zoom**

Members Present: Tenille Kaus, Chairperson, Council Member
Sean Malone, Council Member
James Brady, Council Member
Ifeolu Claytor, Council Member
Michael Bowen, Citizen Member

Others Present: Matt Carroll, CAO
William Gruber, Law Director
Diana Simeon Spadoni, Senior Communications and Marketing Specialist
Sandra Middleton, Human Resources Director
Leonard Goodwin, Human Resources Recruiter
Frank Miozzi, IT Director
Suzanne Hrusch, I'm the Director of External Affairs at the Board of Health
Matt Johnson, Environmental Public Health director
Tom Fink, supervisor

The meeting was called to order by Tenille N. Kaus (Chair) at 8:04AM

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Approval of the August 12, 2025 Meeting Minutes

The minutes from August 12, 2025, were approved. There was one abstention.

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Request to Contract with the Cuyahoga County Board of Health for the Provision of Public Health Services for the Period January 1, 2026 through December 31, 2027, Matt Carroll

Chief Administrative Office Matt Carroll requested the Administration Committee to support the two-year contract with the Cuyahoga County Board of Health (CCBH). The agreement covers 2026 and 2027, with funding set at about \$263,000 and \$296,000 for each year, respectively. CAO Carroll noted that the City has been contracting with the CCBH for mandated public health services and mosquito control since the closing of the Shaker Heights Health Department in 2018, and emphasized the Board’s critical work ranging from tracking infectious diseases to coordinating emergency response — and noted how well our partnership has worked over the years.

Council member Sean Malone asked whether all communities in the county use the Board’s services. The only exception is Cleveland, which runs its own health department. Suzanne Hrusch, CCBH Director of External Affairs at the Board of Health, provided more detail. She explained that 58 communities now work

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with the Board and highlighted how services have expanded in recent years to include nursing programs, community health initiatives, and even a mobile medical unit that's expected to launch in 2026.

She also mentioned that while there's a 12% cost increase in the new contract, inflation and expanded programming are the main reasons. The city would receive added value of roughly \$23 per resident in grant-funded services at no extra cost.

Council Chair Tenille Kaus asked about possibly bringing CCBH's mobile vaccination clinic to city events like National Night Out. Suzanne shared information about the Board's new Speakers Bureau launching next year, designed to prioritize underserved and vulnerable populations but responsive to every request to help strengthen community outreach even further.

Overall, the committee was very supportive. Council member Ifeolu Claytor praised the expanded programming and focus on equity and sustainability. Matt Johnson, from CCBH Environmental Public Health Services, complimented the City of Shaker Heights employees, departments and schools, saying they're among the best and most professional teams to work with.

The committee voted unanimously to support the renewal.

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Personal Services Contract with Singleton & Partners

Diana Simeon Spadoni presented a request to support a one-year contract with Singleton & Partners, a minority- and woman-owned marketing firm, to refresh the city's "Attract and Retain" campaign. The proposal is for a one-year contract, renewable for two more years, at \$70,000 per year. The focus will be on refreshing the city's messaging and creative work to keep residents engaged and highlight Shaker Heights as a great place to live. Singleton & Partners will follow the great work current firm shark & minnow accomplished with helping the City's Communications & Marketing Department build the Shaker brand.

Committee members were enthusiastic — especially about supporting a diverse, local business that's already delivered great work.

The committee voted unanimously to support the renewal.

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Contract with LinkedIn Recruiter

Leonard Goodwin from HR presented results from the city's yearlong use of LinkedIn Recruiter, which showed a positive return. Since January, city job postings have received over 9,000 views and more than 1,200 application clicks, which is above average for the public sector. Leonard recommended a three-year renewal of the contract for a total of \$66,903 (about \$22,000 per year), noting it's already in the 2025 budget.

Council Member Malone asked how this tool compares to hiring search firms. Director of Human Resources Sandra Middleton explained that LinkedIn has helped fill many positions more efficiently, though search firms are still considered for senior or hard-to-fill roles. She pointed out that search firms can charge up to 30% of a position's salary, so LinkedIn saves a significant amount of money.

The committee voted unanimously to support the renewal.

There being no further business, the meeting was adjourned at 8:38AM. The next meeting will be February 10, 2026.

Peter Chengelis, Chair
Administration Committee



Memorandum

To: Administration Committee
From: Director of Finance, John J. Potts
cc: Mayor, David E. Weiss
Chief Administrative Officer, Matt Carroll
Date: February 10, 2026
Re: Additional Cooperative (Co-op) Purchasing Program – Sourcewell

Background

City Council has previously authorized the Administration, through a Codified Ordinance, Section 141.10, to make purchases through certain governmental purchasing programs, where the contractors in such programs have been selected through a competitive bidding process and selected as the lowest and best bidders.

The specific programs that Council has pre-authorized in this manner are:

- Ohio Department of Administrative Services (ODAS)
- Ohio Department of Transportation (ODOT)
- Ohio Schools Council Cooperative Purchasing Program
- Cuyahoga County Department of Public Works
- United States General Services Administration (GSA).

The City can, through these ordinances, make purchases over \$50,000 without approval by Council (except as to appropriation), and without the City having to conduct its own competitive bidding process. Through these programs, the City can purchase supplies, services, equipment and certain materials for any City department that needs to make such a purchase, as long as there is a State awarded contract that allows municipalities to contract with the particular vendor or contractor.

Various City Departments, including Police, Fire, Public Works, IT, and Recreation are proposing that the City enact a codified ordinance authorizing any City department to utilize another Cooperative Purchasing Program called Sourcewell as an option to procure goods and services for the City.

Sourcewell is a government agency with over 40 years of service helping state and local government and education entities with procurement activities. Sourcewell is a primary resource for local government purchasing because it functions as a government agency itself, providing pre-vetted, competitively solicited contracts that allow public entities to bypass the long and costly Request for Proposal (RFP) process.

Utilizing Sourcewell, like other Cooperative Purchasing Programs, allows us to leverage buying power in order to negotiate streamlined contracts with commercial businesses, much like we currently do with our other Cooperative Programs.

Some of the key reasons to use Sourcewell, like our other Co-op programs are:

- Time and Efficiency – Local governments can forego the traditional multi-month solicitation process. By using pre-negotiated contracts, we can obtain quotes and finalize purchases in weeks rather than months.
- National Buying Power – Sourcewell leverages the collective purchasing volume of over 50,000 participating agencies to secure competitive pricing that individual local governments may not achieve alone.
- Compliance and Accountability: Because Sourcewell is a local unit of government (established under Minnesota statute), its solicitation process is designed to meet or exceed local and national public procurement requirements, ensuring "audit-ready" documentation.
- No Cost to Join: Membership is free for all government, education, and nonprofit entities. There are no participation fees, minimum purchase commitments, or obligations.
- Local Support: While contracts are awarded at the manufacturer level, they are often delivered and serviced by local dealers, keeping taxpayer dollars in the community while benefiting from national pricing.

The Police Department believes it can make good use of this program for purchases such as ballistic vests, office furniture, electronic speed radar signs, tasers, and Police vehicle equipment (lights, sirens, and other upfitting). The Fire Department also believes that Sourcewell would be a welcome addition as a new Co-op for purchases from ambulance manufacturers, fire truck manufacturers, firefighting gear, medical equipment, and other firefighting equipment. Both Police and Fire have stated that adding Sourcewell as a Co-op option will provide significant financial and operational advantages. Sourcewell offers competitively solicited contracts that allow us to procure high-quality equipment, vehicles, and services at pre-negotiated rates. By leveraging these contracts, they can streamline procurement, eliminate the time-consuming bidding process, and ensure that we are getting the best possible pricing.

Public Works noted that most construction related services can be utilized with the Sourcewell Co-op buying program and that there are multiple municipalities in our region that utilize Sourcewell (Pepper Pike, Cle Heights, Lakewood, Rocky River, etc.). Here is a sample of current Public Works vendors that are on Sourcewell:

- Elgin (street sweepers) / Bobcat (sidewalk plows) / Kubota (scooters) / Komatsu (loaders) / Goodyear (tires) / Old Dominion Brush (sweeper brooms) / John Deere / Caterpillar / Heil (refuse trucks) / New Way (refuse trucks) / Bonnell (plows) / Ventrac (grounds and sidewalks).

The IT Department noted that there are three copier companies on the Sourcewell program, Sharp, Xerox and Ricoh.

Some of our larger City departments agree that in addition to cost savings, Co-ops simplify the purchasing process, reducing some of their administrative burden on purchasing. These efficiencies translate to quicker acquisition of essential gear, vehicles, and technology, ensuring our safety and non-safety forces have what they need to perform their duties effectively.

The Finance Department believes that with Sourcewell's access to a broad network of reputable vendors and industry-leading suppliers, our departments can procure top-tier products without compromising on quality. By utilizing contracts that have already been vetted through a rigorous, transparent process, they can be confident in the reliability and performance of the equipment they acquire.

Recommendation

It is recommended that the Administration Committee recommend to City Council the utilization of the Sourcewell Cooperative Purchasing Program as an option for purchasing goods and services for many of the City's departments and that our current ordinances be amended to reflect this change.