



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**  
**MEETING**  
**THURSDAY, MARCH 1, 2012**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE FEBRUARY 22, 2012 MEETING**
- 5. APPROVAL OF MINUTES FROM THE FEBRUARY 23, 2012 MEETING**
- 6. MATTERS REFERRED TO COMMITTEE**
  - a) O2012-0005: An Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.
- 7. MISCELLANEOUS BUSINESS**
- 8. OTHER PUBLIC COMMENT**
- 9. ADJOURNMENT**

\*In accordance with Ordinance No. O2011-0020, complimentary parking in the Huntington Park Garage will be available for the public **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



## **MINUTES**

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**

**MEETING**

**WEDNESDAY, FEBRUARY 22, 2012  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
9:00 AM**

**1. CALL TO ORDER**

**The meeting was called to order by Chairwoman Conwell at 9:05 a.m.**

**2. ROLL CALL**

**The Clerk called the roll. Committee members Conwell, Rogers and Gallagher were in attendance and a quorum was determined.**

**3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

**4. APPROVAL OF MINUTES FROM THE FEBRUARY 10, 2012 MEETING**

**A motion was made by Mr. Gallagher, seconded by Chairwoman Conwell and approved by unanimous vote to approve the minutes of the February 10, 2012 meeting.**

**5. MATTERS REFERRED TO COMMITTEE/EXECUTIVE SESSION**

- a) Consideration of personnel matters as it relates to the appointment of a Hearing Officer for the Board of Revision

**A motion was made by Mr. Rogers, seconded by Mr. Gallagher, and approved by unanimous vote to move to Executive Session for the purpose of discussing personnel matters relating to the appointment of a Hearing Officer for the Board of Revision, and for no other purpose whatsoever. Executive Session was then**

**called to order by Chairwoman Conwell at 9:07 a.m. The following members were present: Committee members Conwell, Rogers and Gallagher. The following additional attendees were present: Deputy Clerk of Council Nikima Barnhill and Research & Policy Analyst Kahlil Seren. At 10:14 a.m., Executive Session was adjourned, without objection, and Chairwoman Conwell then reconvened the regular meeting.**

**6. MISCELLANEOUS BUSINESS**

**Chairwoman Conwell stated that there will be a Human Resources, Appointments & Equity Committee meeting on Thursday, February 23, 2012 at 10:00 a.m.**

**7. OTHER PUBLIC COMMENT**

**No public comments were given.**

**8. ADJOURNMENT**

**With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 10:15 a.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE**

**MEETING**

**THURSDAY, FEBRUARY 23, 2012**

**CUYAHOGA COUNTY JUSTICE CENTER**

**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**

**10:00 AM**

**1. CALL TO ORDER**

**The meeting was called to order by Chairwoman Conwell at 10:01 a.m.**

**2. ROLL CALL**

**The Clerk called the roll. Committee members Conwell and Gallagher were in attendance and a quorum was determined. Committee member Rogers entered the meeting after the roll call was taken.**

**3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

**4. MATTERS REFERRED TO COMMITTEE**

- a) M2012-0001: A Motion confirming the County Executive's appointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board, and declaring the necessity that this Motion become immediately effective.

**Mr. Alfonso P. Sanchez addressed the Committee regarding his nomination to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board. Discussion ensued.**

**Committee members asked questions of Mr. Sanchez pertaining to his experience, expertise and commitment to serve on the Board, which he answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Rogers, Motion No. M2012-0001 was considered and approved by unanimous vote to be referred to the full Council agenda for consideration with a recommendation for passage under second reading suspension of rules.**

- b) M2012-0005: A Motion confirming the County Executive's appointment of Jerry G. Brown to serve on the County Audit Committee, and declaring the necessity that this Motion become immediately effective.

**Mr. Jerry G. Brown addressed the Committee regarding his nomination to serve on the County Audit Committee. Discussion ensued.**

**Committee members asked questions of Mr. Brown pertaining to his experience, expertise and commitment to serve on the Committee, which he answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Gallagher, Motion No. M2012-0005 was considered and approved by unanimous vote to be referred to the full Council agenda for consideration with a recommendation for passage under second reading suspension of rules.**

- c) M2012-0006: A Motion confirming the County Executive's appointment of Victor A. Ruiz to serve on the Cuyahoga Community College Board of Trustees, and declaring the necessity that this Motion become immediately effective.

**Mr. Victor A. Ruiz addressed the Committee regarding his nomination to serve on the Cuyahoga Community College Board of Trustees. Discussion ensued.**

**Committee members asked questions of Mr. Ruiz pertaining to his experience, expertise and commitment to serve on the Board, which he answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Rogers, Motion No. M2012-0006 was considered and approved by unanimous vote to be referred to the full Council agenda for consideration with a recommendation for passage under second reading suspension of rules.**

- d) M2012-0007: A Motion confirming the County Executive's appointment of The Honorable Timothy DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees, and declaring the necessity that this Motion become immediately effective.

**The Honorable Timothy DeGeeter addressed the Committee regarding his nomination to serve on the Northeast Ohio Regional Sewer District Board of Trustees. Discussion ensued.**

**Committee members asked questions of Mr. DeGeeter pertaining to his experience, expertise and commitment to serve on the Board, which he answered accordingly.**

**On a motion by Ms. Conwell with a second by Mr. Gallagher, Motion No. M2012-0007 was considered and approved by unanimous vote to be referred to the full Council agenda for consideration with a recommendation for passage under second reading suspension of rules.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. OTHER PUBLIC COMMENT**

**No public comments were given.**

**7. ADJOURNMENT**

**With no further business to discuss, the meeting was adjourned by Chairwoman Conwell at 10:34 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0005

Sponsored by: <b>Councilmembers Connally, Rogers, Miller, Jones, Brady and Conwell</b>	<b>An Ordinance</b> prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.
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WHEREAS, Cuyahoga County has promoted numerous re-entry initiatives, designed to encourage the successful reintegration of formerly incarcerated persons back into the community; and

WHEREAS, numerous local, state and national studies have indicated that the removal of collateral consequences, including removing barriers to employment are among the most significant factors leading to successful reintegration; and

WHEREAS, the Ohio Department of Rehabilitation and Correction is encouraging employers, including governments, to evaluate and reform hiring practices, with the purpose of ensuring that applicants are considered on the basis of qualifications and abilities, and not eliminated solely on the basis of criminal history; and

WHEREAS, prohibiting inquiries about criminal background on the Cuyahoga County job application, unless otherwise required by law; and prohibiting inquiries about criminal background until the time of final interview, and establishing the criteria under which criminal backgrounds may be considered promotes the fair consideration of all applicants for employment and contributes to the County's reentry efforts; and

WHEREAS, this Ordinance has been submitted to the Human Resource Commission for its review and recommendation.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1. Removal of Criminal Background Question from Employment Application and During Initial Screening/Interview Process.**

- (a) Cuyahoga County may not ask about criminal background on applications for County employment, whether on-line or on paper.
- (b) Cuyahoga County may not inquire into the criminal background of any applicant for employment, until such time as the applicant has been offered conditional employment.

**SECTION 2. Conditions Under Which the County May Consider Criminal History When Making Employment Determinations.**

- (a) The County may inquire into and consider the criminal history of an applicant for employment:
  - 1. When required by law to use such criteria in making a hiring decision.
  - 2. At the time of or once the applicant has been offered conditional employment.
- (b) When the County inquires into and considers the criminal history of a candidate under Section 2(a)2, the following shall be considered in determining whether such history may be used as a criteria for rejecting the applicant:
  - 1. The age of the applicant at the time of the crime and the length of time that has passed since the offense.
  - 2. The seriousness of the offense.
  - 3. The relationship of the offense to the duties and responsibilities of the position for which the candidate is being considered for employment.

**SECTION 3. Exceptions.**

The provisions of Section 1 above shall not apply if the inquiries or actions prohibited are specifically required by any other applicable law.

**SECTION 4. Instructions to the Department of Human Resources.**

The Department of Human Resources shall make whatever changes are necessary to existing human resource policies and practices to ensure compliance with this Ordinance by all departments, agencies, offices, boards and commissions under the direction of the County Executive or County Council.



