

MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, June 21, 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 5:05 p.m.

2) ROLL CALL

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

3) APPROVAL OF MINUTES

Commissioner Southerington made a motion to approve the minutes from May 17, 2017 and June 7, 2017; Commissioner Boseman seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) UNFINISHED BUSINESS

- a) PRC Total Rewards Policy and Performance Management Plan
PRC Director Rebecca Kopcienski addressed the Commissioners regarding the PRC Total Rewards Policy and Performance Management Plan. Discussion ensued. Commissioner Southerington announced the Commissioners would consider the proposed policy and take action at the next PRC meeting.

6) NEW BUSINESS

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

Appraisal Manager - Residential/Agricultural – Fiscal - 5/17/2017

Employment & Family Service Specialist - CJFS - 5/26/2017

Court Security Officer – Sheriff - 6/5/2017

Program Officer Administrator – CJFS - 6/5/2017

Clerk – COC - 6/7/2017

Web & Applications Development Administrator – IT - 6/7/2017

Business Administrator 2 – CJFS - 6/9/2017

Neighborhood Center Manager – CJFS - 6/15/2017

Purchasing Analyst – PW - 6/15/2017

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.

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

Health and Human Services Director's Office has requested use of the Executive's Office eligibility list for Performance Consultant.

Commissioner Southerington made a motion to approve the request from the HHS Director's office to use the list of the Executive's office; Commissioner Boseman seconded. All were in favor; no objections.

c) Proposed Class Plan Revisions

Manager of Classification and Compensation Albert Bouchahine addressed the Commissioners regarding the proposed class plan revisions. Discussion ensued. Commissioner Southerington made a motion to accept the class plan revision requests; Commissioner Boseman seconded. All were in favor; no objections.

6) PUBLIC COMMENT – Nothing submitted

7) OTHER BUSINESS

PRC Director Rebecca Kopcienski addressed the Commission regarding the status of the PRC Administrative Rules. Discussion ensued.

PRC Director Rebecca Kopcienski addressed the Commission regarding the status of the compensation project with the Village of Highland Hills.

PRC Director Rebecca Kopcienski addressed the Commission regarding ongoing discussions with Human Resources and County Council regarding countywide tests for certain vacancies. Discussion ensued.

PRC Director Rebecca Kopcienski addressed the Commission to announce that Albert Bouchahine has received his Senior Certified Professional certification from IPMA-HR.

8) EXECUTIVE SESSION – Discussion of personnel matter

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

Executive Session was called to order at 5:33 p.m. The following Commissioners were present: Southerington and Boseman. The following attendees were present: PRC Director Kopcienski, PRC Staff Attorney DeCaro and Assistant Prosecutor Graham.

At 5:43 p.m., Executive Session was adjourned, and Commissioner Southerington reconvened the meeting.

Commissioner Southerington made a motion to appoint Philip Tomko to position of PRC Administrative Assistant 2; Commissioner Boseman seconded the motion. All were in favor; no objections.

Commissioner Southerington made a motion to extend the Temporary Work Level assignment for Brett McBride until July 7, 2017 after which point it should be terminated; Commissioner Boseman seconded the motion. All were in favor; no objections.

9) ADJOURNMENT

Commissioner Southerington made a motion to adjourn the meeting at 5:44 p.m.; Commissioner Boseman seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, July 12, 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 Coordinator at 216-698-2975.