

MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, April 12, 2023

9830 Lorain Ave., Classroom 1

Cleveland, Ohio 44102

4:00 p.m.

1) CALL TO ORDER

PRC Chairwoman Debbie Southerington called the meeting to order at 4:02 p.m.

2) ROLL CALL

Chairwoman Southerington and Commissioner Boseman were present; Commissioner Colaluca was absent. A quorum was established.

3) APPROVAL OF MINUTES from March 1, 2023

Chairwoman Southerington made a motion to approve the meeting minutes from the March 1, 2023 PRC meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) NEW BUSINESS

a) Proposed Ordinance O2023-____: Change to Vacation Accrual Rate Policy

PRC Director Rebecca Kopcienski introduced Katie Gallagher, Chief of Operations and Community Innovation, to present the proposed ordinance. Discussion ensued.

Chairwoman Southerington instructed PRC Director Rebecca Kopcienski to draft a letter to County Council affirming the PRC's support of the proposed ordinance with the recommendation that specific measures be added to determine what "substantial similarities" between private sector and public sector jobs are to ensure accountability and standardization of decision-making when the policy takes effect.

b) Appeals

i) William Clark – Recommendation for Dismissal

Appellant William Clark and PRC Director Rebecca Kopcienski addressed the Commission. Discussion ensued.

Chairwoman Southerington made a motion to dismiss the appeal for lack of jurisdiction; Commissioner Boseman seconded the motion. All were in favor, no objections.

ii) Shemeka Green – Report and Recommendation

Appellant Shemeka Green, PRC Hearing Officer Dan Zeiser, and Assistant Law Director Steven Ritz, on behalf of Appellee Cuyahoga County, addressed the Commission. Discussion ensued.

Chairwoman Southerington made a motion to adjourn the meeting to go into deliberations; Commissioner Boseman seconded the motion. All were in favor, no objections. The meeting was adjourned at 4:43 p.m.

Chairwoman Southerington called the meeting to order at 5:22 p.m.

Commissioner Boseman requested the County to provide a timeline of events pertaining to the appeal.

Commissioner Southerington made a motion to hold the appeal in abeyance until the May 3, 2023 PRC meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

iii) Juan Roberts – Report and Recommendation

Chairwoman Southerington made a motion to accept the Report and Recommendation to dismiss the appeal for Failure to Appear; Commissioner Boseman seconded the motion. All were in favor, no objections.

c) Establishment of the Eligibility Lists as of the Date Posted to the PRC Website

Justice System Advocate	PSJS	1/13/2023
Social Service Worker 3	DCFS	1/17/2023
Sewer Maintenance Worker	PW	1/25/2023
Correction Officer	SHER	1/31/2023
Supervisor, Social Services	DCFS	2/1/2023
Social Service Worker 3	DSAS	2/24/2023
Case Manager	MEO	2/24/2023
Clerk	COC	2/24/2023
Supervisor, Building Maintenance	PW	2/27/2023
Budget and Planning Administrator	FISC	2/27/2023
Account Clerk 2	CJFS	2/27/2023
Program Officer 3	TREA	2/27/2023
Administrative Assistant 1	DCFS	2/27/2023
Construction Laborer	PW	2/28/2023
Information Systems Analyst	IT	2/28/2023
Purchasing Analyst	MEO	2/28/2023
Supervisor, Administrative Support	TREA	2/28/2023
Support Specialist 1	CJFS	2/28/2023
Maintenance Mechanic 1	PW	3/6/2023

Multisystemic Therapist	DCFS	3/7/2023
Correction Officer	Sher	3/7/2023
Supervisor, Investigation	HHS-DO	3/8/2023
Social Service Worker 3	DCFS	3/9/2023
Service Desk Specialist	IT	3/10/2023
Family Service Aide 2	DSAS	3/13/2023
Administrative Associate	HR	3/13/2023
Area Construction Engineer	PW	3/13/2023
Clerical Specialist	CJFS	3/14/2023
Business Administrator 2	CJFS	3/15/2023
Family and Children First Council Service Coordinator	HHS-DO	3/16/2023
Web Designer 2	IT	3/16/2023
Fiscal Specialist 2	CJFS	3/17/2023
Maintenance Laborer	PW	3/20/2023
Data Systems Technician	IT	3/20/2023
Manager, Purchasing	FISC	3/20/2023
Foster/Adoptive Recruitment Specialist	DCFS	3/20/2023
Deputy Sheriff	SHER	3/21/2023
Contract Analyst	HHSDO	3/22/2023
Project Inspector	PW	3/22/2023
Program Officer 3	HHSDO	3/22/2023
Administrator, Social Program 4	DCFS	3/23/2023
Time and Attendance Administrator	SHER/HR	3/23/2023
Administrative Assistant	PW	3/27/2023
Fiscal Specialist 3	HHSDO	3/27/2023
Senior Bridge Inspector	PW	3/27/2023
Medical Examiner Investigator 2	MEO	3/28/2023
Senior Examiner	HHS DO	3/28/2023
Systems Analyst	IT	3/28/2023
Multisystemic Therapist	DCFS	3/29/2023
Supervisor, Custodial Worker	PW	3/29/2023
Information Processor 1	CJFS	3/30/2023
Supervisor, Nursing	DSAS	3/30/2023
Social Service Worker 1	DCFS	3/31/2023
Grants Coordinator	PSJS	3/31/2023
Senior Business Intelligence Analyst	HHS DO	3/31/2023
Support Specialist 1	CJFS	3/31/2023
Employee and Labor Relations Specialist 1	HR/SHER	4/3/2023
Senior Project Manager	PW	4/3/2023
Information Systems Analyst	IT	4/4/2023
ERP Business Systems Administrator	HR	4/5/2023
Support Officer	CJFS	4/5/2023
Workforce Analyst	DD	4/6/2023
Social Service Worker 3	DCFS	4/7/2023

PRC Testing Manager George Vaughan addressed the Commission regarding the establishment of the eligibility lists. Discussion ensued.

Chairwoman Southerington made a motion to approve the establishment of the eligibility lists as of the date posted to the PRC website; Commissioner Boseman seconded the motion. All were in favor, no objections.

d) Request to Use a Pre-Existing Eligibility List

- i) HHS Director's Office request to use Senior and Adult Services' eligibility list for Administrative Assistant

PRC Testing Manager George Vaughan addressed the Commission regarding the HHS Director's Office Request. Discussion ensued.

Chairwoman Southerington made a motion to approve the HHS Director's Office request to use Senior and Adult Services' eligibility list; Commissioner Boseman seconded the motion. All were in favor, no objections.

e) Class Plan Changes

PRC Compensation and Classification Manager Albert Bouchahine, along with Human Resources Manager of Environmental Health and Safety Denny Matheou, addressed the Commission regarding the Class Plan changes. Discussion ensued.

Chairwoman Southerington made a motion to approve the Class Plan changes; Commissioner Boseman seconded the motion. All were in favor, no objections.

f) PRC Strategic Plan Update – Part 1

Chairwoman Southerington announced the PRC Strategic Plan Update would be held until the May 3, 2023 PRC meeting.

6) OTHER BUSINESS – Nothing submitted.

7) ADJOURNMENT

Chairwoman Southerington made a motion to adjourn the meeting at 5:30 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.