

MINUTES
Cuyahoga County Human Resources Commission
Thursday, March 24, 2011
Cuyahoga County Administration Bldg.
Multi-purpose Room, 4th Floor
10:30 a.m.

1. CALL TO ORDER

First meeting of the Human Resources Commission (HRC), Robert Wolff voted Chairman of the Commission.

2. ATTENDANCE

Pamela Brown, Kimberly Hereford, Joseph Nanni, Joanne Gross, Donna Marie-Morris, Cishma Haines, Tammy Johnson, Elise Hara, Kat Palmer, Robert Wolff, Angela Simmons, Albert Bouchahine, Matthew Hawes and Lisa Durkin.

3. ORGANIZATIONAL/LOGISTICAL ISSUES

- a) Setting date and time for meetings
- b) Public notices

The HRC will meet on the first and third Wednesday of each month at 5:00 p.m. in the County Administration Bldg., in the Multipurpose Room.

- a) Schedule of meetings:
 - March 30, 2011 at 5:00 p.m.
 - April 20, 2011 at 5:00 p.m.
- b) Joe Nanni and Kat Palmer will send out Robert's Rules

4. BUDGETING AND STAFFING ISSUES

- a) Elise Hara suggested (number of staff, secretary, administrator and hearing officers)
- b) Pending matters
 - Appeals pending before SPBR and being held in abeyance

CHARTER MANDATED TASKS

- a) Training
- b) Recordkeeping
- c) Council website
 - Ordinance for public records (passed 3/22/11)
 - Discussion of personnel files for HRC employees
 - Recordings for hearing officers and HRC appeals

HEARING OFFICERS

- a) Discussion regarding hearing officers and independent contractors
- b) Appealable issues (to whom?)
- c) Equity
- d) Discussion on comp. and classification specifications, CPQ's, process/criteria
- e) Hearing officers (description needed) lawyers?
- f) RFQ (certifications)
- g) Compensation (hourly rate), unclassified staff

TESTING OF CIVIL SERVANTS

- a) Discussion of HR Audit (HRC Administrator can conduct)

5. PENDING ISSUES/INFORMATION REQUIRED

Local Union AFSCME 1746 was represented at the meeting by Pamela Brown and Kimberly Hereford.

- a) 203 (12) of County Charter (County Executive does bargaining) HRC?
- b) No review of union positions

6. RULEMAKING/PROCEDURAL

A public comment needs to be added to the HRC agenda.

- a) Tammy Johnson, Cishma Haines and Donna Marie Morris submitted a memorandum of concern for Human Resources

7. EXECUTIVE SESSION

8. CONSIDERATION OF MOTION

Motion to amend Revised Code Chapter 124 to substitute all references of SPBR to HRC and adopt Revised Code Chapter 124 until HRC adopts its own rules. Moved by Robert Wolff and seconded by Kat Palmer.

- a) Discussion on criminal offenses, conflicts in Revised Code Chapter 124 with County Charter.
- b) Legal counsel

Mr. Wolff moved that HRC members not serve as legal counsel or practice law on behalf of HRC. Motion passed and seconded by Angela Simmons.

- a) Adopt Administrative rule ORC & OAC unless modified by County
- b) Adoption of motion