

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, February 3, 2016
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
5:00 p.m.

1) CALL TO ORDER

Chairman Colaluca called the meeting to order at 5:00 p.m.

2) ATTENDANCE

Chairman Thomas Colaluca, Commissioner Rob Wolff, Commissioner Debbie Southerington, PRC Administrator Rebecca Kopcienski, PRC Staff Attorney Sara DeCaro, PRC Administrative Assistant Brett McBride, Assistant Prosecutor Nora Graham, Assistant Law Director Amy Marquit Renwald, PRC Manager Employment Testing George Vaughan, PRC Manager Classification & Compensation Albert Bouchahine, PRC Employment Testing Specialist Ryan Fahey, Chief Talent Officer Douglas Dykes

3) APPROVAL OF MINUTES

Chairman Colaluca made a motion to approve the minutes from February 3, 2016; Commissioner Wolff seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – Nothing submitted

5) UNFINISHED BUSINESS

a) Class Plan Revision Requests

PRC Manager Classification & Compensation Bouchahine addressed the Commissioners. He explained that the two classification changes had been posted on the PRC's website for 20 days prior, and that the Commissioners could take action on them at this meeting.

Chairman Colaluca made a motion to approve the class plan revision requests; Commissioner Wolff seconded. All were in favor; no objections.

b) Appeals

i. Thomas Suto - Report & Recommendation

Chairman Colaluca made a motion to dismiss the appeal based on the Hearing Officer's Report and Recommendation; Commissioner Wolf seconded. All were in favor; no objections.

6) NEW BUSINESS

- a) Introduction of Mr. Douglas Dykes, Chief Talent Officer
Chairman Colaluca introduced Mr. Dykes and welcomed him to the PRC Meeting. Mr. Dykes addressed the Commission and provided a brief description of his background. Chairman Colaluca pledged the cooperation of the PRC and welcomed him again to the County.
- b) Establishment of the Eligibility Lists as of the date posted to the PRC Website

Accountant 2 - Treasury - 01/20/16

Classification and Compensation Specialist - Personnel Review Commission - 01/22/16

Project Inspector - Public Works - 01/22/16

Program Officer 2 - Division of Senior & Adult Services - 01/22/16

Fiscal Officer 3 - Fiscal Office - 01/25/16

Correction Officer 2 - Sheriff's Department - 01/26/16

Social Services Worker 3 - Division of Children & Family Services - 01/27/16

Registered Nurse - Sheriff's Department - 01/28/16

Chairman Colaluca made a motion to accept the establishment of the following Eligibility Lists as of the date posted to the PRC Website: Accountant 2 – Treasury; Classification and Compensation Specialist - Personnel Review Commission; Project Inspector - Public Works; Program Officer 2 - Division of Senior & Adult Services; Fiscal Officer 3 - Fiscal Office; Correction Officer 2 - Sheriff's Department; Social Services Worker 3 - Division of Children & Family Services; Registered Nurse - Sheriff's Department; Commissioner Southerington seconded. All were in favor; no objections.

- c) Resolution NO. 2016-001 - A Resolution Adopting a 2% cost of living increase for Personnel Review Commission full-time permanent employees other than the Director effective retroactively to January 10, 2016.

Chairman Colaluca made a motion to accept Resolution No. 2016-001 – adopting a 2% cost of living increase for the PRC full-time permanent employees, other than the Director, effective retroactively to January 10, 2016; Commissioner Southerington seconded. All were in favor; no objections.

7) PUBLIC COMMENT – Nothing submitted

8) EXECUTIVE SESSION

A motion was made by Chairman Colaluca, seconded by Commissioner Wolff and all were in favor without objections to move into Executive Session for the purpose of discussing a personnel matter.

Executive Session was then called to order at 5:10 p.m. The following Commissioners were present: Colaluca, Southerington and Wolff. The following attendees were present: PRC Administrator Kopcienski, PRC Staff Attorney DeCaro and Assistant Prosecutor Graham.

At 5:23 p.m., Executive Session was adjourned, without objection, and Chairman Colaluca reconvened the meeting.

9) OTHER BUSINESS

PRC Administrator Kopcienski notified the Commissioners that they are required to complete Ethics training for the County. It was decided that a trainer from the County's HR department will be at the next meeting (2/17) to complete this training with the Commissioners.

PRC Manager Classification & Compensation Bouchahine provided an update to the Commissioners regarding the interview status for the Classification & Compensation Specialist.

10) ADJOURNMENT

Chairman Colaluca made a motion to adjourn the meeting at 5:26 p.m.; Commissioner Wolff seconded the motion. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, February 17, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor.