

MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, April 22, 2020

PRC Meeting will be Conducted as a

Teleconference Via Webex

4:00 p.m.

1) CALL TO ORDER

Chairman Allen Boseman called the meeting to order via teleconference at 4:00 p.m.

2) ROLL CALL

Chairman Boseman asked Senior Administrative Assistant Shannon Carney to call the roll. Chairman Boseman, Commissioner Colaluca, and Commissioner Southerington were all in attendance. A quorum was determined.

3) APPROVAL OF MINUTES from February 12, 2020

Chairman Boseman made a motion to approve the meeting minutes from February 12, 2020; Commissioner Colaluca seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT – nothing submitted.

5) NEW BUSINESS

a) Appeals

i) Charise Walker – Report & Recommendation

Appellant Charise Walker's legal representative, James Budzik, and the Appellee Cuyahoga County's legal representative, Amy Marquit Renwald, addressed the Commissioners; discussion ensued.

Due to technical issues involved in the teleconference, the Commissioners agreed to deliberate the matter of the appeal during the Executive Session. The legal representatives for both the appellant and appellee agreed to this procedure.

*Following the Executive Session, Commissioner Colaluca made a motion to approve the Hearing Officer's Report and Recommendation. Commissioner Southerington seconded. Chairman Boseman opposed. The Hearing Officer's Report and Recommendation was adopted.

b) PRC Resolution 2020-001 Proposed Changes to PRC Employee Handbook and new Electronic Equipment & Communications Policy

Director Kopcienski addressed the Commission regarding the proposed policy changes and the new policy. Chairman Boseman made a motion to adopt PRC Resolution 2020-001; Commissioner Colaluca seconded the motion. All were in favor; no objections.

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

Supervisor, Social Services	DCFS	1/3/2020
Administrator, Social Program 2	DCFS	1/6/2020
Social Service Worker 1	DCFS	1/6/2020
Accountant 3	FISC	1/8/2020
Correction Officer 2	SHER	1/8/2020
Senior Payroll Officer	FISC	1/8/2020
User Experience Designer	IT	1/8/2020
Social Service Aide 2	DCFS	1/9/2020
Support Officer	CJFS	1/9/2020
Business Intelligence Analyst	WFD	1/10/2020
Information Systems Analyst	IT	1/13/2020
Systems Analyst	IT	1/13/2020
Developer 3	IT	1/14/2020
Supervisor, CECOMS Operations	PSJS	1/14/2020
Senior Data Processor	TREA	1/15/2020
IT Senior Project Manager	PW	1/17/2020
Engineer 4	PW	1/21/2020
Senior Database Administrator	IT	1/21/2020
Histology Technician	MEO	1/23/2020
Program Officer 1	PSJS	1/23/2020
Mechanic II	PW	1/24/2020
Correction Officer 2	SHER	1/27/2020
Accountant 2	PW	1/29/2020
ERP Information Systems Analyst - Procurement	IT	1/29/2020
Senior Staff Auditor	IA	1/29/2020
IT Infrastructure Engineer 6	IT	1/30/2020
Contract Analyst	CJFS	1/31/2020
Corrections Officer Lieutenant	SHER	2/3/2020
Program Officer 4	CJFS	2/3/2020
Project Manager	PW	2/3/2020
Social Service Worker 3	DCFS	2/3/2020
Supervisor, Training Officer	DCFS	2/6/2020
Engineer 1	PW	2/7/2020
Program Officer 3	HHS-DO	2/11/2020
Clerical Specialist	CJFS	2/12/2020

Job Coach	HR	2/19/2020
Account Clerk 2	DSAS	2/26/2020
Project Inspector (Bargaining)	PW	2/26/2020
Program Officer 2	HHS-DO	2/27/2020
Senior Supervisor, Employment & Family Service Specialist	JFS	2/27/2020
Payroll Officer	HR	2/28/2020
IT Infrastructure Engineer 3	IT	3/2/2020
Supervisor, Support Specialist	CJFS	3/2/2020
Network Administrator (Bargaining)	IT	3/3/2020
Evidence Technician	MEO	3/5/2020
Supervisor, Administrative Support	SHER	3/5/2020
Employment and Family Service Specialist	JFS	3/6/2020
Cook	SHER	3/9/2020
Information Processor 1	CJFS	3/9/2020
Maintenance Mechanic 1	PW	3/9/2020
Engineer 3	PW	3/10/2020
Early Childhood Health Mental Therapist	CJFS	3/10/2020
Program Officer 1	PSJS	3/10/2020
Supervisor, Social Services	DCFS	3/11/2020
Social Service Worker 3	DCFS	3/20/2020
Clinical Coordinator	DCFS	3/30/2020
Emergency Dispatcher	PSJS	4/2/2020
Senior Information Systems Administrator	IT	4/2/2020
Family Service Aide	DSAS	4/6/2020
Senior Supervisor, Social Services	DCFS	4/9/2020
Correction Officer 2	SHER	4/9/2020
Social Service Worker 1	DCFS	4/13/2020

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

d) Request to use a pre-existing eligibility list

Commissioner Boseman confirmed with the Commissioners that they had received a copy of the letter from Manager of Employment Testing George Vaughan regarding the request from the HHS division of Cuyahoga Job and Family Services to use the Health and Human Services Director's Office's eligibility list for Program Officer 3.

Chairman Boseman made a motion to accept the request to use the HHS Director's Office's eligibility list for Program Officer 3; Commissioner Colaluca seconded the motion. All were in favor; no objections.

e) Revisions to County Classification Plan

Chairman Boseman made a motion to accept the revisions to the County Classification plan; Commissioner Southerington Seconded. All were in favor; no objections.

6) EXECUTIVE SESSION – Discussion of personnel matter

Chairman Boseman made a motion to go into Executive Session at 4:37 p.m.; Commissioner Colaluca seconded the motion. All were in favor; no objections. The PRC went back on the record at 5:00 p.m.

(* See Item # 5. a.)

7) PRC RESOLUTION 2020-002 – Furlough

Chairman Boseman made a motion to adopt PRC Resolution 2020-002; Commissioner Southerington seconded the motion. All were in favor; no objections.

8) PRC RESOLUTION 2020-003 – Layoffs

Chairman Boseman made a motion to adopt PRC Resolution 2020-003; Commissioner Southerington seconded the motion. All were in favor; no objections.

9) OTHER BUSINESS – Nothing submitted.

10) ADJOURNMENT

Chairman Boseman made a motion to adjourn the meeting at 5:05 p.m.; Commissioner Colaluca seconded the motion. All were in favor; no objections.