

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Monday, December 6, 2021  
9830 Lorain Ave., Classroom 2  
Cleveland, Ohio 44102  
4:00 p.m.

**1) CALL TO ORDER**

PRC Chairman Tom Colaluca called the meeting to order at 4:03 p.m.

**2) ROLL CALL**

Chairman Colaluca asked PRC Director Rebecca Kopcienski to call the roll. Chairman Colaluca and Commissioner Southerington were present; Commissioner Boseman was absent. A quorum was determined.

**3) APPROVAL OF MINUTES** from November 19, 2021

Chairman Colaluca made a motion to approve the minutes from the November 19, 2021, PRC Special Meeting; Commissioner Southerington seconded the motion. All were in favor, no objections.

**4) PUBLIC COMMENT** – Nothing submitted.

**5) NEW BUSINESS**

- a) Proposed Ordinance 02021-0018: Amending County Code Sections 306.01, 306.02 and 306.03 to Make any Exceptions to the County’s Criminal Background Investigation Procedures Consistent with State and Federal Law and to Streamline the County’s Hiring Process

Cuyahoga County Sheriff Christopher Viland addressed the ~~ec~~Commission regarding the proposed ordinance 02021-0018. Discussion ensued.

Chairman Colaluca directed PRC Director Rebecca Kopcienski to write a letter to City Council to assert the Commission’s ~~ei~~ support of proposed ordinance 02021-0018.

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

Senior Training Officer	CJFS	10/29/2021
Project Inspector	PW	11/1/2021
Senior Project Manager	PW	11/1/2021
Supervisor, Social Services	DCFS	11/2/2021
Supervisor, CECOMS Operations	PSJS	11/3/2021
Administrative Assistant	HHS-DO	11/4/2021
Information Processor	CJFS	11/4/2021

Clerical Specialist	DCFS	11/9/2021
Corrections Officer Lieutenant	SHER Dept	11/10/2021
Program Officer 1	CJFS	11/12/2021
Sheriff's Clerk (Level 2)	SHER	11/15/2021
Support Specialist 1	CJFS	11/15/2021
Cashier	Treasury	11/16/2021
Human Resources Business Partner	HR	11/17/2021
Program Officer 3	CJFS	11/18/2021
Fiscal Specialist 2	CJFS	11/19/2021
Senior Administrative Assistant	DSAS	11/19/2021
Program Officer 3	SHER	11/22/2021
Supervisor, Administrative Support	Treasury	11/22/2021
Correction Officer	SHER	11/24/2021
Forensic Scientist 1 - Firearms and Toolmarks	MEO	11/24/2021
Program Officer 1	PSJS	11/24/2021
Supervisor, Groundskeeper	PW	11/24/2021
Manager, Support Services	IT	11/29/2021
Supervisor, Custodial Worker	PW	12/2/2021

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) Request to Use a Pre-Existing Eligibility List Established for Another Appointing Authority

i) CJFS request to use the HHS Director's Office eligibility list for Fiscal Specialist 1

PRC Testing Manager George Vaughan addressed the eCommission regarding CJFS's request to use the HHS Director's Office eligibility list for Fiscal Specialist 1. Discussion ensued.

Chairman Colaluca made a motion to approve CJFS's request to use the HHS Director's Office eligibility list for Fiscal Specialist 1; Commissioner Southerington seconded the motion. All were in favor, no objections.

ii) DCFS request to use the Senior and Adult Services eligibility list for Manager, Business Services

PRC Testing Manager George Vaughan addressed the commission regarding DCFS's request to use the Senior and Adult Services eligibility list for Manager, Business Services. Discussion ensued.

Chairman Colaluca made a motion to approve DCFS request to use the Senior and Adult Services eligibility list for Manager, Business Services; Commissioner Southerington 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 proposed Class Plan changes. Discussion ensued.

Chairman Colaluca made a motion to approve the proposed Class Plan changes; Commissioner Southerington seconded the motion. All were in favor, no objections.

e) PRC Resolution 2021-004 2% COLA for PRC Employees

PRC Director Rebecca Kopcienski addressed the Commission regarding PRC Resolution 2021-004. Discussion ensued.

Chairman Colaluca made a motion to approve PRC resolution 2021-004; Commissioner Southerington seconded the motion. All were in favor, no objections.

f) PRC Resolution 2022-001 Paid Emergency Leave for PRC Employees

PRC Director Rebecca Kopcienski addressed Commission regarding PRC Resolution 2022-001. Discussion ensued.

Chairman Colaluca made a motion to approve PRC resolution 2021-004; Commissioner Southerington seconded the motion. All were in favor, no objections.

**6) OTHER BUSINESS – Nothing submitted.**

**7) ADJOURNMENT**

Chairman Colaluca made a motion to adjourn the meeting at 4:36 p.m.; Commissioner Southerington seconded the motion. All were in favor, no objections.