

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, March 20, 2013
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 Simmons made a motion to approve the minutes from the March 6, 2013 meeting. Commissioner Palmer 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, Assistant Prosecutor Barb Marburger, Sheriff Frank Bova, HR Director Elise Hara, Recruitment & Retention Manager Albert Bouchahine, Public Defender Robert Tobik, Assistant Public Defender John Martin, Assistant Public Defender George George, Assistant Public Defender Jason Haller, Attorney Susan Gragel, Deneen Kassouf and Jeffrey Kassouf

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Proposed charter changes

The Commission discussed suggested changes to Article IX, Section 9.01 through Section 9.05 of the County Charter to clarify the HRC's responsibility and authority. Discussion ensued. Chairman Wolff asked that ALD Marquit-Renwald work with APA DeCaro to prepare draft language for the Commissioners' consideration.

b) Archer study

Administrator Kopcienski stated that all of the job descriptions have been submitted and this study can be recommended to County Council by the Commission. John Martin spoke with the Commissioners regarding the approach being developed by the Public Defender's office to assign individual employees to specific steps in pay grades which is based on qualifications and longevity. The Commission agreed to review the approach and provide their feedback at the next meeting. Mr. Martin indicated he would provide the HRC with a complete recommendation before the next HRC meeting.

5) NEW BUSINESS

a) Appeals

Attorney Gragel spoke with the Commission regarding Ms. Kassouf's appeal. Discussion ensued. At 5:43 p.m. Chairman Wolff made a motion to close the meeting to deliberate; Commissioner Simmons seconded the motion. All were in favor; no objections.

Chairman Wolff made a motion to reopen the meeting at 5:53 p.m.; Commissioner Palmer seconded the motion. All were in favor; no objections.

i) Campbell, M. - Report and Recommendation

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

ii) Kassouf, D. - Report and Recommendation

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

b) COLA and Merit Proposed Resolution

HR Director Hara spoke with the Commission regarding the proposed resolution. Discussion ensued. Chairman Wolff asked Director Hara to discuss the proposal further with the Executive. The resolution has been posted since March 12, 2013, and can be acted upon by the Commission at the next HRC meeting on April 3, 2013 meeting.

c) Update to Classification Plan (Sheriff)

Sheriff Bova and HR Manager Bouchahine spoke with the Commission regarding the proposed update to the classification plan in the Sheriff's office. Discussion ensued. The proposed update to the classification plan has been posted since March 12, 2013, and can be acted upon by the Commission at the next HRC meeting on April 3, 2013.

d) Administrator's Report and Hearing Officer contracts

Administrator Kopcienski distributed updated reports to the Commissioners regarding the Commission's activities to date. Discussion ensued.

6) EXECUTIVE SESSION – HRC PERSONNEL

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

7) PUBLIC COMMENT– Nothing Submitted

8) OTHER BUSINESS– Nothing Submitted

9) ADJOURNMENT

Chairman Wolff made a motion to adjourn the meeting at 8:25 p.m. Commissioner Palmer seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, April 3, 2013 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)