

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, February 14, 2024
9830 Lorain Ave., Classroom 5
Cleveland, Ohio 44102
4:00 p.m.

1) CALL TO ORDER

Chairwoman 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 arrived after roll call. A quorum was determined.

3) APPROVAL OF MINUTES from January 10, 2024

Chairwoman Southerington made a motion to approve the meeting minutes from the January 10, 2024 PRC meeting; Commissioner Colaluca seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) NEW BUSINESS

a) Appeals

i) Toronto Spencer – Recommendation for Dismissal

Mr. Spencer was not in attendance. PRC Staff Attorney Cynthia Sands addressed the Commission regarding the appeal. Discussion ensued.

Chairwoman Southerington made a motion to dismiss the appeal for lack of jurisdiction; 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

Deputy Dog Warden	PW	11/13/2023
Supervisor, Employment and Family Service	CJFS	11/14/2023
Cashier	TREA	11/20/2023
Contract Evaluator/Negotiator	HHS-DO	12/1/2023
Clerical Specialist 2	DCFS	1/8/2024
Emergency Call-Taker	PSJS	1/8/2024
Senior Training Officer	CJFS	1/8/2024
Developer 3	IT	1/12/2024

Executive Officer	CID	1/16/2024
Correction Officer	SHER	1/16/2024
Fiscal Specialist 2	PW	1/17/2024
Senior Database Administrator	IT	1/18/2024
Security Officer 2	SHER	1/22/2024
Community Development Officer	DEV	1/23/2024
Court Security Officer	SHER	1/24/2024
Supervisor, Social Services	DSAS	1/26/2024
Foster/Adoptive Recruitment Specialist	DCFS	1/26/2024
Deputy Dog Warden	PW	1/29/2024
Administrative Assistant 2	TREA	1/29/2024
Mechanic II	PW	1/30/2024
Witness/Victim Program Specialist	PSJS	1/31/2024
Administrator, Web and Applications Development	IT	2/5/2024
Systems Analyst	IT	2/6/2024
Social Service Worker 3	DCFS	2/8/2024
Senior Account Clerk	TREA	2/8/2024

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.

c) Request to Use a Pre-Existing Eligibility List

i) Clerk of Courts' Request to Use the HHS Director's Office Eligibility List for Senior Administrative Assistant

PRC Testing Manager George Vaughan addressed the Commission regarding the Clerk of Courts' request. Discussion ensued.

Chairwoman Southerington made a motion to approve the Clerk of Courts' request to use the HHS Director's Office eligibility list for Senior Administrative Assistant; Commissioner Colaluca seconded the motion. All were in favor, no objections.

d) Unclassified Project Presentation

PRC Director Rebecca Kopcienski addressed the Commission regarding the Unclassified Project. Discussion ensued.

e) Class Plan Changes

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

f) Appointments Report

PRC Staff Attorney Cynthia Sands addressed the Commission regarding the Appointments Report. Discussion ensued.

6) EXECUTIVE SESSION

a) Discussion of a Personnel Matter

Chairwoman Southerington made a motion to go into Executive Session at 4:29 p.m. to discuss a personnel matter; Commissioner Colaluca seconded the motion. All were in favor, no objections. The PRC came back on the record at 4:40 p.m.

Chairwoman Southerington made a motion to approve the Director's recommendations for merit raises for certain PRC employees; Commissioner Boseman seconded the motion. All were in favor, no objections.

7) OTHER BUSINESS

PRC Director Rebecca Kopcienski informed the Commission that PRC Staff Attorney Cynthia Sands and HR Director Sarah Nemastil had received information regarding the Commission's outstanding questions regarding the Appointments Report. Attorney Sands addressed the Commission. Discussion ensued.

8) 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 4:42 p.m.