

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, December 7, 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 November 2, 2011 meeting. Commissioner Simmons seconded the motion. No objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Angela Simmons, Commissioner Kathleen Palmer, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Director Elise Hara, Prosecutor Barbara Marburger, Law Director Majeed Makhlof and Assistant Law Director Amy Marquit Renwald were in attendance.

3) PUBLIC COMMENT (Nothing submitted)

4) UNFINISHED BUSINESS

a) 2011 Appeals sent to SPBR – Jurisdictional Issues:

- i) Bilski, A. – Active with HRC
- ii) Coleman-Eads, D. – Active with HRC
- iii) Gaul, F. – No Active Filing with HRC, unclassified
- iv) Little, H. – Active with HRC
- v) Pruitt, R. – Active with HRC
- vi) Rives, F. – Active with HRC
- vii) Williams, T. – Active with HRC

b) Final Order

- i) Hernandez-Mack, J. – Final Order

c) Hearing Officer Training & Contracting

- i) Update on contracting process and review of pending appeals
Administrator Kopcienski to set up conference call with Chairman Wolff and Supervisor, Civil Division David Lambert to resolve pending concerns regarding language in H.O. contract regarding indemnification.
- ii) Update on training, Commissioners' role

Administrator Kopcienski to work with Assistant Law Director Amy Marquit Renwald, Prosecutor Sara DeCaro and Albert Bouchahine to determine training content and logistics. Administrator Kopcienski to make dates of training available to Commissioners for their participation.

5) NEW BUSINESS

- a) 2011 HRC Appeals - Recommendations for dismissal:
 - i) Godfrey, B. - Active
 - ii) Brewer, C.H. - Dismissed
 - iii) Hegedus, H. – Active, reinstated
 - iv) Davidson, Y. – Active, reinstated
 - v) Joyce, G. – Director Hara to investigate history of appeal
 - vi) McFaul, C. - Withdrawn
 - vii) Pasela, D. – Dismissed

Administrator Kopcienski to work with Chairman Wolff to request legal opinion regarding status of appeals from appellants who have been reinstated.

- b) Legal support from Prosecutor's Office – update on meeting with D. Lambert, Civil Division

Chairman Wolff and Administrator Kopcienski met with D. Lambert to resolve pending questions of legal counsel for Human Resource Commission and legal representation at Human Resource Commission appeal hearings. **Chairman Wolff to discuss with County Executive FitzGerald. Law Director Makhoul to discuss with Prosecutor Mason.**

- c) New Procedure – notification of HRC's endorsement of policy revisions / ordinances

Administrator Kopcienski reviewed notifications sent to County Council once HR proposals are approved by the Human Resource Commission.

- d) Ethics policy and enforcement discussion with Inspector General – set for 12/21/11

Administrator Kopcienski to prepare list of pending cases containing ethics issues for HRC meeting 12/21/11.

- e) Location of bi-weekly meeting – 323 Lakeside as possible venue

Administrator Kopcienski to discuss security issues and needs with Sergeant Bradley. Commissioners to visit location prior to approval.

6) PUBLIC COMMENT (Nothing submitted)

7) OTHER BUSINESS

Domestic Partner Benefits - **Director Hara and Law Director Makhlouf will present definition and samples of language to Human Resource Commission for consideration.** Also suggest County Council refers Policy and Procedure Manual changes back to Committee.

Policy and Procedure Manual - Director Hara noted by late January 2012 Policy and Procedure Manual should be adopted by all County employees.

Appeal Forms – **Administrator Kopcienski to develop form for intake of appeals to capture essential information.**

8) ADJOURNMENT

Chairman Wolff ended the meeting at 7:20 p.m. and made a motion to adjourn. Commissioner Palmer seconded the motion. No objections.

Next HRC meeting is scheduled for Wednesday, December 21, 2011 at 5:00 p.m. Administrator Kopcienski advised Inspector General Byrd is planning to attend.