

MINUTES  
Cuyahoga County Human Resources Commission  
Wednesday, February 1, 2012  
Lakeside Place Building.  
323 W. Lakeside Avenue, Suite 400  
5:00 p.m.

1) CALL TO ORDER

Chairman Wolff called the meeting to order at 5:00 p.m. Commissioner Palmer made a motion to approve the minutes from the January 18, 2012 meeting. Chairman Wolff seconded the motion. No objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Assistant Prosecutor Sara DeCaro, Assistant Prosecutor Dave Lambert, Assistant Prosecutor Barb Marburger, Public Defender Robert Tobik, Cuyahoga County Councilwoman Sunny Simons, Director of Communications Nicole Dailey Jones, Director of Human Resources Elise Hara, Recruitment & Retention Manager Albert Bouchahine, Prosecutor's Office HR Representative Beverly Dean, Deputy Director of HR Operations Lisa Durkin and Director of Development Larry Benders.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Domestic Partner Benefits Ordinance No. 02011-0042

Discussion ensued. Chairman Wolff and Commissioner Palmer decided to table this discussion until all Commissioners were present. A special meeting will be called for Wednesday, February 8, 2012 to continue discussions related to this ordinance.

5) NEW BUSINESS

a) Rule Change: Proposed Classifications

i) Communication Specialist

Communications Director Nicole Daily Jones presented the job description for this new classification. Discussion ensued.

ii) Development Administrator

Development Director Larry Benders presented the job description for this new classification. Discussion ensued.

b) Rulemaking: Recommendations for Dismissal

i) HRC Rules 7.04 Docketing vs. 7.05 Hearings (Reports & Recommendations):  
Clarification of procedure with Hearing Officers

Commissioners agreed to continue to conduct a preliminary review of all appeals upon receipt to determine if it was properly perfected in accordance with the HRC rules and whether or not the Commission has jurisdiction to hear the appeal.

- c) Resolution No. R2011-0291 – Market Salary Survey for PO & PD offices  
Assistant Prosecuting Attorney Dave Lambert and Public Defender Robert Tobik presented their comments to the HRC. Discussion ensued. Administrator Kopcienski has been to meetings involving Councilman Miller, Councilman Gallagher, Special Assistant to the Executive David Merriman and Council’s Legislative Budget Advisor Trevor McAleer to discuss this matter. Their next meeting is scheduled for Tuesday, February 7, 2012; one of the Commissioners will participate in that meeting. Prosecutors’ office and Public Defenders’ office agreed to compile statements for the HRC to review regarding this matter.
  - d) Collaborative Project: Identification of Classified and Unclassified Positions  
Chairman Wolff and Commissioner Palmer requested from Human Resources a list showing which positions are currently unclassified. HR Director Hara stated that it is less than one percent of all employees. Chairman Wolff stated that based on Section 9.03 of the Charter, it is the duty of HRC to administer a countywide classification system. Administrator Kopcienski to contact Chief Information Officer Jeff Mowery to discuss obtaining access to County systems such as HRIS.
  - e) Docket Report and update on appeal case assignments
    - i) Evaluation of Hearing Officers  
Commissioners considered a draft of an evaluation form presented by Administrator Kopcienski, and agreed to discuss further at next HRC meeting
    - ii) Hearing Officers to attend HRC meetings when R & R considered?  
Administrator Kopcienski requested clarification as to whether Commissioners would like Hearing Officers to attend HRC meetings when their Report and Recommendations are considered by the Commissioners. Commissioners agreed they should not.
  - f) Hearing Guidelines – Draft  
Discussion ensued. Commissioners previewed and agreed to review at February 15, 2012 meeting.
- 6) PUBLIC COMMENT – Nothing Submitted
- 7) OTHER BUSINESS – Nothing Submitted
- 8) ADJOURNMENT  
Chairman Wolff made a motion to adjourn the meeting at 8:15 p.m. Commissioner Palmer seconded the motion. No objections.

Next Human Resource Commission meeting is scheduled for Wednesday, February 15, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)