

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission

Wednesday, April 3, 2019

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

Cleveland, Ohio 44113

4:00 p.m.

**1) CALL TO ORDER**

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

**2) ROLL CALL**

Chairman Boseman asked AA2 Phil Tomko to call the roll. Chairman Boseman, Commissioner Southerington, and Commissioner Colaluca were present. No one was absent; a quorum was determined.

**3) APPROVAL OF MINUTES** from March 6, 2019 and Special Meeting on March 8, 2019

Commissioner Colaluca made a motion to approve the minutes from March 6, 2019 and Special Meeting on March 8, 2019; Commissioner Southerington 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) Lisa Taylor – Report & Recommendation

Appellant Lisa Taylor informed the Commissioners that she agreed with the Report & Recommendation. Discussion ensued.

Commissioner Colaluca made a motion to accept the Hearing Officer’s Report & Recommendation; Commissioner Southerington seconded the motion. All were in favor; no objections. Commissioner Colaluca confirmed with the Director that the staff will conduct an audit per the Hearing Officer’s recommendation and report back at the next PRC meeting.

b) Report on Ethics Compliance 2018

Staff Attorney Sara DeCaro presented the 2018 Ethics Report; discussion ensued.

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

Correction Officer 2	Sheriff	3/4/2019
Engineer 3	PW	3/8/2019
Multi-Media Designer	IT	3/8/2019
OED & Training Specialist	HR	3/8/2019
Clerical Specialist	JFS	3/12/2019
Accountant 2	PW	3/25/2019
Staff Auditor	IA	3/22/2019

Sustainability Coordinator	Sus	3/25/2019
Multisystemic Therapist	DCFS	3/25/2019
Program Officer 3	CoC	3/28/2019

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

d) Request to Extend an Eligibility List

Public Works requests extension of Sewer Maintenance Worker eligibility list

Manager of Employment Testing George Vaughan presented a request from Public Works to extend the life of the Eligibility List for Sewer Maintenance Worker to July 28, 2019 to accommodate anticipated additional staffing needs.

Chairman Boseman moved to accept the request to extend the Eligibility List established for Sewer Maintenance Worker to July 28, 2019; Commissioner Colaluca seconded. All were in favor; no objections.

e) Class Plan Revision Requests

Classification and Compensation Manager Albert Bouchahine presented the Class Plan Revision Requests. Albert Bouchahine asked that the Commissioners not consider the two Business Intelligence Analyst positions at the request of Human Resources and IT. Discussion ensued.

Chairman Boseman made a motion to approve the Class Plan Revision Requests with the exception of the two Business Intelligence Analyst positions; Commissioner Southerington seconded the motion. All were in favor; no objections.

**7) PUBLIC COMMENT**—Nothing submitted

**6) EXECUTIVE SESSION – Discussion of personnel matter**

Director Rebecca Kopcienski presented a hiring recommendation for Alexandra Hamame for the part-time position of Intern.

Chairman Boseman made a motion to approve the hiring recommendation of Ms. Hamame for the part-time position of Intern; Commissioner Southerington seconded the motion. All were in favor; no objections.

**7) OTHER BUSINESS**—Nothing submitted

**8) ADJOURNMENT**

Chairman Boseman made a motion to adjourn the meeting at 4:21 p.m.; Commissioner Colaluca seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, May 1, 2019 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 PRC's Administrative Assistant at 216-698-2975.