# MEETING MINUTES Special Meeting

Cuyahoga County Personnel Review Commission

Wednesday, August 15, 2018

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

Cleveland, Ohio 44113

8:00 a.m.

# 1) CALL TO ORDER

Chairwoman Southerington called the meeting to order at 8:26 a.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) PUBLIC COMMENT—Nothing submitted

#### 4) NEW BUSINESS

a) PRC Revised Travel Policy – Resolution 2018-003 Director Rebecca Kopcienski presented the updated Travel Policy to the Commissioners. Discussion ensued between the Director and the Commissioners. Chairwoman Southerington made a motion to approve Resolution 2018-003; Commissioner Colaluca seconded the motion. All were in favor; no objections.

# 5) EXECUTIVE SESSION —Nothing submitted

#### 6) OTHER BUSINESS

Director Rebecca Kopcienski recommended to the Commissioners to hire David Mizuta to the part-time position of Intern, and discussion ensued. Commissioner Southerington made a motion to appoint David Mizuta to the position of PRC Intern; Commissioner Colaluca seconded the motion. All were in favor; no objections.

### 7) ADJOURNMENT

Commissioner Southerington made a motion to adjourn the meeting at 8:31 a.m.; Commissioner Colaluca seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, September  $5^{th}$ , 2018 at 4:00 p.m. at the PRC office located at 2429 Superior Viaduct,  $3^{rd}$  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 agency at 216-698-2975.

Travel Requests						
Employee		Sponsoring	Dates of			
Name	Event	Organization	Travel	Location	Expenses	Approved by
Rebecca	Littler's Ohio Employer	Littler Mendelson		Mayfield		Debbie
Kopcienski	Conference 2018	P.C.	10.18.18	Heights	\$ 157.99	Southerington
	Littler's Ohio Employer	Littler Mendelson		Mayfield		Rebecca
Sara DeCaro	Conference 2018	P.C.	10.18.18	Heights	\$ 140.00	Kopcienski
		Society for Human	11.29.18			
Rebecca	HR Analytics: Virtual	Resource	-	No		Debbie
Kopcienski	Seminar	Management	12.20.18	travel	\$1,195.00	Southerington