

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, June 5, 2013
Lakeside Place Building
323 W. Lakeside Avenue, Suite 400
5:00 p.m.

1) CALL TO ORDER

Chairwoman Palmer called the meeting to order at 5:05 p.m. Commissioner Wolff made a motion to approve the minutes from the May 1, 2013 meeting. Commissioner Simmons seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairwoman Kathleen Palmer, Commissioner Robert Wolff, Commissioner Angela Simmons, HRC Administrator Rebecca Kopcienski, HRC Coordinator Jessica Vezina, HRC Staff Attorney Sara DeCaro, Assistant Prosecutor Nora Graham, Assistant Law Director Amy Marquit-Renwald, HR Recruitment & Retention Manager Albert Bouchahine, Suzanne Britt, Bryan Hitch, and Todd Swindell.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Update to Classification Plan – Public Works

Commissioner Simmons made a motion to approve the list of proposed updated classifications for the Public Works department; Commissioner Wolff seconded the motion. All were in favor; no objections.

5) NEW BUSINESS

a) Appeals

i) O'Malley, B. – Recommendation for Dismissal of Appeal

Commissioner Simmons made a motion to dismiss this appeal due to lack of jurisdiction; Commissioner Wolff seconded the motion. All were in favor; no objections.

ii) McCollins, G. - Report and Recommendation

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

iii) Sulzmann, M. - Report and Recommendation

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

b) Expiration of Hearing Officer Contracts

Administrator Kopcienski informed the Commission that the current hearing officer contracts are set to expire in November, 2013. Discussion ensued. Commissioners directed Administrator to begin the RFQ process as soon as possible.

5) EXECUTIVE SESSION – PERSONNEL MATTERS

Chairman Wolff made a motion to go into Executive Session to discuss HRC personnel matters; seconded by Commissioner Simmons, approved by unanimous vote.

6) PUBLIC COMMENT– Nothing Submitted

7) OTHER BUSINESS

- Staff Attorney DeCaro spoke with the Commission regarding the formatting of Final Orders. Discussion ensued.
- Administrator Kopcienski spoke with the Commission regarding the Costin letter. It was noted that Mr. Costin did request to have a position audit. Commissioners to review letter and discuss at the next meeting.
- Administrator Kopcienski reminded the Commission that the next two HRC meetings (June 19 and July 10, 2013) will immediately follow a Strategic Planning Meeting which will begin at 2:30 p.m. Administrator Kopcienski to send Commissioners an invite via e-mail for this meeting.
- Commissioners to review and update the HRC annual report by next HRC meeting on June 19, 2013.
- Staff Attorney DeCaro spoke with the Commission regarding the Civil Service Code and her telephone call with Assistant Law Director Morales. Discussion ensued.

8) ADJOURNMENT

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

Next Human Resource Commission meeting is scheduled for Wednesday, June 19, 2013 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)