



# 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

**CITY OF SHAKER HEIGHTS**

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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.

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Peter Chengelis, Chair  
Administration Committee