



City of Cleveland

Justin M. Bibb, Mayor

INTEROFFICE MEMORANDUM

DATE: August 28, 2023

TO: Mark Griffin, Director of Law

FROM: Matt Cole, Director of Human Resources *MMC*

Prepared By: Trisha Simon Webster
Benefits, Wellness, and Engagement Manager

SUBJECT: Request for Legislation Codified Ordinances -EAP & Benefits Consultant

Please prepare legislation to amend the City's Codified Ordinances by adding authority to implement the City's employee assistance program and benefits management services, as described in the specially-enacted ordinances below.

1) Employee Assistance Plan (EAP):

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND: That the Director of Human Resources is authorized to employ by contract or contracts one or more consultants or one or more firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to administer the City's employee assistance program and to provide learning and development training to various City departments, on an as-needed basis, for a one year period, with two one year options to renew, exercisable by the Director of Human Resources.

Ordinance No. 311-2022

2) Benefits Consultant:

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND: That the Director of Human Resources is authorized to employ by contract or contracts one or more consultants or firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to analyze health care providers, benefits, and claims, and to evaluate proposals received for benefit management services for a period of one year, with two one-year options to renew, exercisable by the Director of Human Resources.

Ordinance No. 756-2020

If you have questions or need additional information, please contact Trisha Simon Webster at 216-851-6244.

A handwritten signature in black ink that reads "Trisha Simon Webster". The signature is written in a cursive, flowing style.

Thank you.