

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, November 7, 2018
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
4:00 p.m.

1) CALL TO ORDER

Chairwoman Southerington called the meeting to order at 4:01 p.m.

2) ROLL CALL

Chairwoman Southerington asked AA2 Phil Tomko to call the roll. Chairwoman Southerington, Commissioner Boseman, and Commissioner Colaluca were present; a quorum was determined.

3) APPROVAL OF MINUTES from October 3, 2018

Chairwoman Southerington made a motion to approve the minutes from October 3, 2018; Commissioner Colaluca seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT—Nothing submitted

5) UNFINISHED BUSINESS—Nothing submitted

6) NEW BUSINESS

a) Appeals

i) Conway, Juliann – Report & Recommendation

Staff Attorney Sara DeCaro presented the summary of the appeal to the Commissioners. Discussion ensued between the Commissioners and Assistant law Director Amy Marquit Renwald. Chairwoman Southerington made a motion to accept the Hearing Officer’s Report & Recommendation; Commissioner Colaluca seconded the motion. Commissioner Boseman abstained from voting. A quorum was determined; no objections.

ii) DeSouza, Janet – Recommendation for Dismissal

Chairwoman Southerington made a motion to accept the Hearing Officer’s recommendation; Commissioner Boseman seconded the motion. All were in favor; no objections.

iii) Bennett, Karen – Recommendation for Dismissal

Chairwoman Southerington made a motion to accept the Hearing Officer’s recommendation; Commissioner Colaluca seconded the motion. All were in favor; no objections.

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

Court Security Officer	Sheriff	9/28/2018
Senior Account Clerk	Fiscal	10/1/2018
Medical Team Assistant	Sheriff	10/5/2018
ERP Information Systems Analyst - Fiscal	IT	10/9/2018

Program Officer 2	MEO	10/9/2018
Sustainability Coordinator	Sustainability	10/9/2018
Typist 2	Sheriff	10/9/2018
Social Service Specialist	Sheriff	10/10/2018
Registered Nurse (addition to previous list)	SHER	10/11/2018
Justice System Advocate	PSJS	10/15/2018
Nursing Director - Corrections	SHER	10/15/2018
Social Service Aide 2	DCFS	10/16/2018
Employment and Family Service Supervisor	CJFS	10/19/2018
Social Service Worker 3	DCFS	10/19/2018
Principal Support Officer Supervisor	CJFS	10/22/2018
Developer 3	IT	10/23/2018
Program Officer 1	WFD	10/24/2018
Loan Portfolio Manager	Development	10/25/2018
Sewer Maintenance Worker	PW	10/29/2018
Social Program Administrator 2	CJFS	10/29/2018
Communications Specialist	COMMS	10/30/2018
Family Service Aide 2	DSAS	10/31/2018

Chairwoman Southerington 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.

c) Request to use a Pre-Existing Eligibility List established for another appointing authority

Public Works' request to use the Fiscal Officer 2 eligibility list originally established for the Sheriff's Department

Manager of Employment Testing George Vaughan presented a request from Public Works to use the Sheriff's Department's previously established eligibility list for Fiscal Officer 2. He explained that a confirmatory job analysis had been conducted to ensure the work in the two positions was essentially the same; discussion ensued.

Commissioner Southerington moved to accept the request to use a pre-existing Eligibility List established for another appointing authority; Commissioner Colaluca seconded. All were in favor; no objections.

d) Class Plan Revision Requests

Classification and Compensation Manager Albert Bouchahine presented the Class Plan Revision Requests. Discussion ensued. Chairwoman Southerington made a motion to approve the Class Plan Revision Requests; Commissioner Colaluca seconded the motion. All were in favor; no objections.

e) Ethics Training for Commissioners

Director Rebecca Kopcienski informed the Commissioners that this training has been moved to the December meeting, as it was not available for this meeting.

- f) **Proposed Modifications to PRC's Pay for Performance Schedule**
Director Rebecca Kopcienski presented the proposed modifications to PRC's pay for performance schedule to the Commissioners. Discussion ensued. Chairwoman Southerington made a motion to accept the proposed modifications to the PRC's Pay for Performance Schedule; Commissioner Colaluca seconded the motion. All were in favor; no objections.

6) PUBLIC COMMENT—Nothing submitted

7) EXECUTIVE SESSION —Nothing submitted

8) OTHER BUSINESS—Nothing submitted

9) ADJOURNMENT

Chairwoman Southerington made a motion to adjourn the meeting at 4:21 p.m.; Commissioner Colaluca seconded. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, December 12, 2018 at 4:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor. Free parking is available in the front lot of the building. Persons needing accommodations to attend and participate in the meeting should contact the Administrative Assistant 2 at 216-698-2975.