

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, April 13, 2011
Cuyahoga County Administration Bldg.
Multi-purpose Room, 4th Floor
5:00 p.m.

1. CALL TO ORDER

Robert Wolff, Chairman of the Commission began the meeting at 5:10 p.m. and made a motion to approve the minutes from the March 24, 2011 meeting. This was seconded by Kat Palmer.

2. ATTENDANCE

Carolyn Pfiffner, Albert Bouchahine, Lisa Durkin, Kat Palmer, Robert Wolff, Matthew Hawes, Elise Hara, Sybil Haney, Wendy Feinn, Cishma Haines, Donna Marie Morris, Majeed Makhoulf, Ed Morales, Joe Nanni, Angela Simmons and Barbara Marburger (w/o signature).

3. BUDGETING AND STAFFING ISSUES

- a) Discussion HRC budget (current)
- b) Revised budget (90 days from March 15, 2011) Council, Executive then passage
- c) Estimates/Projections (OBM)
- d) Costs of supplies (letterhead, mileage, etc.) Lisa Durkin to supply temporary template
- e) Discussion from Kat Palmer (Summit Co.)
 - a. Meeting with Nancy Wilson
 - b. HRC structure
 - No Insp. Gen. position
 - Hearing Officer is Director (P/T status)
 - HRC remains independent
 - Adm. Rules (voters approve) Consultant hired to assist
 - Prosecutors attend hearings
 - HRC paid monthly (per diem) w/PERS credit
 - Performance Evaluation
- f) Staffing needs (Administrator, Clerical and Hearing Officers)
 - a. Administrator posting (revision)
 - Unclassified and H/R experience
 - Posting of position (internal/external), outreach areas (ODJFS, Bar Assoc., with Mary Groth), etc.

A motion to post Administrator position made by Robert Wolff and seconded by Angela Simmons

 - b. Clerical (revision)
 - HRC Coordinator

3. BUDGETING AND STAFFING ISSUES (cont.)

- Administrator to assist with hiring
- 3 to 5 years experience
- Hold posting
- c. Hearing Officers
 - Independent contractors
 - Billable hours and per diem (80 or 100)
 - Terms (1 yr)
 - RFQ or RFP (?) with Proc. and Diversity process (website, P/D advertising, Bar Assoc., etc.)
 - Stenographer

4. PENDING ISSUES/INFORMATION REQUIRED

- a) Appeal cases
 - a. Matthew Hawes presented (10) appeals
 - b. Robert Wolff to send letter acknowledging appeals
 - c. CC e-mail (set up for HRC)
 - d. Discussion ORC Section 124
- b) Recordkeeping
 - a. HRC (personnel files)
 - b. Cases
 - c. JoAnne Gross (status of records)

5. RULEMAKING/PROCEDURAL

- a) Rules (P&P, Civil service, Internal)
- b) Changes
- c) Extend deadline

6. RULEMAKING SUBSTANTIVE

- a) Ethics issue
- b) Whistle blowers
- c) Standards of review (Matthew Hawes to follow up)
- d) SPBR appeals (Charter 9.012)
- e) ORC Section 119 (appeal rights, civil service, common pleas and exempt status).
- f) Investigations (Matthew Hawes to look into)
 - a. Insp. Gen. to handle cases

7. OTHER CHARTER MANDATED DUTIES

- a) Ethics slide presentation (Elise Hara)
 - a. Ethics training (kick-off May 2nd) video taped
 - b. 5,000 employees
- b) Vendor training by Insp. Gen. and H/R
- c) Orientation training (kick-off May 13th) Admin. Bldg.
 - a. 2nd day (within dept.)
- d) Ethics Ordinance
 - a. Law Director to meet with Councilman Greenspan (4/15/11) (language clarification) Suggestions ?
 - b. HRC to review Ordinance
 - c. Ordinance to pass by April 26, 2011
 - d. Article 8 (Whistle blower) policy assistance from Law Dept.

8. OTHER BUSINESS

- a) HRC addressed Memorandum of Concern
 - a. Allegations
 - b. Appeal
 - c. Record – not sure if discrimination claims properly before HRC
 - d. Changing of jobs/restructured
 - e. Well presented and thought out memo
- b. RFP Update
 - a. 4 vendors
 - b. Class plans (18 weeks)
 - c. Stay with current vendor (Archer) license issue ?
 - d. Future plans

Robert Wolff made a motion to adjourn meeting at 7:45 p.m. Kat Palmer seconded motion.