

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, October 5, 2011
Cuyahoga County Administration Building
Multi-purpose Room, 4th Floor
5:00 p.m.

1) CALL TO ORDER

Robert Wolff, Chairman of the Commission began the meeting at 5:04 p.m. and made a motion to approve the minutes from the September 7, 2011 meeting. This was seconded by Commissioner Kathleen Palmer, no objections. Commissioner Angela Simmons had no objections (via phone conference).

2) ATTENDANCE

Albert Bouchahine, Lisa Durkin, Elise Hara, Matthew Hawes, Rebecca Kopcienski, Kathleen Palmer, Carolyn Pfiffner, Angela Simmons (via phone conference¹) and Robert Wolff.

3) NEW CLASSIFICATION PLAN (Fiscal Department)

- a. Discussion of processes used in classification study, process for implementation, classification strategies and future revisions.

Motion by Chairman Wolff to post new classifications in accordance with Section 4.06 of the HRC Administrative Rules; Commissioner Palmer seconded. No objections.

4) APPEAL FROM J. COSTA

- a. Discussion of procedure for jurisdictional questions. Jurisdiction questions should be presented to Commission; HRC can adopt motion to recommend dismissal of the appeal due to lack of jurisdiction, or assign to Hearing Officer. Notification sent to appellant informing them of HRC decision, including notification of 14-day period to file objections. If no objections, HRC can adopt final motion to dismiss after 14-day period expires.

Motion by Chairman Wolff to recommend dismissal of J. Costa appeal due to lack of subject matter jurisdiction; Commissioner Palmer seconded. No objections.

5) HEARING PROCEDURES

- a. Discussion of logistical questions re: hearings
- b. Cases initially to be assigned alphabetically

¹ Ms. Simmons attended the meeting via phone conference. She did not participate in any voting.

- c. HRC Administrator drafting templates and evaluation forms for review by Law dept.
- d. Hearings to be held either in Hearing Officers' private offices or HRC Offices
- e. Hearing Officers to use their own research facilities or use public facilities
- f. Administration representation at hearings to be determined by Prosecutor's office
- g. Administrator developing Hrg. Ofcr. training; to coordinate with Prosecutor's office
- h. Mediation available to appellants; Hearing Officer can offer if appropriate

6) HRC PROCEDURES

- a. Discussion of HRC procedures
- b. HR not present in Executive Sessions unless requested
- c. HRC to have oversight of initial and promotional selection procedures for classified, non-bargaining unit positions and initial selection procedures for classified, bargaining unit positions

7) BUDGET REPORT

- a. Discussion of budget report and budget hearings scheduled for 10/31/11

8) SELECTION PROCEDURES for HEARING OFFICERS, COORDINATOR

- a. Discussion of procedures completed to date

9) EXECUTIVE SESSION

Commissioner Palmer made a motion to adjourn into Executive Session to discuss the appointment of the HRC Coordinator and Hearing Officers; Chairman Wolff seconded the motion. No objections.

10) APPOINTMENT OF HRC COORDINATOR, RECOMMENDATION OF HEARING OFFICERS

Chairman Wolff made a motion to recommend the following persons as independently contracted Hearing Officers: Ronald Balbier, Komlavi Atsou, Michael Gordillo, Anthony Stevenson, Gregory Szuter, Noelle Tsevodos and Daniel Zeiser. Commissioner Palmer seconded the motion. No objections.

Commissioner Palmer made a motion to appoint Jessica Vezina as HRC Coordinator; Commissioner Wolff seconded the motion. No objections.

11. PUBLIC COMMENT

(Nothing submitted)

12. OTHER BUSINESS

(Nothing submitted)

13. ADJOURNMENT

Chairman Wolff ended the meeting at 7:30 and made a motion to adjourn. Commissioner Palmer seconded the motion. No objections.