

MINUTES  
Cuyahoga County Human Resource Commission  
Wednesday, June 6, 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 5:04 p.m. Commissioner Palmer made a motion to approve the minutes from the May 16, 2012 meeting. Commissioner Simmons 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 Sara DeCaro, Hearing Officer Michael Gordillo, Hearing Officer Daniel Zeiser, Hearing Officer Anthony Stevenson, Hearing Officer Noelle Tsevdos, Hearing Officer Gregory Szuter (via conference call), Assistant Law Director Joe Boatwright, Assistant Law Director Amy Marquit-Renwald, Deputy to Sanitary Engineer Michael Dever, Human Resources Director Elise Hara, and Human Resources Recruitment & Retention Manager Albert Bouchahine.

3) PUBLIC COMMENT ó Nothing Submitted.

4) UNFINISHED BUSINESS

a) Procedural Questions

i) Pre-Hearing Procedures

Hearing Officers Gordillo, Stevenson, Tsevdos, Szuter and Zeiser discussed their experiences pertaining to pre-hearing conferences and scheduling. Discussion ensued. Commissioners agreed the Hearing Officers should continue to conduct their pre-hearing procedures in the manner that works best for them. The Commissioners also agreed that standardized forms should be used in the appeal process.

Administrator Kopcienski distributed a draft form; Commissioners will review and provide feedback at next meeting, and asked for input on the form from the Hearing Officers and Giffen & Kaminski.

ii) Notification of Appeal Rights on Final Orders

Director Hara expressed concern that language regarding appeal rights on Final Orders was not specific enough. Discussion ensued. Administrator Kopcienski informed the Commission that the language in the Order was recommended by APA Barbara Marburger; Chairman Wolff asked that she be invited to next meeting to address the matter further.

iii) Hearing Procedures when appellant fails to appear

Director Hara expressed concern regarding procedures when the appellant fails to show for a hearing, and questioned the Commission as to whether the Hearing Officers had to have the County present its case when the appellant did not appear.

Discussion ensued. The Commissioners considered various options and Chairman Wolff stated they would take the matter under advisement.

- b) Hearing Guidelines  
Postponed until June 20, 2012 meeting.

## 5) NEW BUSINESS

- a) Rule Change: Proposed Classifications of Public Works  
HR Recruitment & Retention Manager Albert Bouchahine explained to the Commissioners that a classification was erroneously left off the previous group of Public Works proposed classifications. The current proposal includes two proposed classifications: Fleet Services Manager (revised) and Fleet Services Supervisor (new). Michael Dever, Assistant to the Sanitary Engineer (Public Works) provided additional information to support the proposal. The positions have been posted and can be acted upon by the Commissioners at the June 20, 2012 HRC meeting.
- b) Appeals
  - i) Williams, D. of Objection to Recommendation to Dismiss Appeal  
Commissioners agreed to consider this matter at the next meeting and requested the Administrator to collect additional information about Ms. Williams' attendance during the appeal period.
  - ii) McEntee, F. of Report & Recommendation  
Chairman Wolff made a motion to affirm the Report & Recommendation submitted by the Hearing Officer; Commissioner Simmons seconded the motion. All were in favor; no objections.
  - iii) Trovato, L. of Report & Recommendation  
Chairman Wolff made a motion to affirm the Report & Recommendation submitted by the Hearing Officer; Commissioner Palmer seconded the motion. All were in favor; no objections.
- c) Archer contract for salary study  
Administrator Kopcienski presented a contract that had been prepared by the Prosecutor's office for the Archer study. Discussion ensued. Chairman Wolff made a motion to approve the Archer Compensation and Classification Proposal for the Prosecutor's Office and the Public Defender's Office and allow Ms. DeCaro to sign in place of Mr. Huth; Commissioner Simmons seconded the motion. All were in favor; no objections.

## 6) PUBLIC COMMENT of Nothing Submitted.

## 7) OTHER BUSINESS

Assistant Law Director Joe Boatwright presented the Commission with a proposed ordinance regarding making direct deposit mandatory within the County and requested a suspension of the Rules to allow for the Commission to act immediately. Discussion ensued. Commissioners agreed to post on our website for 20 days and discuss at next HRC meeting.

8) ADJOURNMENT

Commissioner Palmer made a motion to adjourn the meeting at 7:24 p.m. Chairman Wolff seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, June 20, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400), with a work session to begin at 4 p.m.