

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, April 3, 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 4:00 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 at the time of roll call. Commissioner Boseman arrived after the meeting began. A quorum was established.

**3) APPROVAL OF MINUTES** from February 14, 2024

Chairwoman Southerington made a motion to approve the meeting minutes from the February 14, 2024 PRC meeting; Commissioner Colaluca seconded the motion. All were in favor, no objections.

**4) PUBLIC COMMENT** – Nothing submitted.

**5) NEW BUSINESS**

a) Proposed Change to the PRC Employee Handbook: Paid Parental Leave

PRC Director Rebecca Kopcienski addressed the Commission regarding the proposed change to the PRC Employee Handbook. Discussion ensued.

Chairwoman Southerington made a motion to approve the proposed change to the PRC Employee Handbook regarding paid parental leave with a retroactive effective date of February 20, 2024; 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

Correction Officer	SHER	2/9/2024
Program Officer 2	CJFS	2/12/2024
Web Designer 2	IT	2/20/2024
Senior Database Administrator	IT	2/21/2024
Senior Supervisor, Employment & Family Service	CJFS	2/22/2024
Forensic Photographer	MEO	2/22/2024
Examiner	FISC	2/23/2024
Forensic Scientist 2 - Drug Chemistry	MEO	2/26/2024
Correction Officer	SHER	2/26/2024

Supervisor, Justice System Advocate	PSJS	2/26/2024
Airport Operations Technician II	PW	2/29/2024
Social Service Worker 1	DCFS	2/29/2024
Employment Testing Associate	PRC	2/29/2024
Family Service Aide 2	DSAS	3/4/2024
Supervisor, Social Services	DCFS	3/4/2024
IT Infrastructure Engineer 3	IT	3/5/2024
HMIS Administrator	CID	3/7/2024
Investigator	HHSDO	3/11/2024
Security Officer 2	SHER	3/11/2024
Engineer 1	PW	3/11/2024
Superintendent, Sewer Maintenance	PW	3/12/2024
Chief Surveyor	PR	3/12/2024
Administrator, Social Program 2	CID	3/12/2024
Social Service Worker 3	DCFS	3/14/2024
Administrator, Development	DEV	3/15/2024
Security Lieutenant	SHER	3/15/2024
Appraisal Permit Coordinator	FISC	3/15/2024
Account Clerk 2	DSAS	3/15/2024
Correction Officer	SHER	3/15/2024
Manager, Technical Services	IT	3/18/2024
IT Infrastructure Engineer 5	IT	3/18/2024
Sheriff's Clerk (Level 2)	SHER	3/18/2024
Maintenance Mechanic 1	PW	3/18/2024
Case Control Reviewer	CJFS	3/18/2024
WAN Engineer 2	IT	3/19/2024
HHS Training Specialist	HHSDO	3/20/2024
Clerical Specialist	DCFS	3/20/2024
Supervisor, Sewer Maintenance	PW	3/20/2024
Program Officer 4	SHER	3/25/2024
Program and Contract Specialist	HHSDO	3/26/2024

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 Extend an Eligibility List

- i) Sheriff's Department Request to Extend Names from the Talent Acquisition & Employment Specialist Eligibility List

PRC Testing Manager George Vaughan addressed the Commission regarding the Sheriff's Department request. Discussion ensued.

Chairwoman Southerington made a motion to approve the Sheriff's Department request to extend the names from the Talent Acquisition & Employment Specialist eligibility list; Commissioner Colaluca seconded the motion. All were in favor, no objections.

d) 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.

e) TWL Report

PRC Staff Attorney Cynthia Sands addressed the Commission regarding the TWL report. Discussion ensued.

f) Ethics Report

PRC Staff Attorney Cynthia Sands addressed the Commission regarding the Ethics report. Discussion ensued.

**6) EXECUTIVE SESSION**

a) Discussion of a Personnel Matter

Chairwoman Southerington made a motion to go into Executive Session at 4:25 p.m. The PRC went back on the record at 4:28 p.m.

Chairwoman Southerington made a motion to approve the PRC Director's recommendation to appoint Sharee Thompson to the position of Employment Testing Associate, effective April 22, 2024; Commissioner Boseman seconded the motion. All were in favor, no objections.

**7) OTHER BUSINESS**

PRC Director Rebecca Kopcienski introduced Sharee Thompson to the Commission.

**8) ADJOURNMENT**

Chairwoman Southerington made a motion to adjourn the meeting at 4:29 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.