

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, May 4, 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 5:05 p.m. Angela Simmons, Commissioner, made a motion to approve the minutes from the April 20, 2011 meeting. This was seconded by Robert Wolff, no objections.

2. ATTENDANCE

Carolyn Pfiffner, Albert Bouchahine, Matthew Hawes, Elise Hara, Angela Simmons, Robert Wolff, Kathleen Palmer and Lisa Durkin.

3. BUDGETING AND STAFFING ISSUES

- a) Administrator posting deadline May 16, 2011 (extend?)
 - a. Discussion
 - a. Applications received to date
 - a. Commissioners review
 - a. Forward all remaining applications
 - b. Administrator interviews
 - a. Top 10 candidates (per Commissioner)
 - b. Compare lists (three)
 - c. Interview if name appears on two lists or if a Commissioner requests
 - d. Interviews set up by H/R
 - e. Commissioners' calendars
 - f. Timelines May 21, 2011 at 10:00 a.m. and May 31, 2011 at 5:30 p.m.
 - g. Meeting place for interview (Robert Wolff's office)
 - h. Parking
 - b. Administrator approved by Commissioners
 - c. Elise Hara to interview top three candidates
 - a. Offices for Administrator and Coordinator (location ?)
 - b. Term of Administrator
 - a. 1st year full-time, 2nd year potentially part-time
HRC Coordinator
 - a. Administrator to hire (duties)
 - a. Posting
 - c) Hearing Officers
 - a. RFQ being written (draft available to HRC within week)
 - a. Once approved Procurement system; hiring goal (7/11)
 - b. Executive agenda

3. BUDGETING AND STAFFING ISSUES (cont.)

- c) Hearing Officers
 - b. Commissioners to interview candidates
 - c. 20 candidates (4-5 good candidates)

4. PENDING ISSUES/INFORMATION REQUIRED

- a) All appeal letters should be sent to Commissioners by (pdf)
 - a. One additional appeal received at meeting
 - b. Letter signed and mailed
- b) Ehtics Training
 - a. Robert Wolff attended “good training”
 - b. H/R training scheduled for May 9, 2011 at 9:00, 10:30 and 1:00
 - a. Commissioners’ Palmer and Simmons to attend
 - c. 5,000 employees to be trained by September, 2011
 - d. Future goal of H/R to train by computer
 - e. Discussion
 - a. Commissioner Palmer and Councilman Greenspan
 - b. Ethics Ordinance
 - a. Appeal process
 - b. Can HRC amend Ethics Code ?
 - c. Conflicts with Charter

5. RULEMAKING/PROCEDURAL

- a) HRC Rules
 - a. Discussion (draft by May 11, 2011)
 - b. Include Ethics
 - c. Rules to Council (H/R Committee?)
 - d. Amendments/postings
- b) Jurisdiction
 - a. Agencies that don’t report to Executive (To seek OAG Opinion)
 - a. Prosecutor
 - b. Courts
 - c. MRDD
 - d. HRC
 - a. Termination with appeal rights to HRC
 - b. Classified/Non-Classified employees

6. PUBLIC COMMENT

(Nothing submitted)

7. OTHER BUSINESS

- a) Archer Contract
 - a. Elise Hara updated HRC
 - b. License agreement in place

8. EXECUTIVE SESSION

Robert Wolff made a motion to adjourn meeting at 6:40 p.m. Kat Palmer seconded motion, no objections.