

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, March 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 4:04 p.m.

2) ROLL CALL

Chairwoman Southerington asked Senior Administrative Assistant Shannon De Sciscio to call the roll. All commissioners were present. A quorum was established.

3) APPROVAL OF MINUTES from February 1, 2023

PRC Chairwoman Debbie Southerington made a motion to approve the minutes from the February 1, 2023 PRC meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

4) PUBLIC COMMENT – Nothing submitted.

5) UNFINISHED BUSINESS

a) Appointments Report Follow-Up

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

6) NEW BUSINESS

a) Appeals

i) Joseph Patton – Recommendation for Dismissal

Appellant Joseph Patton was not in attendance.

PRC Staff Attorney and Compliance Audit Manager Cynthia Sands addressed the Commission regarding the Joseph Patton appeal. Discussion ensued.

Chairwoman Southerington made a motion to dismiss the appeal due to lack of jurisdiction; Commissioner Boseman seconded the motion. All were in favor, no objections.

b) Proposed Ordinance O2023-0002

PRC Director Rebecca Kopcienski introduced Cuyahoga County Councilman Martin Sweeney. Councilman Sweeney addressed the Commission regarding proposed ordinance O2023-0002. Discussion ensued.

Chairwoman Southerington directed PRC Director Rebecca Kopcienski to write a letter to County Council stating the PRC does not endorse the proposed modification to Salary Schedule A noted in proposed ordinance O2023-0002.

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

Senior Project Manager	PW	2/3/2023
Senior Payroll Officer	FO	2/3/2023
Business Administrator 1	CJFS	2/6/2023
Senior Administrative Officer	CJFS	2/7/2023
Database Developer	HHS-DO	2/7/2023
Account Clerk	DCFS	2/7/2023
Administrative Assistant	DSAS	2/7/2023
Human Resources Generalist	HR/SHER	2/8/2023
Senior Business Intelligence Analyst	HHS-DO	2/9/2023
Employment and Family Services Specialist	CJFS	2/9/2023
Social Service Worker 3	DCFS	2/9/2023
Supervisor, Payroll	FISC	2/10/2023
Administrative Assistant 2	FISC	2/13/2023
Custodial Worker	PW	2/13/2023
Court Security Officer (Security Monitor)	SD	2/13/2023
Communications Specialist	COMM	2/14/2023
Social Service Aide 2	DCFS	2/14/2023
Administrative Hearing Officer	CJFS	2/15/2023
Medical Examiner Investigator 1	MEO	2/15/2023
Program Officer 3	CJFS	2/16/2023
Senior Superintendent, Facilities	PW	2/16/2023
Purchasing Analyst	PW	2/16/2023
Clerical Specialist	DCFS	2/16/2023
Emergency Call-Taker	PSJS	2/16/2023
Fiscal Specialist 2	DCFS	2/17/2023
Clerk	FISC	2/21/2023
Security Officer 2	SHER	2/21/2023
Manager, Technical Services	IT	2/21/2023
Family Service Aide 2	DCFS	2/21/2023
Human Resources Associate	HR	2/22/2023
Supervisor, Administrative Support	CJFS	2/23/2023
Social Service Worker 3	DCFS	2/24/2023

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

Chairwoman 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.

d) Class Plan Changes

PRC Classification and Compensation Manager Albert Bouchahine addressed the Commission regarding the Class Plan changes. Discussion ensued.

Chairwoman Southerington made a motion to approve the recommended Class Plan changes; Commissioner Boseman seconded the motion. All were in favor, no objections.

7) EXECUTIVE SESSION

a) To Discuss Compensation for Certain PRC Employees

Chairwoman Southerington made a motion to go into Executive Session at 4:51 p.m.; Commissioner Boseman seconded the motion. The PRC came back on the record at 4:58 p.m.

Chairwoman Southerington made a motion to adopt the PRC Director's recommendation to adjust salaries for certain employees as a result of their performance evaluations in accordance with the PRC's Pay for Performance policy; Commissioner Boseman seconded the motion. All were in favor, no objections.

8) OTHER BUSINESS – Nothing submitted.

9) ADJOURNMENT

Chairwoman Southerington made a motion to adjourn the meeting at 4:58 p.m.; Commissioner Boseman seconded the motion. All were in favor, no objections.