

MINUTES
Cuyahoga County Personnel Review Commission
Wednesday, April 15, 2015
2429 Superior Viaduct, 3rd Floor
Cleveland, OH 44113
5:00 p.m.

1) CALL TO ORDER

Commissioner Robert Wolff called the meeting to order at 5:00 p.m.

Commissioner Wolff made a motion to approve the minutes from the April 1, 2015 meeting. Commissioner Southerington seconded the motion. All were in favor; no objections.

2) ATTENDANCE

Commissioner Robert Wolff, Commissioner Debbie Southerington, PRC Administrator Rebecca Kopcienski, PRC Staff Attorney Sara DeCaro, PRC Coordinator Jessica Vezina, Assistant Prosecutor Nora Graham, PRC Manager of Classification & Compensation Albert Bouchahine, PRC Intern Seth Grubaugh and Assistant Law Director Amy Marquit Renwald

Chairman Thomas Colaluca was not present.

3) PUBLIC COMMENT – Nothing Submitted

4) UNFINISHED BUSINESS

a) Appeals

i) Stephen Kallman – Report & Recommendation

This agenda item was moved to the May 6, 2015 PRC Meeting agenda.

b) Proposed Modification to Classification Plan

Commissioner Southerington made a motion to approve the four revised classifications, four new classifications and twenty (20) classifications proposed for deletion; Commissioner Wolff seconded the motion. All were in favor; no objections.

5) NEW BUSINESS

a) Adoption of Records Retention Schedule

Commissioner Southerington made a motion to adopt the updated PRC's records retention schedule with two changes to the length of retention of audio files; Commissioner Wolff seconded the motion. All were in favor; no objections.

b) Establishment of the Eligibility Lists

- i) Senior Account Clerk for the Department of Workforce Development
- ii) Administrative Assistant 2 for the Fiscal Department (Microfilming)
- iii) Forensic Scientist 2 (Toxicology) for the Medical Examiner's Office

Commissioner Southerington made a motion to establish the eligibility lists for Senior Account Clerk for the Department of Workforce Development, Administrative Assistant 2 for the Fiscal Department (Microfilming) and the Forensic Scientist 2 (Toxicology) for the Medical Examiner's Office; Commissioner Wolff seconded the motion. All were in favor; no objections.

c) Appeals

- i) Consent Agenda-Adoption of each Report & Recommendation
 - (a) Shaena Taylor
 - (b) Rindi Rico
 - (c) Raleigh Clemons
 - (d) Carey Baucher
 - (e) Brian O'Malley
 - (f) Carrie Mazzola
 - (g) Claire Kaspar
 - (h) Gina Ware

Commissioner Southerington made a motion to affirm the Hearing Officers' Reports & Recommendations and adopt the findings of fact and conclusions of law of the appeals listed on the consent agenda; Commissioner Wolff seconded the motion. All were in favor; no objections.

6) EXECUTIVE SESSION – Discussion of PRC Personnel Matters

A motion was made by Commissioner Southerington, seconded by Commissioner Wolff 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 Southerington at 5:15 p.m. The following Commissioners were present: Southerington and Wolff. The following attendees were present: Assistant Prosecutor Nora Graham, PRC Administrator

Kopcienski, PRC Class and Comp Manager Bouchahine and PRC Staff Attorney DeCaro.

At 5:22 p.m., Executive Session was adjourned, without objection, and Commissioner Wolff then reconvened the meeting.

Commissioner Southerington made a motion to hire Ms. Ashley Brown as a full-time Classification and Compensation specialist with the PRC; Commissioner Wolff seconded the motion. All were in favor; no objections.

7) PUBLIC COMMENT – Nothing Submitted

8) OTHER BUSINESS

Administrator Kopcienski notified the Commission that Gallagher Benefits Services will be presenting its findings and recommendations from the Pay Equity Study to County Council's Human Resources, Equity and Appointments Committee on May 5, 2015 at 10:00 a.m. in Council Chambers.

9) ADJOURNMENT

Commissioner Southerington made a motion to adjourn the meeting at 5:30 p.m. Commissioner Wolff seconded the motion. All were in favor; no objections.

Next Personnel Review Commission meeting is scheduled for May 6, 2015 at 5:00 p.m. at 2429 Superior Viaduct, Third Floor.