

MINUTES
Cuyahoga County Human Resource Commission
Wednesday, April 17, 2013
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 5:05 p.m. Commissioner Palmer made a motion to approve the minutes from the April 3, 2013 meeting. Chairman Wolff seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairman Robert Wolff, Commissioner Kathleen Palmer, HRC Administrator Rebecca Kopcienski, HRC Coordinator Jessica Vezina, Assistant Prosecutor Sara DeCaro, Assistant Law Director Amy Marquit-Renwald, Assistant Public Defender John Martin, HR Director Elise Hara, HR Recruitment & Retention Manager Albert Bouchahine, HR Analyst Jason Sobczyk, Public Works Director Bonnie Teeuwen, Suzanne Britt, Bryan Hitch, Todd Swindell and Guy Swindell.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Archer study – Public Defenders’ proposal

Assistant Public Defender John Martin addressed the Commission regarding the Public Defender’s office revisions to their proposed plan for step assignments for support and supervisory staff, and explained the financial implications of the proposal. Discussion ensued. Mr. Martin assured the Commission their office is in process of updating their evaluation procedures. Commissioner Palmer recommended they develop an internal appeal procedure to accompany this proposal. The Chairman and Commissioner endorsed the proposal, recommended development of evaluation and appeal processes, and acknowledged that it may not be appropriate for the Executive’s administration because of the difference in size and nature of the two organizations.

b) HR & Archer – CPQ Process

Chairman Wolff presented the HRC’s concerns regarding the procedures used to communicate the goals and purposes of the CPQ process to employees. HR Director Hara and HR Manager Bouchahine addressed the Commission regarding the CPQ process, and provided details of how the process is initiated and communicated to employees. Discussion ensued. The Commissioners clarified their intention to ensure employees are fully aware of the purpose of the CPQs when they are asked to complete them.

c) Resolution No. R2013- ____: Providing for adoption of a 1% COLA and a one-time merit based payment to be awarded based upon 2012 end of year evaluations

Director Hara addressed the Commission and informed them that the Chiefs of Staff of the Executive and County Council agreed this is an administrative function. She explained she is working to get the 1% adjustment on the Executive’s agenda, and that the next step is to communicate to the employees regarding their merit adjustments. Chairman Wolff asked why the Executive was taking a different approach with the bargaining and non-bargaining employees; Director Hara explained the Executive’s philosophy does not support summarily

granting 2% - 3% increases across the board without justifying what value the employee brings to the County, but that cannot be done with bargaining units. The Director added the bargaining units had made concessions, that the Law Department had worked very hard to streamline the very different thirty-three union contracts, and that the Executive is comfortable with this fiscally conservative approach. She indicated the Executive is interested in collaborating with the HRC to explore additional ways to develop and implement a merit and fitness-based compensation program for non-bargaining unit employees. Commissioner Palmer stated this was a good first step and acknowledged that the reorganization still needs to be completed. Chairman Wolff explained that the current Commissioners see their responsibility to ensure pay equity as a clear charter mandate, and that they may look in the future to recommend a protocol for addressing pay equity.

5) NEW BUSINESS

a) Update to Classification Plan – Public Works

HR Manager Bouchahine spoke with the Commission regarding the proposed updates to the classification plan in Public Works. Mr. Hitch, Ms. Britt and Mr. Swindell addressed the Commission to express their concerns. Discussion ensued. The proposed update to the classification plan has been posted on the HRC's website since April 9, 2013, and can be acted upon by the Commission at the next HRC meeting on May 1, 2013.

b) Appeals

i) Harley, J. - Report and Recommendation

Chairman Wolff made a motion to affirm the Report & Recommendation submitted by Hearing Officer Zeiser; Commissioner Palmer seconded the motion. All were in favor; no objections.

ii) Davis, D. - Report and Recommendation

Chairman Wolff made a motion to affirm the Report & Recommendation submitted by Hearing Officer Zeiser and acknowledge that had Ms. Davis availed herself of the opportunity to have a hearing on the record, she would have had the right to counsel, the right to cross-examine witnesses, make a record and then in the event of an adverse ruling, the right to appeal to this body and then to the Common Pleas Court; Commissioner Palmer seconded the motion. All were in favor; no objections.

c) Records Retention – Proposed Change

Chairman Wolff made a motion to amend the HRC's records retention schedule to include audio recordings; Commissioner Palmer seconded the motion. All were in favor; no objections.

d) HRC Strategic Planning

Administrator Kopcienski spoke with the Commission about scheduling a work session regarding strategic planning. Commissioners agreed and Administrator Kopcienski to gather information and schedule.

6) PUBLIC COMMENT– Nothing Submitted

7) OTHER BUSINESS

Assistant Law Director Marquit-Renwald spoke with the Commission regarding the Appellee's request for an extension to file objections and to file a response to the Appellant's objection until

April 26, 2013 in the McNea and Samerigo appeals. Assistant Law Director Marquit-Renwald stated that she had spoken with the Appellants' counsel, Atty. James Budzik, and he had agreed to the extensions. Chairman Wolff made a motion to grant the extension; Commissioner Palmer seconded the motion. All were in favor; no objections.

8) ADJOURNMENT

Chairman Wolff made a motion to adjourn the meeting at 7:00 p.m. Commissioner Palmer seconded the motion. All were in favor; no objections.

Next Human Resource Commission meeting is scheduled for Wednesday, May 1, 2013 at 5:00 p.m. at Lakeside Place (323 W. Lakeside Avenue, Suite 400)