

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission

Wednesday, April 18<sup>th</sup>, 2018

2429 Superior Viaduct, 3<sup>rd</sup> Floor

Cleveland, Ohio 44113

4:00 p.m.

**1) CALL TO ORDER**

Chairwoman Southerington called the meeting to order at 4:00 PM.

**2) ROLL CALL**

Chairwoman Southerington asked AA2 Phil Tomko to call the roll. Commissioners Southerington and Colaluca were present; Commissioner Boseman was absent, and a quorum was determined.

**3) APPROVAL OF MINUTES** from March 21<sup>st</sup>, 2018

Commissioner Southerington made a motion to approve the minutes from March 21<sup>st</sup>, 2018; Commissioner Colaluca 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) Rachael Balanson – Recommendation for Dismissal

Commissioner Southerington made a motion to accept the recommendation for dismissal; Commissioner Colaluca seconded the motion. All were in favor; no objections.

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

Budget Officer 2	DCFS	3/16/2018
Clerk Typist (Level 2)	Sheriff's	3/16/2018
Forensic Scientist 1 - DNA	MEO	3/19/2018
Clerk Typist (Level 3)	Sheriff's	3/22/2018
Senior Project Manager	PW	3/22/2018
Emergency Dispatcher	PSJS	3/23/2018
CECOMS Operations Supervisor	PSJS	3/26/2018
Correction Officer 2	Sheriff's	3/28/2018
ERP Information Systems Analyst - Procurement	IT	3/29/2018
Field Engineer	IT	3/29/2018
Communications Clerk	Sheriff's	2/22/2018
Secretary	DCFS	4/2/2018
Clinical Coordinator	DCFS	4/4/2018

Social Program Administrator 4	CJFS	4/5/2018
Clerk Typist (Level 1)	Sheriff's	4/5/2018
Mechanic 2	PW	4/5/2018
Forensic Scientist 2 - Toxicology	MEO	4/9/2018

Commissioner Southerington made a motion to accept the establishment of the above Eligibility Lists as of the date posted to the PRC website; Commissioner Colaluca seconded. All were in favor; no objections.

c) 2017 Ethics Report

Staff Attorney Sara DeCaro presented the 2017 Ethics Report; discussion ensued.

d) Request to use a pre-existing Eligibility List established for another appointing authority

Manager of Employment Testing George Vaughan presented a request from Cuyahoga Job and Family Services to use the Division of Senior and Adult Service's previously established eligibility list for Business Administrator 1. He explained that a confirmatory job analysis had been conducted to ensure the work in the two positions was essentially the same; discussion ensued.

Commissioner Southerington moved to accept the request to use a pre-existing Eligibility List established for another appointing authority; Commissioner Colaluca seconded. All were in favor; no objections.

e) Request to extend an Eligibility List

Extension of the eligibility list for Cashier for Treasury, from 05/24/18 to 05/24/19

Commissioner Southerington moved to accept the extension of the above eligibility list; Commissioner Colaluca seconded. All were in favor; no objections.

f) Telecommuting Policy

Director Kopcienski presented an update on the Telecommuting Policy; discussion ensued.

**6) PUBLIC COMMENT**—Nothing submitted

**7) OTHER BUSINESS**

Director Rebecca Kopcienski updated the Commissioners on the status of the GCRTA project.

**8) ADJOURNMENT**

Commissioner Southerington made a motion to adjourn the meeting at 4:20 p.m.; Commissioner Colaluca seconded. All were in favor; no objections.

*The next Personnel Review Commission Meeting is scheduled for Wednesday, May 2<sup>nd</sup>, 2018 at 4:00 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 at 216-698-2975.*