

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, November 2, 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 5:05 p.m. and made a motion to approve the minutes from the October 19, 2011 meeting. Commissioner Simmons seconded the motion. No objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Angela Simmons, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Director Elise Hara, Personnel Manager Albert Bouchahine, Assistant Prosecutor Sara DeCaro and Law Director Majeed Makhoulf were in attendance.

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

Director Hara noted that minor changes had been made to the travel policy since it was originally presented to the Commission. The Commissioners have reviewed the revisions to the Manual and Chairman Wolff made a motion to endorse the changes and forward their recommendation to County Council. Commissioner Simmons seconded the motion.

4) CLASSIFICATION STUDY FINDINGS AND RECOMMENDATIONS (Albert Bouchahine)

A. Bouchahine noted that 27 new classifications have been presented to the Human Resource Commission (HRC) for their review. These 27 were posted to the HRC website for 20 days. After subsequent discussions with the Fiscal Office, it was determined that three of the positions weren't needed any longer, and that County Council was presented an ordinance for first reading which reflected this change. Mr. Bouchahine further informed the Commission that eight more classifications for the Fiscal Office and 29 more classifications for Department of Public Works will be presented to the Commission for consideration. County Council Human Resources, Appointments and Equity Committee has asked for HRC representation at their next meeting. Administrator Kopcienski to request that the postings are removed from HRC website as the requirement has expired.

5) RULEMAKING:

Consideration of adoption of new classifications for Fiscal Department.

Commissioners have reviewed the new classification plan/job descriptions and information provided by Archer regarding validity and reliability of their job evaluation method. Chairman Wolff made a motion that the HRC approve and recommend the new classification plan for the Fiscal Office to County Council. Commissioner Simmons seconded the motion. No objections.

6) UPDATES ON HEARING OFFICERS TRAINING

- i. Prosecutors' office update
HRC office is addressing logistical issues of the training, and Chairman Wolff advised that the Prosecutors' office will participate in the training for Hearing Officers. Chairman Wolff will meet with Dave Lambert, Chief of the Civil Division, Prosecutors' Office to discuss the HRC's need for legal assistance during the week of November 4.
- ii. Contract updates - Insurance requirements for hearing officers
Law Director advised that contract is being addressed in Prosecutor's office, and insurance requirements are included in contract to protect the County from potential general and professional claims against the Hearing Officers. Administrator Kopcienski to follow-up with Prosecutor's staff to resolve issues regarding insurance requirements.

7) EXECUTIVE SESSION

Commissioner Simmons made a motion to go into executive session to consider the compensation of the Commissioners; Chairman Wolff seconded the motion.

Chairman Wolff announced the HRC meeting was back on the record.

8) 2011 APPEALS – JURISDICTIONAL ISSUES;

- i. D. Coleman-Eads – Commission requested information regarding timely filing of appeals that went to SPBR in 2011. Administrator to collect and present at next meeting.
- ii. J. Costa – Commission issued final Order for dismissal
- iii. J. Hernandez-Mack – Commission recommended dismissal due to lack of jurisdiction.
- iv. B. Godfrey – Commission recommended dismissal due to lack of jurisdiction.

Law Director Makhoul and Chairman Wolff discussed procedures for dismissal of cases that present jurisdictional questions. Discussion ensued. Assistant Prosecutor DeCaro advised that HRC rules will need to be amended if procedure is changed. Chairman Wolff advised Administrator to clarify appropriate procedure with Prosecutor's office.

9) BUDGET REPORT

Administrator updated the Commission on the October 31, 2011 Budget Hearings for HRC. Discussion ensued.

10) PUBLIC COMMENT (Nothing submitted)

11) OTHER BUSINESS (Nothing submitted)

12) ADJOURNMENT

Chairman Wolff ended the meeting at 6:20 p.m. and made a motion to adjourn. Commissioner Simmons seconded the motion. No objections.

Next HRC meeting is scheduled for Wednesday, November 16, 2011 at 5:00 p.m.