

MINUTES
Cuyahoga County Human Resources Commission
Wednesday, October 19, 2011
Cuyahoga County Administration Building
Multi-purpose Room, 4th Floor
5:00 p.m.

1) CALL TO ORDER

Robert Wolff, Chairman of the Commission began the meeting at 5:02 p.m. and made a motion to approve the minutes from the October 5, 2011 meeting. Commissioner Palmer seconded the motion. No objections.

2) ATTENDANCE

Robert Wolff, Kathleen Palmer, Angela Simmons, Rebecca Kopcienski, Jessica Vezina, Albert Bouchahine, Elise Hara and Joyce Edwards.

3) PROPOSED ORDINANCE RE: REVISIONS TO PERSONNEL POLICIES AND PROCEDURE MANUAL (Director Hara)

- a. Director Hara reviewed proposed ordinance providing for modification and adoption of the County's Human Resources Policies and Procedures Manual to be applicable to all County employees. Executive FitzGerald has already approved the revisions.
- b. Commissioners to review and discuss at the next meeting.

4) CLASSIFICATION STUDY FINDINGS AND RECOMMENDATIONS (Albert Bouchahine)

- a. A. Bouchahine reviewed recommendations made by Archer regarding proposed classifications in Fiscal and Public Works departments and corresponding re-classifications of employees.

Chairman Wolff made a motion recommending that salary adjustments occurring as a result of the proposed classification changes be implemented according to the following procedure:

- 1) employees whose current salaries fall below the minimum of the salary range for their new classification will have their pay rate increased to the minimum of the range;
- 2) those employees whose current salaries lie above the maximum of the salary range for their new classification will have their pay rate reduced to the maximum of the range; and
- 3) those employees whose current salaries lie within the salary range for their new classification will remain at the same pay rate.

Commissioner Palmer seconded the motion. No objections.

5) EXECUTIVE SESSION

Chairman Wolff made a motion to adjourn into Executive Session to discuss Collective Bargaining issues; Commissioner Palmer seconded the motion. No objections.

6) UPDATE ON CONTRACTING PROCEDURES AND TRAINING FOR HEARING OFFICERS

- a. Discussion of procedures for approval of contracts for Hearing Officers.
- b. Law Department preparing final contract.
- c. Training for Hearing Officers to begin once contracts have been approved.

7) APPEAL FROM D. COLEMAN-EADS

Discussion of appeals filed in 2011 to the State Personnel Board of Review which resulted in dismissal due to lack of jurisdiction. Administrator to assess whether appeals were initially filed in timely manner and HRC will consider whether to hear those that were filed in a timely manner.

11) PUBLIC COMMENT

(Nothing submitted)

12) OTHER BUSINESS

Chairman Wolff to contact Prosecutors' Office to see if they are interested in participating in the Hearing Officers' training.

13) ADJOURNMENT

Chairman Wolff ended the meeting at 6:50 p.m. and made a motion to adjourn. Commissioner Palmer seconded the motion. No objections.

Next HRC meeting is scheduled for Wednesday, November 2, 2011 at 5:00 p.m.