

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, July 13, 2022  
9830 Lorain Ave., Classroom 5  
Cleveland, Ohio 44102  
4:00 p.m.

**1) CALL TO ORDER**

Chairman Colaluca called the meeting to order at 4:05 p.m.

**2) ROLL CALL**

Chairman Colaluca asked Employment Testing Associate Mario Pollard to call the roll; all Commissioners were present. A quorum was established.

**3) APPROVAL OF MINUTES** from June 1, 2022

Chairman Colaluca made a motion to approve the meeting minutes from the June 1, 2022 PRC Meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

**4) PUBLIC COMMENT** – Nothing submitted.

**5) EXECUTIVE SESSION – Discussion of Pending Litigation**

PRC Director Rebecca Kopcienski informed the Commission that the Executive Session was no longer needed.

**6) NEW BUSINESS**

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

|                                 |        |           |
|---------------------------------|--------|-----------|
| Social Service Worker 2         | SHER   | 4/15/2022 |
| Developer 3                     | IT     | 4/28/2022 |
| Customer Service Aide           | CJFS   | 5/16/2022 |
| Administrator, Social Program 2 | HHS-DO | 5/23/2022 |
| Administrative Assistant        | PW     | 5/27/2022 |
| Information Processor 1         | CJFS   | 5/27/2022 |
| Project Inspector               | PW     | 5/27/2022 |
| Inspector                       | FO     | 5/31/2022 |
| Licensed Practical Nurse        | DSAS   | 5/31/2022 |
| Radio Dispatch Coordinator      | PW     | 5/31/2022 |
| Fiscal Specialist 2             | FO     | 6/1/2022  |
| Administrator, Social Program 2 | CJFS   | 6/2/2022  |
| Supervisor, Nursing             | DSAS   | 6/2/2022  |
| Supervisor, Social Services     | DCFS   | 6/2/2022  |

|   |         |           |
|---|---------|-----------|
| Support Officer                         | CJFS    | 6/2/2022  |
| Social Service Worker 3                 | DCFS    | 6/3/2022  |
| Job Coach                               | SHER    | 6/6/2022  |
| Senior Supervisor, Nursing              | DSAS    | 6/6/2022  |
| Program Officer 2                       | HR      | 6/7/2022  |
| Program Officer 3                       | CJFS    | 6/7/2022  |
| Security Officer 2                      | Sheriff | 6/7/2022  |
| Senior Supervisor, Social Services      | DCFS    | 6/7/2022  |
| Security Analyst                        | IT      | 6/10/2022 |
| Administrative Assistant 1              | CJFS    | 6/13/2022 |
| Investigator Assistant                  | CJFS    | 6/13/2022 |
| Morgue Technician                       | MEO     | 6/13/2022 |
| Program Officer 2                       | DSAS    | 6/13/2022 |
| GIS Technician                          | IT      | 6/14/2022 |
| Manager, Technical Services             | IT      | 6/14/2022 |
| Supervisor, Case Control                | CJFS    | 6/15/2022 |
| Business Administrator 4                | SHER    | 6/16/2022 |
| Social Service Worker 2                 | SHER    | 6/17/2022 |
| Information Systems Analyst             | IT      | 6/21/2022 |
| Supervisor, Administrative Support      | CJFS    | 6/21/2022 |
| Family Service Aide 2                   | DSAS    | 6/23/2022 |
| Senior Administrative Assistant         | DSAS    | 6/23/2022 |
| Sheriffs Clerk (Level 2)                | SHER    | 6/23/2022 |
| Social Service Worker 3                 | DCFS    | 6/23/2022 |
| Construction Laborer                    | PW      | 6/24/2022 |
| Electronic Technician                   | PW      | 6/24/2022 |
| OED & Training Specialist               | HR      | 6/24/2022 |
| Program Officer 3                       | Fiscal  | 6/24/2022 |
| Supervisor, Principal Support Officer   | CJFS    | 6/24/2022 |
| Correction Officer                      | SHER    | 6/27/2022 |
| Business Administrator 3                | SHER    | 6/28/2022 |
| Supervisor, Investigation               | HHS-DO  | 6/30/2022 |
| Secretary                               | DCFS    | 7/1/2022  |
| Employee and Family Services Specialist | CJFS    | 7/1/2022  |
| Security Officer 2                      | SHER    | 7/5/2022  |
| Employment Testing Specialist           | PRC     | 7/5/2022  |
| Support Officer                         | CJFS    | 7/7/2022  |
| IT Infrastructure Engineer 5            | IT      | 7/8/2022  |

Chairman Colaluca made a motion to approve the establishment of the Eligibility Lists as of the date posted to the PRC website; Commissioner Southerington seconded the motion. All were in favor, no objections.

b) Class Plan Recommendations

PRC Classification and Compensation Manager Albert Bouchahine asked the Commissioners to hold the Class Plan recommendations from his July 8, 2022 memorandum. However, he asked that they approve the Class Plan recommendations from the July 7, 2022 memorandum he sent.

Chairman Colaluca made a motion to approve the Class Plan recommendations from the July 7, 2022 memorandum which had been posted to the PRC's website for the required seven days; Commissioner Boseman seconded the motion. All were in favor, no objections.

c) Proposed Changes to Various Provisions of the County's Employee Handbook

Chairman Colaluca made a motion to approve the changes to various provisions of the County's Employee Handbook; Commissioner Southerington seconded the motion. All were in favor, no objections.

d) 2021 TWL Report

PRC Staff Attorney Cynthia Sands presented the 2021 TWL report. Discussion ensued.

**6) OTHER BUSINESS – Nothing submitted.**

**7) ADJOURNMENT**

Chairman Colaluca made a motion to adjourn the meeting at 4:23 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.