

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, March 2, 2016
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
5:00 p.m.

1) CALL TO ORDER

Commissioner Debbie Southerington called the meeting to order at 5:00 p.m.

2) ATTENDANCE

Commissioner Debbie Southerington, Commissioner Rob Wolff, PRC Administrator Rebecca Kopcienski, PRC Staff Attorney Sara DeCaro, Assistant Prosecutor Nora Graham, PRC Coordinator Cheryl DiMattia, Assistant Law Director Amy Marquit Renwald, PRC Manager Employment Testing George Vaughan, PRC Manager Classification & Compensation Albert Bouchahine, Ed Morales (Human Resources Department), Kelli Neale (Human Resources Department)

3) APPROVAL OF MINUTES

Commissioner Southerington made a motion to approve the minutes from February 17, 2016; Commissioner Wolff seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – Nothing submitted

5) UNFINISHED BUSINESS – Nothing submitted

6) NEW BUSINESS

a) Appeals

i) Tim Klima – Report & Recommendation

Commissioner Southerington made a motion to remove Tim Klima from the Appeals and Executive Session; Commissioner Wolff seconded. All were in favor; no objections.

b) Establishment of the Eligibility Lists as of the date posted to the PRC website:

Program Officer 2 - Children and Family Services - 12/22/15

Network Administrator - Information Technology - 02/19/16

Groundskeeper - Public Works - 02/25/16

Project Manager - Public Works - 02/25/16

Database Administrator - Information Technology - 02/26/16

Classification and Compensation Specialist - Personnel Review Commission - 02/29/16

Commissioner Wolff made a motion to accept the establishment of the following eligibility lists as of the date posted to the PRC website: Program Officer 2 - Children and Family Services; Network Administrator - Information Technology; Groundskeeper - Public Works; Project Manager; Database Administrator - Information Technology; Classification and Compensation

Specialist - Personnel Review Commission; Commissioner Southerington seconded. All were in favor; no objections.

- c) Request to use a Pre-Existing Eligibility List established for another Appointing Authority (Department of Development's request to use Sheriff's Department's eligibility list for Senior Administrative Secretary; Public Works' request to use Public Safety and Justice Services' eligibility list for Business Services Manager

Commissioner Wolff made a motion to accept the two requests to use a Pre-Existing Eligibility List established for another Appointing Authority; Commissioner Southerington seconded. All were in favor; no objections.

- d) Proposed Revisions to Cuyahoga County Code Title 3, Employment Practices, Chapter 303: Civil Service Plan

Mr. Morales presented the proposed changes to County Code Chapter 303. Discussion ensued. The Commissioners directed the Administrator to survey comparable practices on job audits before they prepare their position statement for submittal to County Council.

- e) Proposed Substitute to Cuyahoga County Code Title 4, Ethics, Chapter 408: Personnel Review Commission

PRC Administrator Kopcienski presented the proposed ethics changes from the Council Subcommittee of Council Operations. Discussion ensued. The Commissioners will review the ethics changes in more detail and will then advise PRC Administrator Kopcienski of their position for submittal to County Council.

- f) 2015 Civil Service Appointments Report

PRC Administrator Kopcienski presented the Commissioners with the first annual report of the civil service appointments made in 2015. The report provides detailed data reflecting the PRC's efforts last year to fulfill its Charter obligations under 9.02-(2) to be responsible for administration of compliance with the state and county's civil service laws within the County Executive's organization. Discussion ensued. The Administrator will forward the report to County Council.

7) PUBLIC COMMENT – Nothing submitted

8) OTHER BUSINESS – Nothing submitted

9) EXECUTIVE SESSION – Nothing submitted

10) ADJOURNMENT

Since there was no other business to be discussed, Chairman Southerington made a motion to adjourn the meeting at 5:43 p.m.; Commissioner Wolff seconded the motion. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, April 6, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor.