

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, September 6, 2017
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
5:00 p.m.

1) CALL TO ORDER

Chairwoman Southerington called the meeting to order at 5:00PM.

2) ROLL CALL

Chairwoman Southerington asked Administrative Assistant 2 Phil Tomko to call the roll. Commissioners Southerington and Boseman were in attendance and a quorum was determined. Commissioner Colaluca was absent.

3) APPROVAL OF MINUTES from August 23, 2017

Commissioner Southerington made a motion to approve the minutes from August 23rd, 2017; Commissioner Boseman seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – Nothing Submitted

5) UNFINISHED BUSINESS – Nothing Submitted

6) NEW BUSINESS

a) Internal Auditor Report – Report postponed for future discussion by Director Rebecca Kopcienski.

b) Appeals

i) Annette Edwards – Report & Recommendation

Annette Edwards -- Commissioner Southerington made a motion to accept the Hearing Officer's recommendation; Commissioner Boseman seconded the motion. All were in favor; no objections.

c) Establishment of the Eligibility Lists as of the Date Posted to the PRC Website

MST Therapist	DCFS	7/21/2017
Justice System Advocate	PSJS	8/17/2017
Administrative Assistant 1	DSAS	8/21/2017
Engineer 4 (addition to previous list)	PW	8/21/2017
Social Program Administrator 2	DCFS	8/21/2017

Accountant 3	Fiscal	8/24/2017
Customer Service Aide	CJFS	8/24/2017
Information Processor 1	CJFS	8/24/2017
Program Officer 4	DCFS	8/24/2017
Sign Shop Technician	PW	8/25/2017
Fiscal Officer 3	PW	8/29/2017
Contract Analyst	DCFS	8/29/2017
ERP Information Systems Analyst - HRIS (addition to previous list)	IT	8/31/2017
Maintenance Supervisor (addition to previous list)	PW	8/31/2017

Commissioner Southerington made a motion to accept the establishment of the above eligibility lists as of the date posted to the PRC website; Commissioner Boseman seconded. All were in favor; no objections.

d) Request to use a Pre-Existing Eligibility List Established for Another Appointing Authority

Manager of Employment Testing George Vaughan presented a request from Publics Works to use the Fiscal Office's previously established eligibility list for Purchasing Agent. He informed the Commission that a confirmatory job analysis had been conducted to ensure the work in the two positions was essentially the same; discussion ensued.

Commissioner Southerington made a motion to accept the request to use the pre-existing eligibility list for another appointing authority; Commissioner Boseman Seconded. All were in favor; No objections.

6) PUBLIC COMMENT – Nothing Submitted

7) OTHER BUSINESS – PRC Director Rebecca Kopcienski informed the commission on updates with the current 2017 budget and highlights that affect the PRC.

ADJOURNMENT -- Commissioner Southerington made a motion to adjourn the meeting at 5:15 p.m.; Commissioner Boseman seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, September 20th, 2017 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor. Free parking is available in the front lot of the building. Persons needing accommodations to attend and participate in the meeting should contact the PRC Administrative Assistant at 216-698-2975.