

## MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, July 11, 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 p.m.

### 2) ROLL CALL

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

### 3) APPROVAL OF MINUTES from June 6, 2018

Chairwoman Southerington made a motion to approve the minutes from June 6, 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) Carlotta Bridges-Goler – Report & Recommendation

Appellant Carlotta Bridges-Goler presented an initial statement to the Commissioners. Discussion ensued with parties' attorneys and the Commission. Chairwoman Southerington motioned for the meeting to be adjourned for deliberation; seconded by Commissioner Colaluca. All were in favor; no objections.

Commissioner Southerington called the meeting back to order after deliberations.

Chairwoman Southerington made a motion to accept the Hearing Officer's recommendation;

Commissioner Colaluca seconded the motion. All were in favor; no objections.

##### b) PRC Employee Handbook – Resolution 2018-001

AA2 Phil Tomko read Resolution 2018-001 into the record. Discussion ensued between the Director and the Commissioners. Chairwoman Southerington made a motion to approve Resolution 2018-001; Commissioner Colaluca seconded the motion. All were in favor; no objections.

##### c) PRC Travel Policy

Director Rebecca Kopcienski noted that discussion on this item would be delayed until a future date.

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

Clerical Specialist	DCFS	6/1/2018
Engineer 1	PW	6/1/2018
Accountant 1	PW	6/5/2018
Registered Nurse	SHER	6/6/2018
Investigator	CJFS	6/8/2018
Commissary Clerk (Level 3)	SHER	6/11/2018
Cook	SHER	6/11/2018
Senior Development Finance Analyst	DoD	6/12/2018

Contract Analyst	HHS-DO	6/18/2018
Maintenance Laborer (CDL)	PW	6/18/2018
Administrative Assistant 2	PW	6/19/2018
Clerk	CoC	6/19/2018
Business Administrator 3	DCFS	6/20/2018
Administrative Assistant 1	PSJS	6/22/2018
Associate Warden	SHER	6/22/2018
Administrative Assistant 1	Fiscal	6/28/2018
Licensed Practical Nurse	Sheriff	6/28/2018
Fiscal Officer 1	Sheriff	6/29/2018
Administrative Assistant 1	HR	7/3/2018
External Affairs Manager	MEO	7/3/2018

Chairwoman 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 the motion. All were in favor; no objections.

e) Class Plan Revision Requests

Classification and Compensation Manager Albert Bouchahine presented the Class Plan Revision Requests. Chairwoman Southerington made a motion to approve the Class Plan Revision Requests excluding the creation of the Forensic Scientist 1, Forensic Scientist 3 and the revision of Forensic Scientist 2; Commissioner Colaluca seconded the motion. All were in favor; no objections.

**7) PUBLIC COMMENT**—Nothing submitted

**6) OTHER BUSINESS**

Director Rebecca Kopcienski presented a letter and packet of recommendations that were sent from the Charter Review Commission to County Council and updated the Commissioners on the Charter Review process.

Commissioner Colaluca complimented the PRC Staff for working hard and the diplomacy shown working through the Charter Review process.

**7) ADJOURNMENT**

Commissioner Southerington made a motion to adjourn the meeting at 4:29 p.m.; Commissioner Colaluca seconded. All were in favor; no objections.

*The next Personnel Review Commission Meeting is scheduled for Wednesday, August 1<sup>st</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 Administrative Assistant 2 at 216-698-2975.*