

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, June 15, 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 5:03 p.m. and made a motion to approve the minutes from the June 1, 2011 meeting. This was seconded by Angela Simmons, no objections.

2. ATTENDANCE

Carolyn Pfiffner, Robert Wolff, Angela Simmons, Albert Bouchahine, Joyce Edwards, Matthew Hawes, Elise Hara, Lisa Durkin, Sara DeCaro and David Lambert.

3. RULEMAKING

- a) Discussion of draft of HRC Rules (Prosecutor's Office comments)
 - i. David Lambert, Chief of the Civil Division of the Cuyahoga County Prosecutor's office is still reviewing the Ethics portion of the rules
 - Robert Wolff would like the rules to be finalized by the next HRC meeting (July 6, 2011) for the Commissioner's review. Matthew Hawes and Sara DeCaro will complete.
 - SPBR
 - a. Discussion
 - b. Prosecutor's Office or AG to make opinion
 - HRC
 - a. Discussion (role of HRC)
 - MetroHealth
 - a. Discussion (classifications and various agencies; MRDD, ADAMHS Board, etc.)

4. STATUS

- a) Resolution of HRC jurisdiction issue (contact with Administrative Judge, SPBR and AG)
 - i. Discussion (Ethics issues)
 - David Lambert
 - a. Follow up with Administrative judges

5 STAFFING ISSUES

- a) Discussion/confirmation of interview logistics and protocol
 - i Selection of candidates for HRC Administrator
 - Commissioner's selected seven candidates from list of applicants
 - a. Carolyn Pfiffner will coordinate with Commissioner's assistants to arrange interview dates and times.
 - b. Contact with each candidate
 - c. Interviews to take place at Chairman Wolff's office
 - d. Interviews will be twenty minutes
 - e. Commissioner's interview notes are not public record
- c) Status of RFQ for Hearing Officer
 - i. Discussion
 - Lisa Durkin explained timelines for process

6. PUBLIC COMMENT

(Nothing submitted)

7. OTHER BUSINESS

- a) Elise Hara
 - i HRC budget
 - Submitted to Council and H/R Committee

Robert Wolff, Chairman of the Committee ended the meeting at 5:35 p.m. and made a motion to adjourn. Angela Simmons seconded motion, no objections.

Next HRC meeting schedule for Wednesday, July 6, 2011.