

MEETING MINUTES

Cuyahoga County Personnel Review Commission

Wednesday, February 3, 2021

PRC Meeting was Conducted as a

Teleconference via Zoom

4:00 p.m.

1) CALL TO ORDER

Chairman Colaluca called the meeting to order at 4:00 p.m.

2) ROLL CALL

Chairman Colaluca asked Senior Administrative Assistant Shannon De Sciscio to call the roll. All Commissioners were present; a quorum was determined.

3) APPROVAL OF MINUTES from January 6, 2021

Chairman Colaluca made a motion to approve the meeting minutes from January 6, 2021; Commissioner Boseman seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – nothing submitted.

5) NEW BUSINESS

a) Appeals

i) Joseph Butts – Report and Recommendation

Appellant's counsel, Jim Budzik, and Appellee's counsel, Amy Marquit Renwald, addressed the Commissioners; discussion ensued.

ii) Tonya McKissack – Report and Recommendation

Appellant's counsel, Jim Budzik, and Appellee's counsel, Amy Marquit Renwald, addressed the Commissioners; discussion ensued.

Chairman Colaluca closed the meeting for deliberations at 4:44 p.m. The PRC went back on the record at 4:56 p.m.

Chairman Colaluca made a motion to remand the appeal of Joseph Butts to the Hearing Officer to hear the appeal of the discipline the Appellant received following the reinstatement of his employment resulting from the Final Order of the Cuyahoga County Court of Common Pleas in Case Number CV-19-917591; Commissioner Boseman seconded the motion. All were in favor, no objections.

Chairman Colaluca made a motion to adopt the Hearing Officer’s Report and Recommendation for Tonya McKissack; Commissioner Southerington seconded the motion. All were in favor, no objections.

b) Establishment of the Eligibility Lists as of the date posted to the PRC Website

Payroll Officer	HR	1/22/2021
Homeless Management Information System Administrator	HHS-DO	1/26/2021
Administrative Assistant 1	CJFS	1/27/2021
ERP Information Systems Analyst - Fiscal	IT	1/27/2021
Forensic Scientist 2 - Firearms & Toolmarks	MEO	1/27/2021
Maintenance Mechanic 1	PW	1/27/2021
Pathology Assistant	MEO	1/27/2021
Supervisor, Training Officer	CJFS	1/27/2021
Emergency Call-Taker	PSJS	1/28/2021

Chairman Colaluca made a motion to approve the establishment of the eligibility lists as of the date posted to the PRC website; Commissioner Southerington seconded the motion. All were in favor, no objections.

c) Requests to Share Eligibility Lists

George Vaughan addressed the Commissioners and explained that a confirmatory job analysis had been done to ensure that the eligibility lists in question were applicable to the positions that needed to be filled in the Medical Examiner’s office.

i) Medical Examiner’s Office Request to Use Purchasing Analyst (Public Works) Eligibility List

Chairman Colaluca made a motion to approve the Medical Examiner’s Office’s request to use the Purchasing Analyst (Public Works) eligibility list; Commissioner Boseman seconded the motion. All were in favor, no objections.

ii) Medical Examiner’s Office Request to Use Purchasing Analyst (Information Technology) Eligibility List

Chairman Colaluca made a motion to approve the Medical Examiner’s Office’s request to use the Purchasing Analyst (Information Technology) eligibility list; Commissioner Boseman seconded the motion. All were in favor, no objections.

6) EXECUTIVE SESSION

a) Discussion of a Personnel Matter

Chairman Colaluca made a motion to close the meeting for Executive Session; Commissioner Southerington seconded the motion. All were in favor, no objections. The PRC went back on the record at 5:01 p.m.

Chairman Colaluca made a motion to recall Katelyn Zuber from layoff status; Commissioner Southerington seconded the motion. All were in favor, no objections.

7) OTHER BUSINESS – nothing submitted.

8) ADJOURNMENT

Chairman Colaluca made a motion to adjourn the meeting at 5:02 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.