

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, July 18, 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 July 5, 2012 meeting. Commissioner Simmons seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Commissioner Angela Simmons, HRC Administrator Rebecca Kopcienski, HRC Coordinator Jessica Vezina, Assistant Prosecutor Barb Marburger, Assistant Law Director Amy Marquit Renwald, County Council Senior Policy Advisor Joanne Gross, Katie Schaefer (Appellant), Human Resources Director Elise Hara, and Human Resources Recruitment & Retention Manager Albert Bouchahine.

3) PUBLIC COMMENT – Nothing Submitted.

4) UNFINISHED BUSINESS

a) Rule Change: Proposed Classifications

i) Internal Audit Committee – Staff Auditor

Commissioner Palmer made a motion to approve the new classification of Staff Auditor within the Internal Audit Committee; Commissioner Simmons seconded the motion. All were in favor; no objections.

ii) Public Works – Veterinarian Technician

Commissioner Simmons made a motion to approve the new classification of Veterinarian Technician within the Public Works Department; Commissioner Palmer seconded the motion. All were in favor; no objections.

b) D. Williams Appeal – Letter from Giffen & Kaminski

Giffen & Kaminski sent a letter to Chairman Wolff stating they were not copied on Ms. Williams' objection to the Commission's recommendation for dismissal of her appeal based on untimely filing, and therefore were prevented from filing a response to the objection. Discussion ensued. The Commissioners directed the Administrator to copy the Appointing Authority on any objections filed with the HRC in the future. Commissioners agreed to allow Giffen & Kaminski to submit a response to Ms. Williams' objection until the next HRC meeting scheduled for August 1, 2012.

5) NEW BUSINESS

a) Ordinance No. 02012-0005 – Proposed Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment

positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.

Joanne Gross was in attendance to answer questions regarding this proposed ordinance. Discussion ensued. The proposed ordinance will be posted on the Human Resource Commission's website from July 24 – August 13, 2012.

b) Appeals

Commissioner Palmer made a motion to adjourn the meeting at 6:15 p.m. to deliberate on the appeals. Chairman Wolff seconded the motion. All were in favor; no objections. Commissioners were back on the record at 6:35 p.m.

i) Schaeffer, K. – Recommendation for dismissal of appeal

Ms. Schaeffer was in attendance to answer questions from the Commissioners. The Commissioners determined Ms. Schaeffer's appeal was filed in a timely manner and will be assigned to a hearing officer.

ii) Gallagher, J. – Report and 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) Joyce, G. – Report and 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.

iv) Rogers, L. – Report and Recommendation

Commissioner Simmons made a motion to affirm the Report & Recommendation submitted by the Hearing Officer; Commissioner Palmer seconded the motion. All were in favor; no objections.

v) Spencer, S. – Report and Recommendation

Commissioner Simmons made a motion to affirm the Report & Recommendation submitted by the Hearing Officer; Commissioner Palmer seconded the motion. All were in favor; no objections.

vi) May, S. – Report and Recommendation

Appellee filed a motion for an extension to file an objection. Commissioners agreed to grant the extension to allow Giffen & Kaminski to submit an objection until July 23, 2012.

vii) Coleman, J. – Report and Recommendation

Postponed until the August 1, 2012 HRC meeting. The Commission requested that the parties be notified, and invited to attend the meeting.

c) 2012 Charter Proposal No. 012 re: Clarification of the Law Director's role

Chairman Wolff explained he had discussed this matter with Director Hara, and expressed the Commission's concerns regarding the proposal. Discussion ensued.

d) Archer study update

Administrator Kopcienski explained that the kickoff meeting with Archer, the Prosecutors' office and the Public Defenders' office is scheduled for Tuesday, July 24, 2012. Discussion ensued.

6) PUBLIC COMMENT – Nothing Submitted.

7) OTHER BUSINESS

Administrator Kopcienski presented the Commissioners with samples of brochures, website ideas and language to send in an e-mail blast. E-mail blast to be sent on Friday, July 20, 2012 from the newly created Human Resource Commission e-mail account.

Administrator Kopcienski also shared with the Commissioners charts and statistics on the status of the 2011 and 2012 dockets.

8) ADJOURNMENT

Commissioner Palmer made a motion to adjourn the meeting at 8:45p.m. Chairman Wolff seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, August 1, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400).