

## MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, August 14, 2019

9830 Lorain Avenue, Classroom 5

Cleveland, OH 44102

4:00 p.m.

### 1) CALL TO ORDER

Chairman Boseman called the meeting to order at 4:06 p.m..

### 2) ROLE CALL

Commissioner Southerington asked Administrative Assistant Brett McBride to call the roll. Chairman F. Allen Boseman and Commissioner Debbie Southerington were in attendance. Commissioner Thomas Colaluca was absent; a quorum was determined.

### 3) APPROVAL OF MINUTES

Chairman Boseman made a motion to approve the minutes from July 17, 2019; Commissioner Southerington seconded the motion. All were in favor; no objections.

### 4) PUBLIC COMMENT – Nothing submitted

### 5) UNFINISHED BUSINESS – Nothing submitted.

### 1) NEW BUSINESS

a) HR Presentation: Proposed Changes to HR Policies  
Pat Smock, Department of Human Resources presented to the Commissioners a number of proposed changes to the County's Employee Handbook; discussion ensued.

#### b) Appeals

i) Nancy Farina – Report & Recommendation  
Appellant Nancy Farina and the County's legal representative, Amy Marquit Renwald, addressed the Commissioners; discussion ensued.

Chairman Boseman closed the meeting at 4:43 p.m.. for deliberation.

Chairman Boseman opened the meeting at 4:48 p.m.. Chairman Boseman announced the decision on the appeal was being moved to the next PRC meeting so Commissioner Colaluca could be present.

ii) Shondra Harper – Report & Recommendation  
Commissioner Boseman made a motion to accept the Recommendation for Dismissal; Commissioner Southerington seconded the motion. All were in favor; no objections.

- c) PRC Performance Evaluation revision  
Director Rebecca Kopcienski provided an update to the Commissioners regarding the changes to the Performance Evaluation form; discussion ensued.
- d) Establishment of the Eligibility Lists as of the date posted to the PRC website

<b>Classification Title</b>	<b>Appointing Authority</b>	<b>Date List was Posted</b>
Correction Officer 2	SHER	7/17/2019
Family Service Aide 2	DSAS	7/22/2019
Project Inspector 2	PW	7/22/2019
Supervisor, Grants	PSJS	7/23/2019
Administrative Supervisor	SHER	7/25/2019
Payroll Officer	HR	7/25/2019
Administrator, Social Program 5	CJFS	7/29/2019
Program Officer 2	CJFS	7/29/2019
Corrections Officer Lieutenant	SHER	7/31/2019
Administrator, Social Program 5	HHS-DO	8/1/2019
Security Analyst	IT	8/1/2019
Security Officer 2	SHER	8/1/2019
Medical Examiner Investigator 2	MEO	8/7/2019
Senior Administrative Officer	CJFS	8/7/2019
HR Business Partner	HR	8/8/2019

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

- e) Class Plan Revision Requests  
Chairman Boseman made a motion to approve the Class Plan Revisions excluding Director, Nursing - Corrections and Supervisor, Records Management with the Sheriff's Department; Commissioner Southerington seconded the motion. All were in favor; no objections. The Director, Nursing – Corrections and Supervisor, Records Management have been moved to the next PRC meeting.
- f) PRC Presentation: Update on Selection for Jail Positions  
Manager of Employment Testing George Vaughan presented the Commissioners with an updated presentation on the selection of jail positions; discussion ensued.

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

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

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

Executive Session was called to order at 5:24 p.m.. Chairman Boseman made a motion to approve the appointment of Shane Greenlee to the part-time position of Intern for a period of six (6) months. Commissioner Southerington seconded the motion. All were in favor; no objections.

**8) OTHER BUSINESS**

Director Rebecca Kopcienski provided the Commissioners with an update on the move to the Westshore location; discussion ensued.

**9) ADJOURNMENT**

Chairman Boseman made a motion to adjourn the meeting at 5:26 p.m.; Commissioner Southerington seconded the motion. All were in favor; no objections.

The next Personnel Review Commission meeting is scheduled for Wednesday, September 11, 2019 at 4:00 p.m. at **9830 Lorain Road, Training Room 5, Cleveland, OH 44102**. Free parking is available in the south side lot of the building. Persons needing accommodations to attend and participate in the meeting should contact the PRC's Administrative Assistant at 216.443.5946.