

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, June 1, 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 5:07 p.m. and made a motion to approve the minutes from the May 18, 2011 meeting. This was seconded by Kathleen Palmer, no objections.

2. ATTENDANCE

Carolyn Pfiffner, Kathleen Palmer, Angela Simmons, David Lambert, Elise Hara, Matthew Hawes, Albert Bouchahine, Joanne Gross, Robert Wolff, Sara DeCaro, Majeed Makhoulf, Joseph Nanni, Lisa Durkin, Joyce Edwards and Barbara Marburger (w/o signature).

3. RULEMAKING

- a) Discussion of draft of HRC Rules
 - i. David Lambert, Chief of the Civil Division of the Cuyahoga County Prosecutor's office is still reviewing rules
 - Robert Wolff
 - a. Discussion and review of all rules
 - b. Changes and modifications
 - c. Section 2.03
 - d. Section 2.04 revise with Prosecutor's office
 - e. Robert Wolff (requesting another draft of rules)

4. STATUS

- a) Resolution of HRC jurisdiction issue (contact with Administrative Judge, SPBR and AG)
 - i. Robert Wolff requesting a list of agencies not covered under the County Executive
 - David Lambert to follow up with list of agencies
 - David Lambert (MetroHealth discussion)
 - ii. Who can bring appeals to HRC (Charter ruling)
 - 9.03 (appeals) clarification
 - a. Non-bargaining and bargaining
 - Discussion with Council members Joanne Gross and Joseph Nanni
 - Matthew Hawes
 - a. Follow up with SPBR (appeals)
 - Ethics issues

4. STATUS (cont.)

- David Lambert
 - a. Follow up with Administrative judges

5. STAFFING ISSUES

- a) Administrator/status of applications
 - i. Commissioners have made their selections
 - Commissioners will forward a list to H/R
- b) Discussion/confirmation of interview logistics and protocol
 - i.. Tabled for June 15, 2011 meeting
- c) Status of RFQ for Hearing Officer
 - i. Discussion
 - Scheduled for June 1, 2011
 - a. Lisa Durkin explained Procurement and Diversity process
 - b. Timeline of dates
 - c. Pre-bid conference June 14, 2011, Bid closes June 24, 2011 and Interviews begin on July 6, 2011
 - ii. Ordinance for HRC is now a resolution
 - Forwarded to Council for approval

6. EXECUTIVE SESSION

7. STAFFING ISSUES (Continued)

- a) Announcement of Applicants for HRC Administrator selected for Interview, tabled for June 15, 2011 meeting
- b) Protocol for contacting candidates and arranging interviews, tabled for June 15, 2011 meeting

8. PUBLIC COMMENT

(Nothing submitted)

9. OTHER BUSINESS

(Nothing submitted)

Robert Wolff, Chairman of the Committee ended the meeting at 8:10 p.m. and made a motion to adjourn. Kathleen Palmer seconded motion, no objections.