

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, July 12, 2023
9830 Lorain Ave., Classroom 5
Cleveland, Ohio 44102
4:00 p.m.

1) CALL TO ORDER

PRC Chairwoman Debbie Southerington called the meeting to order at 4:02 p.m.

2) ROLL CALL

Chairwoman Southerington asked Senior Administrative Assistant Shannon De Sciscio to call the roll. Chairwoman Southerington and Commissioner Colaluca were present; Commissioner Boseman was absent. A quorum was established.

3) APPROVAL OF MINUTES from June 7, 2023

Chairwoman Southerington made a motion to approve the minutes from the June 7, 2023 PRC meeting; Commissioner Colaluca seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) NEW BUSINESS

a) Appeals

i) Michelle Hicks – Dismissal

Appellant Michelle Hicks, Cuyahoga County Assistant Law Director Steven Ritz, and PRC Staff Attorney Cynthia Sands addressed the Commission regarding the appeal. Discussion ensued.

Chairwoman Southerington made a motion to approve the PRC Director's recommendation to dismiss the appeal for lack of jurisdiction; Commissioner Colaluca seconded the motion. All were in favor, no objections.

b) Proposed Change to Cuyahoga County Employee Handbook – Pregnant Workers Fairness Act

Human Resources Director of HR Employee Services Patrick Smock and PRC Staff Attorney Cynthia Sands addressed the Commission regarding the Proposed Change to the Cuyahoga County handbook. Discussion ensued.

Chairwoman Southerington instructed PRC Staff Attorney Cynthia Sands to draft a letter to County Council asserting the PRC's support of the Proposed Change to the Cuyahoga County Handbook – Pregnant Workers' Fairness Act.

c) Establishment of the Eligibility Lists as of the Date Posted to the PRC Website

Administrative Assistant 1	CJFS	6/5/2023
Fiscal Specialist 2	DEV	6/5/2023
Cashier	TREA	6/5/2023
Administrator, Senior Records Management	PW	Fgr876/6/2023
Senior Account Clerk	FISC	6/6/2023
Court Security Officer	SHER	6/6/2023
Senior Superintendent, Facilities	PW	6/7/2023
Contract Analyst	HHS-DO	6/9/2023
Program Officer 1	PSJS	6/12/2023
Supervisor, Weights and Measures	FISC	6/12/2023
Family Service Aide 2	DSAS	6/13/2023
Environmental Health and Safety Specialist	HR	6/13/2023
Senior Employment Service Specialist	CJFS	6/13/2023
Youth Development Program Coordinator	CID	6/13/2023
Employee and Labor Relations Specialist 1	HR & SHER	6/14/2023
Administrator, Social Program 5	DSAS	6/15/2023
Social Service Worker 3	HR	6/20/2023
Fiscal Specialist 2	FISC	6/20/2023
Social Service Aide 2	DCFS	6/20/2023
Employment and Family Services Specialist	CJFS	6/20/2023
Supervisor, Employment & Family Service	CJFS	6/22/2023
Engineer 4	PW	6/23/2023
Maintenance Mechanic 1	PW	6/26/2023
Court Security Officer	SHER	6/26/2023
Security Officer 2	SHER	6/26/2023
Supervisor, Building Maintenance	PW	6/26/2023
Administrative Assistant 1	DCFS	6/26/2023
Multisystemic Therapist	DCFS	6/27/2023
Administrator, Development	DEV	6/29/2023
Correction Officer	SHER	6/29/2023
Administrator, Social Program 6	DCFS	6/30/2023
Accountant 3	FISC	7/3/2023
Supervisor, Administrative Support	DCFS	7/3/2023
Senior Business Intelligence Analyst	HHSDO	7/5/2023
Executive Officer	DCFS	7/5/2023
Administrative Assistant 1	CJFS	7/7/2023
Engineer 1	PW	7/10/2023

Chairwoman Southerington made a motion to approve the establishment of the eligibility lists as of the date posted to the PRC website; Commissioner Colaluca seconded the motion. All were in favor, no objections.

d) Class Plan Changes

Chairwoman Southerington made a motion to approve the recommended Class Plan changes; Commissioner Colaluca seconded the motion. All were in favor, no objections.

e) Proposed Rule Changes: PRC Administrative Rule 9.03 Breaking Tied Grades and 10.02 Number of Names to be Certified

PRC Testing Manager George Vaughan addressed the Commission regarding the proposed changes to PRC Administrative Rules 9.03 and 10.02, regarding breaking tied grades and number of names to be certified. Discussion ensued.

Chairwoman Southerington stated that the Commission would take action on the item at the next public meeting, after the item has been posted for the required period of 20 days.

f) Audit Report of Consistent Administration of Performance Management System

PRC Staff Attorney Cynthia Sands addressed the Commission regarding the Audit Report of Consistent Administration of Performance Management System. Discussion ensued.

6) OTHER BUSINESS – Nothing submitted.

7) ADJOURNMENT

Chairwoman Southerington made a motion to adjourn the PRC meeting; Commissioner Colaluca seconded the motion. All were in favor, no objections. The meeting was adjourned at 4:27 p.m.