



City of Cleveland Memorandum

Justin M. Bibb, Mayor

TO: Blaine Griffin, City Council President
FROM: Matthew Cole, Director, Department of Human Resources
DATE: April 15, 2026
SUBJECT: Legislation – COBRA Services Administration (2027)

**Department of Human Resources
Legislative Summary**

The City of Cleveland's Department of Human Resources, through its Director of Human Resources, is requesting authorization to enter into a professional services contract with a designated vendor for the administration of a Consolidated Omnibus Budget Reconciliation Act (COBRA) plan to maintain their employer-provided health insurances during situations such as job loss or reduction in hours worked for a period of time up to 36 months.

Administration of COBRA falls under Internal Revenue Code - Section 125 relating to health care benefit cafeteria plans. City of Cleveland employees who are enrolled in one of our qualified benefit plans would be eligible.

DURATION: The terms of service would be for a period of up to one year with two consecutive one-year options to renew.

The dates for these services would be from January 1, 2027 through December 31, 2027, with an option to renew until December 31, 2028, and until December 31, 2029.

Sincerely,

Matthew J. Cole
Director of Human Resources

Cc: Ryan Puente, Chief of Staff
Jessica Trivisonno, Deputy Chief of Staff/Chief Strategy Officer
Mike Culp, Chief of Government Affairs
Rachon Long, Director of Civil Service
Egdilio Morales, Assistant Director of Human Resources
Mark Chimo, Labor Relations Manager
Andre Reynolds, Legislation Liaison, Department of Finance
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