

## **MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, September 7, 2016  
2429 Superior Viaduct, 3<sup>rd</sup> 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, PRC Manager Classification & Compensation Albert Bouchahine, PRC Staff Attorney Sara DeCaro, Assistant Prosecutor Nora Poore, PRC Coordinator Cheryl DiMattia, Assistant Law Director Amy Marquit Renwald, PRC Manager Employment Testing George Vaughan, PRC Classification & Compensation Specialists Jason Sobczyk and Ashley Marcinick, Greg Perry. Commissioner Rob Wolff was absent.

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

Chairman Colaluca made a motion to approve the minutes from August 24, 2016; Commissioner Southerington seconded the motion. All were in favor; no objections.

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

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

### **6) NEW BUSINESS**

#### **a) Appeals**

##### **i) Charise McAlpine – Dismissal**

Commissioner Southerington made a motion to dismiss the appeal due to lack of jurisdiction; Chairman Colaluca seconded. All were in favor; no objections.

#### **b) Appeals Data Update Presentation**

PRC Staff Attorney DeCaro provided the Commissioners with an update on the status of 2016 appeals. Chairman Colaluca inquired if a summary report would be developed and submitted to County Council and PRC Staff Attorney DeCaro confirmed that a report would be sent to Council at the end of the year.

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

Family Service Aide 2 - Senior and Adult Services - 08/22/16  
Customer Service Aide - Cuyahoga Job and Family Services - 08/23/2016  
Engineer 4 - Public Works - 08/24/16  
Medical Examiner Investigator 1 - Medical Examiner's Office - 08/24/16  
Talent Acquisition & Employment Specialist - Human Resources - 08/30/16

Employment and Family Service Specialist - Job and Family Services - 08/30/16  
Senior Administrative Officer - Job and Family Services - 08/31/16

Commissioner Southerington moved to accept the establishment of the above eligibility lists as of the date posted to the PRC website; Chairman Colaluca seconded. All were in favor; no objections.

d) Request to Extend an Eligibility List

PRC Manager Employment Testing Vaughan asked the Commissioners to approve the Sheriff Department's request to extend the eligibility list expiration date for the Commissary Clerk 3 from 10/05/2016 to 03/05/2017. Discussion ensued.

Commissioner Southerington made a motion to extend the eligibility list expiration date for the Commissary Clerk 3 for the Sheriff's Department from 10/05/2016 to 3/05/2017; Chairman Colaluca seconded. All were in favor; no objections.

e) Classification & Compensation Team Update Presentation

PRC Manager Classification & Compensation Bouchahine provided the Commissioners with a status update regarding the Classification & Compensation team. Discussion ensued.

f) Testing Team Update Presentation

PRC Manager Employment Testing Vaughan updated the Commissioners with the status of the Testing Team.

Chairman Colaluca thanked the PRC staff for their presentations and asked that the information be placed on the PRC website for public viewing.

**7) PUBLIC COMMENT – Nothing Submitted**

**8) OTHER BUSINESS – Nothing Submitted**

**9) EXECUTIVE SESSION – Discussion of personnel matter**

Commissioner Southerington moved to go into Executive Session to discuss a PRC personnel matter; Chairman Colaluca seconded. All were in favor; no objections.

Executive Session was called to order at 5:33 p.m. The following Commissioners were present: Colaluca and Southerington. The following attendees were present: PRC Staff Attorney DeCaro, Assistant Prosecutor Nora Poore, PRC Manager Employment Testing George Vaughan

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

Chairman Colaluca made a motion to approve the appointment of Gregory Perry to the position of PRC Employment Testing Specialist Intern; Commissioner Southerington seconded. All were in favor; no objections.

## 9) ADJOURNMENT

Chairman Colaluca adjourned the meeting at 5:36 p.m.

*The next Personnel Review Commission Meeting is scheduled for Wednesday, September 21, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3<sup>rd</sup> Floor. Free parking is available in the front lot of the building. Persons needing accommodations to attend and participate in the meeting should contact the PRC Coordinator at 216-698-2975.*