

MINUTES  
Cuyahoga County Human Resources Commission  
Wednesday, July 6, 2011  
Cuyahoga County Administration Building  
Multi-purpose Room, 4<sup>th</sup> Floor  
5:00 p.m.

1. CALL TO ORDER

Robert Wolff, Chairman of the Commission began the meeting at 5:09 p.m. and made a motion to approve the minutes from the June 15, 2011 meeting. This was seconded by Kathleen Palmer, no objections.

2. ATTENDANCE

Robert Wolff, Kathleen Palmer, Angela Simmons, Elise Hara, Joyce Edwards, Lisa Durkin, Albert Bouchahine, James Battaglia, Nicole Lecate, Joanne Gross, Matthew Hawes, David Lambert, and Sara DeCaro.

3. RULEMAKING

- a) Discussion of the final draft of HRC Rules
  - i. Changes/editing
    - Discussion
      - a. Kathleen Palmer and Angela Simmons had questions on terminology of recall, layoff, and job abolishment
      - b. Change definition of pay range
  - ii. HRC vs. SPBR
    - Discussion
  - iii. Should rules be submitted to County Council for approval?
    - Discussion
      - a. David Lambert proposed to provide public notice in draft form on website and submit draft form to County Council for approval.

4. STATUS REPORT

- a) Resolution of HRC jurisdiction issue
  - i. David Lambert regarding HRC jurisdiction over Cuyahoga County boards and commissions (ethics)

5. EXECUTIVE SESSION (regarding legal opinion)

6. STAFFING ISSUES

- a) Announcement of Applicants for HRC Administrator selected for interview
  - i. Interviews to begin July 16, 2011 in Robert Wolff's office

6. STAFFING ISSUES (cont.)

- b) Confirmation of interview logistics & protocol for HRC Administrator position
  - i. Discussion
    - Not all three commissioners need be present at interviews
      - a. Questions to be submitted on behalf of Commissioner not attending
- c) Status of RFQ for Hearing Officer/discussion of bids received and pre bid conference
  - i. Discussion
    - Lisa Durkin
      - a. Total count of bids received will be available after closing on July 15, 2011 at 11:00 a.m.
      - b. Anticipate hiring 8 to 10 part-time officers to handle appeals
      - c. Anticipate 1 to 2 full-time officers

7. STATUS

- a) Budget Request/Hearings
  - i. Elise Hara states Councilman Miller put HRC budget on July 13, 2011 budget meeting

8. EXECUTIVE SESSION (Personnel matters)

9. MOTIONS

Robert Wolff made a Motion to place the proposed classification changes for the Department of Human Resources on the 8/3/11 HRC agenda for final approval. This was seconded by Angela Simmons, no objections.

Robert Wolff made a Motion to place the proposed HRC Administrative Rules (as amended during the 7/6/11 HRC meeting) on the 8/3/11 HRC agenda for final approval. This was seconded by Kathleen Palmer, no objections.

Robert Wolff made a Motion to submit ordinance to Council adopting Ohio Revised Code Chapter 124 as Cuyahoga County's Civil Service Code, with exception that all references to SPBR be changed to HRC. This was seconded by Angela Simmons, no objections.

9. PUBLIC COMMENT

(Nothing submitted)

10. OTHER BUSINESS

(Nothing submitted)

11. ADJOURNMENT

Robert Wolff, Chairman of the Commission ended the meeting at 7:31 p.m. and made a motion to adjourn. This was seconded by Kathleen Palmer, no objections.

Next HRC meeting scheduled for Wednesday, July 20, 2011.