

MINUTES  
Cuyahoga County Human Resource Commission  
Wednesday, June 20, 2012  
Lakeside Place Building  
323 W. Lakeside Avenue, Suite 400  
5:00 p.m.

1) CALL TO ORDER

Chairman Wolff called the meeting to order at 5:00 p.m. Commissioner Palmer made a motion to approve the minutes from the June 6, 2012 meeting. Commissioner Simmons seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Commissioner Angela Simmons, HRC Administrator Rebecca Kopcienski, HRC Coordinator Jessica Vezina, Assistant Prosecutor Sara DeCaro, Assistant Prosecutor Barb Marburger, Assistant Law Director Joe Boatwright, Assistant Law Director Amy Marquit-Renwald, Chief Information Officer Jeff Mowry, ISC: Design and Support Administrator Debbie Davtovich, Sheriff's Department Health Care Services Manager Christine Dubber, Sheriff's Department Medical Director John Barnett M.D., County Council Chief of Staff Joe Nanni, County Council Legislative Budget Advisor Trevor McAleer, Attorney Kerin Kaminski, Human Resources Director Elise Hara, and Human Resources Recruitment & Retention Manager Albert Bouchahine.

3) PUBLIC COMMENT – Nothing Submitted.

4) UNFINISHED BUSINESS

a) Proposed Rule Change – Direct Deposit

Assistant Law Director Joe Boatwright presented the Commission with a revised proposed ordinance regarding making direct deposit mandatory within the County (posted on HRC website for public viewing). He explained the proposed ordinance was revised to address the County's fiscal system limitation of 99 financial institutions which can receive direct deposits from the County. Discussion ensued. Commissioner Palmer clarified her position that the County should not be establishing accounts on behalf of employees. The Commissioners agreed to act upon this at the next regularly scheduled meeting after the posting requirement had expired.

b) Rule Change: Proposed Classifications

i) Public Works

Commissioner Simmons made a motion to approve the new classification of Fleet Services Supervisor and the revised classification of Fleet Services Manager within Public Works; Commissioner Palmer seconded the motion. All were in favor; no objections.

ii) Information Services Center

Chief Information Officer Jeff Mowry presented a powerpoint demonstration of the organization of the County's information systems and restructuring plans for the Information Services Center (ISC). HR Recruitment & Retention Manager Albert Bouchahine explained that the twenty-seven (27) proposed new classifications were the first group to be proposed for ISC, and briefly explained the proposed new Salary Schedule (B). ISC agreed to submit an organizational chart to the HRC. Discussion ensued. The positions have been posted and can be acted upon by the Commissioners at the next meeting.

iii) Sheriff

Sheriff's Department Medical Director Dr. John Barnett and Health Care Services Manager Christine Dubber presented nine (9) proposed new classifications to eliminate the need to contract for medical services for prisoners currently provided by healthcare professionals from MetroHealth. Dr. Barnett explained that hiring employees, rather than retaining contractors, to do this work will save the County considerable expense. The Sheriff's Department agreed to submit an organizational chart to the HRC. Discussion ensued. The positions have been posted and can be acted upon by the Commissioners at the next meeting.

c) Procedural Questions

i) Pre-Hearing Procedures

Ms. Kerin Kaminski of Giffen & Kaminski, LLC. presented concerns regarding prehearing conferences and appellants who fail to appear at the hearings. Discussion ensued.

Commissioners agreed to retain the practice of allowing the Hearing Officer to decide whether or not they will conduct a pre-hearing conference, and that the HRC will be using a version of the form presented by the Administrator at the last meeting, after Chairman Wolff has made final revisions.

The Commissioners agreed to modify hearing procedures in hearings when appellants fail to appear. The Administrator will work with APA DeCaro to modify the Administrative Rules and Hearing Guidelines accordingly, and will present to the Commissioners at the next meeting.

ii) Notification of Appeal Rights on Final Orders

Director Hara expressed concern at the last meeting that language regarding appeal rights on Final Orders was not helpful enough to pro-se appellants. Discussion ensued. APA Barbara Marburger stated she had researched the matter further, and agreed the language should be more specific.

iii) Suspension of Rules

Commissioners agreed to address this at a later time.

- d) Appeals – D. Williams: Objection to Recommendation for Dismissal of Appeal  
Chairman Wolff made a motion to reinstate Ms. Williams appeal for good cause; Commissioner Simmons seconded the motion. All were in favor; no objections.

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5) NEW BUSINESS

- a) July meeting – Due to the first Wednesday of July falling on the July 4<sup>th</sup> holiday, the Commission has agreed to move its meeting to the following day – July 5<sup>th</sup> at 5:00 p.m.

6) PUBLIC COMMENT – Nothing submitted.

7) OTHER BUSINESS – Nothing submitted.

8) ADJOURNMENT

Commissioner Palmer made a motion to adjourn the meeting at 7:40 p.m. Chairman Wolff seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Thursday, July 5, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400).