

MINUTES  
Cuyahoga County Personnel Review Commission  
Wednesday, August 5, 2015  
2429 Superior Viaduct, 3<sup>rd</sup> Floor  
Cleveland, OH 44113  
5:00 p.m.

1) CALL TO ORDER

Commissioner Debbie Southerington called the meeting to order at 5:01 p.m.

Commissioner Wolff made a motion to approve the minutes from the July 25, July 21, and July 29, 2015 meetings. 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 Manager of Employment Testing George Vaughan and Assistant Law Director Amy Marquit Renwald.

3) PUBLIC COMMENT – None Submitted

4) UNFINISHED BUSINESS – None

5) NEW BUSINESS

a) Appeals

i) Ella Foster – Report & Recommendation

Commissioner Wolff made a motion to affirm the Hearing Officer's Report and Recommendation; Commissioner Southerington seconded the motion. All were in favor; no objections.

b) Establishment of the Eligibility Lists

Executive Officer for the Division of Senior & Adult Services  
Senior Employee Benefits Coordinator for the Department of Human Resources  
Senior Budget Management Analyst for the Fiscal Office  
Secretary for the Division of Children & Family Services  
Sewer Maintenance Worker for the Department of Public Works  
Payroll Officer for the Department of Human Resources  
Mental Health Intake Specialist for the Sheriff's Department

Commissioners Southerington and Wolff asked questions of George Vaughan, Manager of Employment Testing, regarding procedures used to test for various positions on the proposed list. Discussion ensued. Commissioner Southerington made a motion to establish the eligibility lists for the following: Executive Officer for the Division of Senior & Adult Services; Senior Employee Benefits Coordinator for the Department of Human Resources; Senior Budget Management Analyst for the Fiscal Office; Secretary for the Division of Children & Family Services; Sewer Maintenance Worker for the Department of Public Works; Payroll Officer for the Department of Human Resources; Mental Health Intake Specialist for the Sheriff's Department; Commissioner Wolff seconded the motion. All were in favor; no objections.

c) Request to Use a Pre-Existing Eligibility List Established for another Appointing Authority

Administrator Kopcienski explained that this is the first formal exercise of the PRC procedure developed to facilitate requests from hiring managers to utilize eligibility lists that have been established for another appointing authority. Manager of Employment Testing George Vaughan explained the procedure that was utilized to support this request. Discussion ensued.

Commissioner Southerington made a motion to establish the eligibility list for Administrative Assistant I for DSAS, utilizing the existing eligibility list for Administrative Assistant I for DCFS that now includes additional names to replace applicants hired by DCFS; Commissioner Wolff seconded the motion. All were in favor; no objections.

d) Resolution 2015-007 re: 2015 Pay Adjustments

Administrator Kopcienski presented the proposed Resolution and explained it was to allow the PRC to implement the same pay strategy being implemented by the County Executive for 2015. Commissioner Southerington made a motion to approve the Resolution; 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 PRC personnel matters.

Executive Session was then called to order by Commissioner Southerington at 5:14 p.m. The following Commissioners were present: Southerington and Wolff. The following attendees were present: PRC Administrator Kopcienski, PRC Employment Testing Manager Vaughan and PRC Staff Attorney DeCaro.

At 5:42 p.m., Executive Session was adjourned, without objection, and Commissioner Southerington then reconvened the meeting.

Commissioner Southerington made a motion to accept the modification of Jessica Vezina's resignation; Commissioner Wolff seconded the motion. All were in favor; no objections.

Commissioner Southerington made a motion to hire Harrison Sibert as Employment Testing Specialist, with a start date of August 24, 2015; Commissioner Wolff seconded the motion. All were in favor; no objections.

7) PUBLIC COMMENT – None Submitted

8) OTHER BUSINESS – None Submitted

9) ADJOURNMENT

Commissioner Southerington made a motion to adjourn the meeting at 5:45 p.m. Commissioner Wolff seconded the motion. All were in favor; no objections.

Next regular Personnel Review Commission meeting is scheduled for August 19, 2015 at 5:00 p.m. at 2429 Superior Viaduct, Third Floor.