

Meeting Minutes
Cuyahoga County Personnel Review Commission
Wednesday, September 5, 2018
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
4:00 p.m.

1) CALL TO ORDER

Chairwoman Southerington called the meeting to order at 4:00 p.m.

2) ROLL CALL

Chairwoman Southerington asked AA2 Phil Tomko to call the roll. Chairwoman Southerington and Commissioner Boseman were present; Commissioner Colaluca was absent, and a quorum was determined.

3) APPROVAL OF MINUTES from August 1, 2018, and August 15, 2018

Chairwoman Southerington made a motion to approve the minutes from August 1, 2018 and August 15, 2018; 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) Appeals

i) St. John, Lars – Recommendation for Dismissal

Commissioner Boseman recused himself from participating in a vote on the recommendation. Chairwoman Southerington postponed voting until next meeting when a quorum could be met.

b) Compliance Report -TWL Qualifications Review 2016-2017

Staff Attorney Sara DeCaro presented the findings of the Compliance Report -TWL Qualifications Review 2016-2017 to the Commissioners. Manager of Talent Acquisition and Appointments Jonathan Zerulik presented a memo in collaboration with Sara DeCaro's presentation to the Commissioners. Discussion ensued between the Commissioners, Sara DeCaro, and Jonathan Zerulik.

c) HR Update regarding PRC's 2017 FLSA Review

Staff Attorney Sara DeCaro presented the 2017 FLSA Review summary to the Commissioners. Director of Human Resources Benefits and Compensation Holly Woods presented HR's response to the 2017 FLSA Review to the Commissioners. Discussion ensued between the Commissioners, Sara DeCaro, Holly Woods, and Compensation Manager Rhonda Caldwell.

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

Registered Nurse	SHER	7/31/2018
Sewer Maintenance Supervisor	PW	8/1/2018
Program Officer 3	HHS-DO	8/3/2018
Social Service Worker 3 (addition to previous list)	DCFS	8/6/2018
Workforce Analyst	DEV	8/8/2018
Information Systems Analyst (addition to previous list)	IT	8/13/2018
Management Services Manager	HHS-DO	8/13/2018
Administrative Assistant 1	CJFS	8/17/2018
Program Officer 2	DCFS	8/17/2018
Social Services Supervisor (addition to previous list)	DCFS	8/21/2018
Security Officer 2	SHER	8/24/2018
Registered Nurse (addition to previous list)	SHER	8/28/2018
Employment Testing Specialist (addition to previous list)	PRC	8/29/2018

Discussion ensued between Commissioner Boseman and Manager George Vaughan. Chairwoman 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 the motion. All were in favor; no objections.

e) Class Plan Revision Requests

Classification and Compensation Manager Albert Bouchahine presented the Class Plan Revision Requests. Discussion ensued between Commissioner Boseman and Albert Bouchahine. Chairwoman Southerington made a motion to approve the Class Plan Revision Requests. Commissioner Boseman seconded the motion. All were in favor; no objections.

6) PUBLIC COMMENT—Nothing submitted

7) EXECUTIVE SESSION —Nothing submitted

8) OTHER BUSINESS—Director Rebecca Kopcienski recommended that the PRC Meetings remain monthly.

9) ADJOURNMENT

Commissioner Southerington made a motion to adjourn the meeting at 4:29 p.m.; Commissioner Boseman seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, October 3, 2018 at 4:00 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 Administrative Assistant 2 at 216-698-2975.

Travel Requests

Employee Name	Event	Sponsoring Organization	Dates of Travel	Location	Expenses	Approved by
Rebecca Kopcienski	2018 Ohio HR Conference: HR: Passport to Culture	Society for Human Resource Management	9/19/18-9/21/18	Sandusky, OH	\$ 649.00	Debbie Southerington