

AGENDA
Cuyahoga County Human Resource Commission
Wednesday, December 19, 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 December 5, 2012 meeting. Chairman Wolff 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 Sara DeCaro, Assistant Law Director Amy Marquit Renwald, HR Director Elise Hara, Jim Battigaglia of the Archer Company, Fiscal Office Director of Operations Eric Richter, Human Resources Recruitment & Retention Manager Albert Bouchahine, Lou Lipchek, Neil Winans and Philip Nicholson.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Proposed changes to PPM – Human Resources

Chairman Wolff made a motion to recommend the proposed changes to the Personnel Policies and Procedures manual submitted by the Human Resources Department, Commissioner Palmer seconded the motion. The proposed changes were posted on November 16, 2012, and were the subject of a power point presentation and discussion at the December 5, 2012 meeting. All were in favor; no objections.

b) Ava Viera appeal

As follow-up to issues raised in consideration of Viera's withdrawal of appeal at the December 5, 2012 meeting, Administrator Kopcienski reported that both Human Resources and the County's Law Department indicated Ms. Viera had not filed additional claims with the County. The Commission determined no further action was needed.

5) NEW BUSINESS

Prior to this meeting the Commissioners deliberated, but did not vote, on the following appeals:

a) Appeals

i) Johnson, J. - Report and Recommendation

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

ii) Pruitt, R. - Report and Recommendation

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

iii) Desotell, L. - Report and Recommendation

Chairman Wolff made a motion to defer this Report & Recommendation to the next HRC meeting on January 9, 2013; Commissioner Simmons seconded the motion. All were in favor; no objections.

b) Consent Agenda

Chairman Wolff made a motion to affirm the seven Report & Recommendations of V. Davis, Y. Khouri, W. Buckholtz, J. Williams, D. Williams, R. Popek and K. Maher; Commissioner Simmons seconded the motion. All were in favor; no objections.

c) Appraisal department classifications

Mr. Lipchek, Mr. Neil Winans, Mr. Philip Nicholson (employees of Fiscal – Appraisal division) and Mr. Jim Battigaglia from the Archer Company were in attendance at request of HRC as follow-up to consideration of Mr. Lipchek's appeal at the October 17, 2012 HRC meeting. Discussion ensued regarding the classifications in the Appraisal department; Mr. Battigaglia indicated that one of the classifications in the department appeared to contain an error. Mr. Bouchahine to work with Mr. Lipchek regarding a 5.09/Position Audit and then report back to the Commission on the results of the audit.

d) Archer - update on salary study in Prosecutor's & Public Defender's offices

Mr. Jim Battigaglia updated the Commission as to the status of the salary study. Discussion ensued.

e) Modifications to proposed changes to HRC Administrative Rules

Administrator Kopcienski advised the Commissioners that she and APA DeCaro presented the proposed changes to the HRC Administrative Rules to the Human Resources, Appointments and Equity Committee of County Council and reported on requested changes. The Commission advised the Administrator to make the recommended change regarding a minimum posting requirement for proposed rule changes, and to address the other recommended change regarding the HRC's authority to approve and/or recommend rules in the Charter Commission Review process.

6) PUBLIC COMMENT – Nothing Submitted

7) OTHER BUSINESS – Nothing Submitted

8) ADJOURNMENT

Chairman Wolff made a motion to adjourn the meeting at 6:00 p.m. Commissioner Simmons seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, January 9, 2013 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400).