

## **MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, February 17, 2016  
2429 Superior Viaduct, 3<sup>rd</sup> Floor  
Cleveland, Ohio 44113  
5:00 p.m.

### **1) CALL TO ORDER**

Chairman Colaluca called the meeting to order at 5:00 p.m.

### **2) ATTENDANCE**

Chairman Thomas Colaluca, Commissioner Rob Wolff, Commissioner Debbie Southerington, PRC Administrator Rebecca Kopcienski, PRC Staff Attorney Sara DeCaro, Assistant Prosecutor Nora Graham, PRC Coordinator Cheryl DiMattia, Assistant Law Director Amy Marquit Renwald, PRC Manager Employment Testing George Vaughan, Human Resources Department Training Officer Kristen Stachowiak

### **3) APPROVAL OF MINUTES**

Chairman Colaluca made a motion to approve the minutes from February 3, 2016; Commissioner Wolff seconded the motion. All were in favor; no objections.

### **4) PUBLIC COMMENT – Nothing submitted**

### **5) UNFINISHED BUSINESS – Nothing submitted**

### **6) NEW BUSINESS**

#### **a) Commissioners' Ethics Training**

Kristen Stachowiak presented the mandatory 2015 Ethics training video for the Commissioners to view as is required by Cuyahoga County.

#### **b) Appeals**

##### **i) Suzanne Paulk – Report & Recommendation**

Commissioner Rob Wolff moved to dismiss the appeal based on the Hearing Officer's Report and Recommendation; Commissioner Southerington seconded. All were in favor; no objections.

#### **c) Establishment of the Eligibility Lists as of the date posted to the PRC website:**

Senior Project Manager - Public Works - 02/04/16

Purchasing Analyst - Public Works - 02/05/16

HMO Heavy (Backhoe Operator) - Public Works - 02/08/16

Fiscal Office Inquiries Assistant - Treasury - 02/09/16

Business Services Manager - Public Safety and Justice Services - 02/09/16

Senior Administrative Secretary - Sheriff's Department - 02/16/16

Commissioner Southerington made a motion to accept the establishment of the following eligibility lists as of the date posted to the PRC website: Senior Project Manager - Public Works; Purchasing Analyst - Public Works; HMO Heavy (Backhoe Operator) - Public Works; Fiscal Office Inquiries Assistant – Treasury; Business Services Manager - Public Safety and Justice Services; Senior Administrative Secretary - Sheriff's Department; Commissioner Wolff seconded. All were in favor; no objections.

d) Proposed Revisions to Cuyahoga County Code Chapter 303

PRC Administrator Kopcienski asked that discussion of this item be postponed as the Administration had indicated the final draft of revisions was not yet complete. PRC Administrator Kopcienski confirmed she will provide the proposed revisions to the Commissioners before they are on a PRC agenda.

e) 2015 Appointment Reports

PRC Administrator Kopcienski requested that this item be discussed at the next PRC Meeting as the Chief Talent Officer Doug Dykes has indicated the Human Resources department is still working to complete their portion of this report.

**7) PUBLIC COMMENT** – Nothing submitted

**8) OTHER BUSINESS**

Assistant Law Director Marquit-Renwald asked that Other Business be placed on the agenda before Executive Session going forward. The Administrator indicated she would consider her request.

PRC Administrator Kopcienski provided the Commissioners with an update on the proposed new Personnel Review Commission rules that were presented to the HR Committee of Council. Discussion ensued.

**9) EXECUTIVE SESSION**

A motion was made by Chairman Colaluca, seconded by Commissioner Wolff and all were in favor without objections to move into Executive Session for the purpose of discussing a personnel matter and pending or imminent court action.

Executive Session was then called to order at 5:26 p.m. The following Commissioners were present: Colaluca, Southerington and Wolff. The following attendees were present: PRC Administrator Kopcienski, PRC Staff Attorney DeCaro, Assistant Prosecutor Graham, and PRC Coordinator Cheryl DiMattia.

At 5:34 p.m., Executive Session was adjourned, without objection, and Chairman Colaluca reconvened the meeting.

**10) ADJOURNMENT**

Chairman Colaluca made a motion to adjourn the meeting at 5:34 p.m.; Commissioner Wolff seconded the motion. All were in favor; no objections.

*The next Personnel Review Commission Meeting is scheduled for Wednesday, March 2, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3<sup>rd</sup> Floor.*