

## MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, March 15, 2017

2429 Superior Viaduct, 3<sup>rd</sup> Floor

Cleveland, Ohio 44113

5:00 p.m.

### 1) CALL TO ORDER

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

### 2) ATTENDANCE

Commissioner Debbie Southerington, Commissioner Tom Colaluca, PRC Director Rebecca Kopcienski, PRC Manager Classification & Compensation Albert Bouchahine, PRC Manager Employment Testing George Vaughan, PRC Staff Attorney Sara DeCaro, Assistant Prosecutor Nora Poore, PRC Administrative Assistant Brett McBride, Assistant Law Director Amy Marquit Renwald.

### 3) APPROVAL OF MINUTES from March 1, 2017.

The meeting was cancelled on March 1, 2017; therefore, no meeting minutes were approved.

### 4) PUBLIC COMMENT – Nothing submitted.

### 5) UNFINISHED BUSINESS – Nothing submitted.

### 6) NEW BUSINESS

#### a) Appeals

##### i) Michael Zavoda – Dismissal

This has been moved to the next PRC Meeting on April 5, 2017.

##### ii) John Fitzmaurice– Report & Recommendation

This has been moved to the next PRC Meeting on April 5, 2017.

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

Budget Officer 2 – Development – 2/10/2017

Human Resources Analyst – Human Resources- 2/14/2017

Custodial Worker Supervisor – Public Works – 2/14/2017

Social Program Administrator 3 – HHS-DO – 2/15/2017

Correction Officer 2 – Sheriff- 2/16/2017

Network Administrator – IT- 2/16/2017

Project Inspection Supervisor – Public Works- 2/17/2017

Program Officer 4 –Workforce Development – 2/21/2017

Capital Plan Construction Admin. – Public Works – 2/22/2017

Area Construction Engineer – Public Works – 2/22/2017

Emergency Call-Taker - PSJS- 2/24/2017

Senior Project Manager –Public Works – 2/24/2017  
Employment and Family Service Specialist – CJFS – 2/24/2017  
Administrative Assistant 2 – Sheriff – 3/6/2017  
Senior Information Technology Project Manager - IT- 3/7/2017  
Sewer Maintenance Worker – Public Works – 3/8/2017  
Voice-Video Communications Manager – 3/9/2017

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

c) Request to Extend an Eligibility List

Extension of the eligibility list for Engineering Map Supervisor for Public Works, from 04/05/17 to 04/05/18

Commissioner Colaluca moved to accept the extension of the above eligibility list; Commissioner Southerington seconded. All were in favor; no objections.

d) Class Plan Revision Requests

Commissioner Colaluca moved to accept the class plan revision requests; Commissioner Southerington seconded. All were in favor; no objections.

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

**7) OTHER BUSINESS**

PRC Director Rebecca Kopcienski updated the Commissioners on the status of filling Commissioner Wolff's vacancy. Discussion ensued.

**8) EXECUTIVE SESSION – Discussion of personnel matters**

Commissioner Southerington moved to go into Executive Session to discuss a personnel matter; Commissioner Colaluca seconded. All were in favor; no objections.

Executive Session was called to order at 5:06 p.m. The following Commissioners were present: Southerington and Colaluca. The following attendees were present: PRC Administrator Kopcienski, PRC Staff Attorney Sara DeCaro, Assistant Prosecutor Graham, and PRC Manager Employment Testing George Vaughan.

At 5:19 p.m., Executive Session was adjourned, and Commissioner Southerington reconvened the meeting.

Commissioner Colaluca made a motion for Brandon Flores - Hutton to be appointed to the position of Employment Testing Specialist; Commissioner Southerington seconded the motion. All were in favor; no objections.

Commissioner Colaluca made a motion to appoint Brett McBride to a Temporary Work Level assignment as Administrative Assistant 2; Commissioner Southerington seconded the motion. All were in favor; no objections.

Commissioner Colaluca made a motion for Greg Perry to be appointed to the temporary position of Intern; Commissioner Southerington seconded the motion. All were in favor; no objections.

## **9) ADJOURNMENT**

Commissioner Colaluca moved to adjourn the meeting at 5:19 p.m.; Commissioner Southerington seconded. All were in favor; no objections.

*The next Personnel Review Commission Meeting is scheduled for Wednesday, April 19, 2017 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3<sup>rd</sup> 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 Coordinator at 216-698-2975.*