

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, February 1, 2023
9830 Lorain Ave., Classroom 5
Cleveland, Ohio 44102
4:00 p.m.

1) CALL TO ORDER

PRC Chairwoman Debbie Southerington called the meeting to order at 4:05 p.m.

2) ROLL CALL

Chairwoman Southerington asked Senior Administrative Assistant Shannon De Sciscio to call the roll. Chairwoman Southerington and Commissioner Boseman were present; Commissioner Colaluca was absent. A quorum was established.

3) APPROVAL OF MINUTES from January 11, 2023

Chairwoman Southerington made a motion to approve the minutes from the January 11, 2023 PRC meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) NEW BUSINESS

a) Establishment of the Eligibility Lists as of the Date Posted to the PRC Website

Program Officer 2	SHER	10/13/2022
Deputy Sheriff	SHER	10/17/2022
Administrator Coordinator	SHER	10/14/2022
Emergency Call-Taker	PSJS	11/21/2022
Sewer Maintenance Worker	PW	8/23/2022
Superintendent, Facilities	PW	12/12/2022
Customer Service Aide	CJFS	12/19/2022
Correction Officer	SHER	12/19/2022
Manager, Purchasing	FISC	1/9/2023
Systems Analyst	IT	1/9/2023
Administrator, Social Program 4	DCFS	1/10/2023
Organizational and Employee Development and Training Specialist	HR	1/10/2023
Employee and Labor Relations Specialist 1	HR/SHER	1/12/2023
Manager, Witness/Victim Services	PSJS	1/13/2023
Purchasing Analyst	PW	1/17/2023
Web Designer 2	IT	1/17/2023
Administrative Assistant 1	CJFS	1/17/2023
Administrative Assistant	COC	1/17/2023

Clerical Specialist	CJFS	1/19/2023
Supervisor, Employment & Family Service	CJFS	1/20/2023
Corrections Officer Lieutenant	SHER	1/23/2023
Multisystemic Therapist	DCFS	1/23/2023
IT Infrastructure Engineer 2	IT	1/23/2023
Accountant 2	WFD	1/24/2023
Sheriff's Clerk (Level 2)	SHER	1/24/2023
Family Service Aide 2	DSAS	1/25/2023

PRC Testing Manager George Vaughan addressed the Commission regarding the establishment of the eligibility lists. Discussion ensued.

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

b) Request to use a Pre-Existing Eligibility List

- i) Sheriff's Department request to use Human Resources' Eligibility List for Employee and Labor Relations Specialist 1
- ii) Sheriff's Department Request to use Human Resources' Eligibility List for Talent Acquisition & Employment Specialist
- iii) Sheriff's Department Request to use Human Resources' Eligibility List for Senior Human Resources Associate

PRC Testing Manager George Vaughan addressed the Commission regarding the three requests from the Sheriff's department to use Human Resources' pre-existing eligibility lists for the positions of Employee and Labor Relations Specialist 1, Talent Acquisition and Employment Specialist, and Senior Human Resources Associate. Discussion ensued.

Chairwoman Southerington made a motion to approve the requests to use the pre-existing eligibility lists from the Sheriff's Department; Commissioner Boseman seconded the motion. All were in favor, no objections.

c) Proposed Ordinance O2023-0001: Paid COVID Leave for County Employees

Human Resources Interim Director Sheba Marshall addressed the Commission regarding proposed ordinance O2023-0001: paid COVID leave for County employees. Discussion ensued.

Chairwoman Southerington directed PRC Director Rebecca Kopcienski to draft a letter to County Council asserting the PRC's support of the proposed ordinance.

d) Proposed PRC Resolution 2023-002: Amending End Date of 3% COLA

PRC Director Rebecca Kopcienski addressed the Commission regarding proposed PRC resolution 2023-002: Amending End Date of 3% COLA. Discussion ensued.

PRC Chairwoman Debbie Southerington made a motion to approve PRC resolution 2023-002; Commissioner Boseman seconded the motion. All were in favor, no objections.

e) Proposed PRC Resolution 2023-003: Paid COVID Leave for PRC Employees

PRC Director Rebecca Kopcienski addressed the Commission regarding proposed PRC resolution 2023-003: Paid COVID leave for PRC employees. Discussion ensued.

PRC Chairwoman Debbie Southerington made a motion to approve PRC resolution 2023-003; Commissioner Boseman seconded the motion. All were in favor, no objections.

f) 2022 Appointments Report

PRC Staff Attorney and Compliance Audit Manager Cynthia Sands addressed the Commission regarding the 2022 Appointments Report. Discussion ensued.

6) EXECUTIVE SESSION

a) To Consider the Compensation of Certain PRC Employees

Chairwoman Southerington made a motion to close the meeting for executive session at 4:23 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.

Chairwoman Southerington made a motion to reopen the meeting; Commissioner Boseman seconded the motion. All were in favor, no objections. The PRC went back on the record at 4:33 p.m.

Chairwoman Southerington made a motion to approve the recommendations for merit increases for qualified PRC staff; Commissioner Boseman seconded the motion. All were in favor, no objections.

7) OTHER BUSINESS – Nothing submitted.

8) ADJOURNMENT

Chairwoman Southerington made a motion to adjourn the meeting at 4:33 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.