

MINUTES  
Cuyahoga County Human Resource Commission  
Wednesday, March 7, 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 5:10 p.m. Chairman Simmons made a motion to approve the minutes from the February 8 and the February 15, 2012 meetings. Commissioner Palmer seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, Commissioner Angela Simmons, Administrator Rebecca Kopcienski, Coordinator Jessica Vezina, Assistant Prosecutor David Lambert, Assistant Prosecutor Barb Marburger, Communications Director Nicole Daily Jones, Human Resource Director Elise Hara, Recruitment & Retention Manager Albert Bouchachine, Lisa Durkin, Kerin Kaminski (Giffen & Kaminski, LLC), Peggy Foley Jones (Giffen & Kaminski, LLC), and Law Director Majeed Makhoul.

3) PUBLIC COMMENT ï Nothing Submitted

4) UNFINISHED BUSINESS

a) Rule Change: Proposed Classifications (Posted 20 days as of March 2<sup>nd</sup>)

- i) Fiscal Office - Two revised classifications and eight new classifications were discussed. Albert Bouchachine explained that CPQs were completed by employees currently performing the work represented by these proposed new classifications. Motion to approve the new Fiscal Office job classifications as follows: Account 1 (which replaces current classification of Accountant), Account 2 (which replaces current classification of Senior Accountant), Accounting Technician, Appraisal System Administrator, Cashier, Financial Reporting Manager, Fiscal Office Inquiries Assistant, Residential Agricultural Appraiser Coordinator, Scanning Reviewer, and Security Camera Coordinator. Commissioner Simmons made a motion to approve, Commissioner Palmer seconded the motion. All were in favor; no objections.
- ii) Communications Specialist ï Responding to inquiries from the Commission, Communications Director Nicole Daily Jones clarified that this is a new classification for the newly created Communications Department. Motion for the Human Resource Commission to approve and forward to County Council the adoption of the new classification of Communications Specialist. Commissioner Simmons made a motion to approve, Commissioner Palmer seconded the motion. All were in favor; no objections.
- iii) Development Administrator ï Responding to inquiries from the Commission, Albert Bouchachine explained this was a new senior level classification within the Department of Development. Commissioner Simmons made a motion to approve, Commissioner Palmer seconded the motion. All were in favor; no objections.

- b) Hearing Guidelines ĩ Commissioners to review the guidelines. To be distributed to the Hearing Officers for input. This is postponed until the next meeting when Assistant Prosecutor Sara DeCaro can be present.
- c) Resolution No. R2011-0291 ĩ Market Salary Survey for PO & PD Offices ĩ Postponed until the next meeting when ProsecutorsôOffice HR Director Bev Dean can be present.

#### 5) NEW BUSINESS

- a) Comments from Legal Counsel for the Appointing Authorities - Director Hara and Karen Giffen presented concerns regarding how cases are being assigned and processed. Discussion ensued.
- b) Letter from Prosecutor Mason Requesting HRC to Create Classification System for Support Staff at ProsecutorsôOffice ĩ Postponed to the next meeting when ProsecutorsôOffice HR Director Bev Dean can be present.
- c) Appeals ĩ Recommendations for Dismissal of HRC Appeals
  - i) Tyree, M. ĩ Recommend dismissal of appeal due to lack of jurisdiction  
Commissioner Wolff made a motion to dismiss, Commissioner Palmer seconded the motion. All were in favor; no objections.
- d) Procedural Questions
  - i) HRC Office procedure for providing records to parties upon assignment to Hearing Officer ĩ Discussion ensued. Commissioners agreed that once an appeal is assigned to a Hearing Officer, all documents related to that appeal will be sent to all parties via e-mail. The Initial Determination Letter will now reflect that it is mandatory that all witness lists and evidence are to be exchanged ten days prior to the hearing or risk not being able to introduce such items at the hearing. The Commissioners agreed that depositions are acceptable in lieu of testimony, but no discovery depositions should be taken.
  - ii) Procedure for default hearings ĩ Commission agrees in order to have a record, the hearing will take place even if appellant is not present for the hearing after being notified by phone and by mail.
- e) HRC Policies ĩ Personnel and Travel ĩ Discussion ensued. Administrator Kopcienski will develop proposals to present in the future for HRC to adopt their own policies.
- f) 2012 Charter Amendment Process ĩ Postponed until the next meeting on March 21, 2012.

#### 6) PUBLIC COMMENTĭ Nothing Submitted

#### 7) OTHER BUSINESSĭ Nothing Submitted

#### 8) ADJOURNMENT -

Chairman Wolff made a motion to adjourn the meeting at 8:20 p.m. Commissioner Simmons seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, March 21, 2012 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)