

MINUTES
Cuyahoga County Personnel Review Commission
Wednesday, December 3, 2014
2429 Superior Viaduct, 2nd Floor
Cleveland, OH 44113
5:00 p.m.

1) CALL TO ORDER

Chairwoman Kathleen Walsh called the meeting to order at 5:00 p.m. Chairwoman Walsh made a motion to approve the minutes from the November 19, 2014 meeting. Commissioner Thomas Colaluca seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Chairwoman Kathleen Walsh, Commissioner Thomas Colaluca, PRC Administrator Rebecca Kopcienski, PRC Coordinator Jessica Vezina, PRC Staff Attorney Sara DeCaro, PRC Manager of Employment Testing, Assistant Prosecutor Nora Graham and Assistant Law Director Amy Marquit Renwald. Commissioner Robert Wolff was not present.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Proposed Classification – Classification and Compensation Specialist

Chairwoman Walsh made a motion to approve the proposed classification of Classification and Compensation Specialist for the Personnel Review Commission; Commissioner Colaluca seconded the motion. All were in favor; no objections.

b) Proposed Position – Manager of Classification and Compensation

Chairwoman Walsh made a motion to approve the proposed position of Manager of Classification and Compensation for the Personnel Review Commission; Commissioner Colaluca seconded the motion. All were in favor; no objections.

5) NEW BUSINESS

a) Appeals

i) Lawrence Patterson – Report & Recommendation

Commissioner Colaluca made a motion to affirm the Hearing Officer's Report and Recommendation in its entirety and ordered that Appellant's

request for retroactive salary increase be denied; Chairwoman Walsh seconded the motion. All were in favor; no objections.

ii) Timothy Peterson – Report & Recommendation

Chairwoman Walsh made a motion to affirm the Hearing Officer's Report and Recommendation in its entirety; Commissioner Colaluca seconded the motion. All were in favor; no objections.

b) PRC Administrative Assistant Eligibility List

Administrator Kopcienski asked the Commission to establish the list of candidates as eligible for employment in the position of Administrative Assistant I for the Personnel Review Commission. This is following a multiple-choice written examination. There were 478 applicants for this position, of which 230 met the minimum qualifications; 101 persons participated in the test and of that 55 persons met or exceeded the cut-off score.

Chairwoman Walsh made a motion to establish the eligibility list for Administrative Assistant for the Personnel Review Commission; Commissioner Colaluca seconded the motion. All were in favor; no objections.

6) EXECUTIVE SESSION – Discussion of PRC Personnel Matters

A motion was made by Chairwoman Walsh, seconded by Commissioner Colaluca and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing matters pertaining to PRC personnel. Executive Session was then called to order by Commissioner Colaluca at 5:10 p.m. The following Commissioners were present: Walsh and Colaluca. The following attendees were present: Assistant Prosecutor Nora Graham, PRC Administrator Kopcienski, PRC Staff Attorney DeCaro, PRC Coordinator Vezina and PRC Manager of Employment Testing Vaughan. At 5:17 p.m., Executive Session was adjourned, without objection, and Commissioner Colaluca then reconvened the meeting.

Chairwoman Walsh made a motion to approve the recommendation to hire David Fried and Skye Gillispie Rudawsky to the positions of Employment Testing Specialists for the Personnel Review Commission; Commissioner Colaluca seconded the motion. All were in favor; no objections.

7) PUBLIC COMMENT – Nothing Submitted

8) OTHER BUSINESS

- a) Administrator Kopcienski updated the Commission on the budget talks with County Council. Based on discussions with County Council's Committee of the Whole, the PRC is not expecting funding for establishing a testing facility at our current location,

or for NEOGOV, so the PRC will work with HR's in-house applicant tracking system. The PRC expects to receive funding for one additional Employment Testing Specialist, a Manager of Classification & Compensation and a Classification and Compensation Specialist, in lieu of the five additional positions that were requested.

- b) Administrator Kopcienski discussed with the Commission the importance of having a quorum at the December 17, 2014 and January 7, 2015 meetings because of discussions on personnel actions and appeals scheduled for both of those meetings.
- c) Administrator Kopcienski updated the Commission on interviews for the replacement of Commissioner Kathleen Walsh and informed them interviews will be taking place before the end of the year. Discussion ensued.
- d) Administrator Kopcienski informed the Commission on the scheduled meeting between herself, Sara DeCaro, Tom Colaluca and the Transition Team. Discussion ensued.

9) ADJOURNMENT

Chairwoman Walsh made a motion to adjourn the meeting at 5:40 p.m. Commissioner Colaluca seconded the motion. All were in favor; no objections.

Next Personnel Review Commission meeting is scheduled for Wednesday, December 17, 2014 at 5:00 p.m. at 2429 Superior Viaduct, Third Floor.