

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, October 3, 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, Commissioner Boseman, and Commissioner Colaluca were present; a quorum was determined.

**3) APPROVAL OF MINUTES** from September 5, 2018

Chairwoman Southerington made a motion to approve the minutes from September 5, 2018; Commissioner Boseman 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) St. John, Lars – Recommendation for Dismissal (2018-08-0014 MISC)

Commissioner Boseman abstained from voting. Chairwoman Southerington made a motion to accept the Hearing Officer’s recommendation; Commissioner Colaluca seconded the motion. All were in favor; no objections.

ii) St. John, Lars – Recommendation for Dismissal (2018-08-0016 MISC)

Commissioner Boseman abstained from voting. Chairwoman Southerington made a motion to accept the Hearing Officer’s recommendation; 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

Service Desk Analyst	IT	9/6/2018
Firearms and Toolmarks Lab Supervisor	MEO	9/10/2018
Forensic Scientist 1 - Toxicology	MEO	9/10/2018
Licensed Practical Nurse	Sheriff	9/13/2018
Program Officer 2	Treasury	9/14/2018
Budget Officer 2	DCFS	9/18/2018
Correction Officer 2	Sheriff	9/18/2018
Senior Development Finance Analyst	DoD	9/18/2018
Senior Contract Compliance Officer	Fiscal	9/19/2018
Employment and Family Service Specialist	CJFS	9/20/2018
Program Officer 1	Comm.	9/24/2018
Senior Nurse Supervisor	Sheriff	9/24/2018
Deputy Sheriff	Sheriff	9/25/2018
Fiscal Officer 2	Sheriff	9/26/2018

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.

c) **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; Commissioner Boseman seconded the motion. All were in favor; no objections.

d) **Proposed Changes to PRC Employee Handbook**

Director Rebecca Kopcienski presented the proposed changes to the PRC Employee Handbook to the Commissioners. Chairwoman Southerington made a motion to approve the proposed changes to the PRC Employee Handbook; Commissioner Colaluca seconded the motion. All were in favor; no objections

**6) PUBLIC COMMENT—**Nothing submitted

**7) EXECUTIVE SESSION – Discussion of personnel matters**

Chairwoman Southerington made a motion to go into Executive session to discuss personnel matters; Commissioner Colaluca seconded the motion. All were in favor; no objections

Executive Session was adjourned, and Commissioner Southerington reconvened the meeting.

Commissioner Southerington made a motion for David Daniel to be appointed to the position of Employment Testing Specialist; Commissioner Boseman seconded the motion. All were in favor; no objections.

**8) OTHER BUSINESS**

Director Rebecca Kopcienski shared with the Commissioners that Chairwoman Southerington's Chair position will expire on January 1, 2019, and that a new Chairperson must be appointed in December.

Director Rebecca Kopcienski shared with the Commissioners that an architect will be coming by the end of October to discuss space needs for the PRC, with the possibility of the PRC moving in the future.

**9) ADJOURNMENT**

Chairwoman Southerington made a motion to adjourn the meeting at 4:15 p.m.; Commissioner Colaluca seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, November 7, 2018 at 4:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd 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.