

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, April 6, 2016
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
5:00 p.m.

1) CALL TO ORDER

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

2) ATTENDANCE

Chairman Tom Colaluca, Commissioner Debbie Southerington, Commissioner Rob Wolff, 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, PRC Manager Classification & Compensation Albert Bouchahine, HR Director – Labor Relations Egdilio Morales, HR Program Officer Kelli Neale, PRC Employment Specialist Skye Gillispie, PRC Employment Specialist Harrison Sibert

3) APPROVAL OF MINUTES

Commissioner Wolff made a motion to approve the minutes from March 2, 2016 and March 18, 2016; Chairman Colaluca seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – Nothing submitted

5) UNFINISHED BUSINESS

- a) Appeals – Consent Agenda
 - Mysa Afaneh – Dismissal
 - Dana Green – Dismissal
 - Jonathan Shick – Dismissal
 - Gregory Wilson – Dismissal

Chairman Colaluca made a motion to dismiss the appeals on the Consent Agenda – Mysa Afaneh, Dana Green, Jonathan Schick, Gregory Wilson; Commissioner Wolff seconded. All were in favor; no objections.

- b) Proposed Revisions to Cuyahoga County Code Title 3, Employment Practices, Chapter 303: Civil Service Plan

PRC Administrator Kopcienski presented the Commissioners with the results from the survey performed by the PRC staff regarding other public employers' job audit reclassification criteria. Based on the survey results, Administrator Kopcienski suggested that the Commissioners recommend a modification of the proposed revisions to County Council to reflect the survey findings that the surveyed employers tended toward 50% for reclassifications. Director of Human Resources - Labor Relations Morales stated that the HR Department would accept the

recommended revision and asked that the findings be submitted jointly to Council. Chairman Colaluca congratulated both the PRC and HR Department for working cooperatively together to complete these revisions. Administrator Kopcienski will draft a letter for the Commissioners' approval to present to County Council.

6) NEW BUSINESS

a) Appeals

- i) Tim Klima – Report & Recommendation
Commissioner Wolff made a motion to adopt the Hearing Officer's Report & Recommendation; Commissioner Southerington seconded. All were in favor; no objections.

b) Establishment of the Eligibility Lists as of the date posted to the PRC website:

Program Officer 4 - Public Safety and Justice Services - 03/01/16
Justice System Advocate - Public Safety and Justice Services - 03/02/16
Administrative Assistant 2 - Treasury - 03/03/16
Program Officer 3 - Treasury - 03/08/16
Custodial Worker - Public Works - 03/10/16
Support Specialist 2 Lead - Job and Family Services - 03/11/16
Support Officer - Job and Family Services - 03/11/16
Deputy Sheriff, Captain - Sheriff's Department - 03/17/16
Senior Employment Testing Specialist - Personnel Review Commission - 03/17/16
Program Officer 3 (Senior Grants Coordinator) - Public Safety and Justice Services - 03/21/16
Employment and Family Services Specialist - Job & Family Services - 03/23/16
Nursing Director - Senior and Adult Services - 03/24/16
Senior Administrative Secretary – Division of Children and Family Services – 03/30/16
Sewer Maintenance Supervisor - Public Works - 03/31/16
Correction Officer 2 - Sheriff's Department - 03/31/16
Chief Forensic Photographer - Medical Examiner's Office - 04/04/16
Consumer Affairs Investigator - Department of Consumer Affairs - 04/04/16

Commissioner Wolff made a motion to accept the establishment of the following eligibility lists as of the date posted to the PRC website: Program Officer 4 - Public Safety and Justice Services; Justice System Advocate - Public Safety and Justice Services; Administrative Assistant 2 – Treasury; Program Officer 3 – Treasury; Custodial Worker - Public Works; Support Specialist 2 Lead - Job and Family Services; Support Officer - Job and Family Services; Deputy Sheriff, Captain - Sheriff's Department; Senior Employment Testing Specialist - Personnel Review Commission; Program Officer 3 (Senior Grants Coordinator) - Public Safety and Justice Services; Employment and Family Services Specialist - Job & Family Services; Nursing Director - Senior and Adult Services; Senior Administrative Secretary – Division of Children and Family Services; Sewer Maintenance Supervisor - Public Works; Correction Officer 2 - Sheriff's Department; Chief Forensic Photographer - Medical Examiner's Office; Consumer Affairs Investigator - Department of Consumer Affairs; Commissioner Southerington seconded. All were in favor; no objections.

c) Revised Travel Policy

Administrator Kopcienski presented the Commissioners with modifications to the PRC Travel Policy. Chairman Colaluca made a motion to adopt the revised travel policy as presented in Resolution PRC 2016-001; Commissioner Wolff seconded. All were in favor; no objections.

d) Hiring of Part-Time Hearing Officer and Classification & Compensation Specialist

Commissioner Wolff made a motion to approve the hiring of Daniel Zeiser with a start date of March 23, 2016 and Jason Sobczyk with a start date of March 28, 2016; Commissioner Southerington seconded. All were in favor; no objections.

7) PUBLIC COMMENT – Nothing submitted

8) OTHER BUSINESS

- a) PRC Manager Employment Testing Vaughan recapped the GLEAN (Great Lakes Employment Assessment Network) Conference hosted by the PRC and held at the Regional Sewer District in Cleveland on Friday, April 1st. The next conference will be held in Chicago in the fall.
- b) Administrator Kopcienski presented the new PRC brochures being used to support the PRC's efforts to provide services through the County's shared services program, and updated the Commissioners on the status of the pending contract with Highland Hills.
- c) Administrator Kopcienski reported to the Commissioners that she continues to engage in dialogue with representatives of the Administration and Council Staff regarding the PRC's space and security needs.
- d) Administrator Kopcienski advised the Commissioners that the Class and Comp team has been working to propose revisions to the process for approval of new classifications which will be presented at the next regular meeting of the PRC.

9) EXECUTIVE SESSION

A motion was made by Chairman Colaluca, seconded by Debbie Southerington and approved by unanimous roll-call vote to move into Executive Session for the purpose of discussing PRC personnel matters.

Executive Session was then called to order at 5:27 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, PRC Coordinator DiMattia and PRC Manager Employment Testing Vaughan.

At 5:35 p.m., Executive Session was adjourned, without objection, and Chairman Colaluca reconvened the meeting.

Commissioner Southerington made a motion to approve the following personnel actions:

- Skye Gillispie Rudawsky promoted to Senior Employment Testing Specialist; effective April 7, 2016.
- Verona Blonde hired conditionally as PRC Intern contingent upon successful completion of the drug screening, effective April 7, 2016.

Commissioner Wolff seconded. All were in favor; no objections

Commissioner Southerington made a motion to approve the revision of the PRC Administrator job description, including a change in the title to PRC Director, and a salary increase for the incumbent effective April 7, 2016. Commissioner Wolff seconded. All were in favor; no objections

10) ADJOURNMENT

Since there was no other business to be discussed, Commissioner Wolff made a motion to adjourn the meeting at 5:39 p.m.; Commissioner Southerington seconded the motion. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, April 20, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor.