

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, March 21, 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 5:10 p.m. Commissioner Simmons made a motion to approve the minutes from the March 7, 2012 meetings. Commissioner Palmer seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Commissioner Angela Simmons, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Assistant Prosecutor David Lambert, Assistant Prosecutor Barb Marburger, Chief Public Defender Bob Tobik, Legislative Budget Advisor Trevor McAleer, Peggy Foley Jones (Giffen & Kaminski, LLC), and Law Director Majeed Makhoulf.

3) PUBLIC COMMENT ó Nothing Submitted

4) UNFINISHED BUSINESS

a) Proposed language for RFP for salary study for Prosecutor's Office and Public Defender's Office

Discussion ensued. Assistant Prosecutor Lambert and Legislative Budget Advisor McAleer explained that because the Archer Company has done so much work on this project already, it would be reasonable to have Archer continue with the additional work that needs to be done. APA Lambert reported that Jim Battigaglia from Archer estimated approximately \$9-\$10,000 to update the salary survey for APAs in the Prosecutor's office, and approximately \$12,500 to develop classification specifications and job descriptions for support staff for both the Public Defender and the Prosecutor's offices. He also reported that Archer estimates this will take about three months to complete. HRC to initiate the process for requesting exemption from formal bidding and go before the Contracts and Purchasing Board on approximately April 9, 2012. If the request for exemption is approved, HRC will request a formal quote from Archer for the work. Commissioner Palmer stated HRC should retain control of the work process and work directly with Archer to coordinate the project.

5) NEW BUSINESS

a) Letter from Prosecutor Mason Requesting HRC to Create Classification System for Support Staff at Prosecutor's Office

Discussion ensued. APA Lambert advised that if the HRC proceeds with study to establish classification specifications and job descriptions for support staff in the Prosecutor's office, then the Prosecutor's request will be addressed.

b) Appeals

i) J. Edwards ó Objection to Recommended Dismissal of Appeal

Chairman Wolff made a motion to order the J. Edwards appeal to be dismissed. Commissioner Palmer moved to accept the motion. Commissioner Simmons seconded the motion. All were in favor; no objections.

c) Procedural Questions Regarding Reports & Recommendations

Discussion ensued as to the process for deliberating Reports and Recommendations submitted by Hearing Officers. Commissioners agreed to review options and address at the next Human Resource Commission meeting on April 4, 2012.

d) 2012 Charter Amendment Process

Legislative Budget Advisor McAleer explained that County Council will compile all proposed changes, and meet throughout April, May and June regarding the changes. Council will then vote in July. All proposed changes must be submitted to the Board of Elections by mid to late August so they can be translated into Spanish and placed on the ballot for the November election. Commissioners directed Administrator Kopcienski to prepare request for Council to consider amending the Charter to clarify the HRC's scope of responsibility and authority.

e) Recommendation of appointment of N. Tsevdos as Hearing Officer

Chairman Wolff made a motion to approve Noelle Tsevdos as an additional Hearing Officer with the Human Resource Commission. Commissioner Palmer seconded the motion. All were in favor; no objections. HRC staff to begin the contracting process..

6) EXECUTIVE SESSION ó Jurisdictional Issues

Chairman Wolff made a motion to go into Executive Session to discuss Jurisdictional Issues; seconded by Commissioner Palmer, approved by unanimous vote.

7) PUBLIC COMMENT ó Nothing Submitted

8) OTHER BUSINESS ó

Discussion ensued regarding discovery and prehearing conferences. Commission clarified their expectation that pre-hearing conferences should be limited to discussions of scheduling, discovery procedures and confirming contact information. Hearing Guidelines should be modified to clarify this, and Administrator Kopcienski should communicate this expectation to the hearing officers.

9) ADJOURNMENT -

Chairman Wolff made a motion to adjourn the meeting at 8:15 p.m. Commissioner Simmons seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, April 4, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)