

**MEETING MINUTES**

Cuyahoga County Personnel Review Commission  
Wednesday, April 6, 2022  
Remote Meeting held via Zoom  
Cleveland, Ohio 44102  
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 established.

**3) APPROVAL OF MINUTES** from March 9, 2022

Chairman Colaluca made a motion to approve the meeting minutes from the March 9, 2022 PRC meeting; Commissioner Boseman seconded the motion. All were in favor, no objections.

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

**5) NEW BUSINESS**

a) Proposed Tuition Assistance Program

Interim Chief Human Resources Officer Sheba Marshall and Human Resources Business Services Manager Stephen Witt addressed the Commission regarding the proposed Tuition Reimbursement Program. Discussion ensued.

Chairman Colaluca indicated the PRC’s support of the proposed Tuition Assistance Program. The PRC Director needs to write a letter to County Council affirming their support of the program.

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

Superintendent, Maintenance	PW	3/7/2022
Developer 3	IT	3/8/2022
Supervisor, Social Services	DCFS	3/8/2022
Section Chief, Engineering	PW	3/9/2022
Administrative Hearing Officer	CJFS	3/9/2022
Administrative Assistant 1	CJFS	3/9/2022
Supervisor, Project Inspection	PW	3/10/2022
Senior Business Intelligence Analyst	SHER	3/10/2022
Social Service Worker 3	DCFS	3/11/2022
Family Service Aide 2	DSAS	3/11/2022
Clerk	COC	3/14/2022
Inspector Fiscal Officer	FO	3/14/2022
Manager, Business Services	DCFS	3/15/2022

Program Officer 3	Fiscal	3/16/2022
Business Administrator 4	CJFS	3/16/2022
Program Officer 2	DSAS	3/17/2022
Airport Operations Technician II	PW	3/17/2022
Service Desk Analyst	IT	3/18/2022
Storekeeper 2	CJFS	3/21/2022
Sheriff's Clerk (Level 2)	SHER	3/21/2022
Support Officer	CJFS	3/21/2022
Senior Account Clerk	Fiscal	3/21/2022
Program Officer 1	CJFS	3/23/2022
Supervisor, Electronic Technician	PW	3/24/2022
Senior Bridge Inspector	PW	3/25/2022
Contract Compliance Officer	Fiscal	3/28/2022
Administrative Assistant	DSAS	3/28/2022
Information Systems Analyst	IT	3/28/2022
Social Service Worker 3	DCFS	3/28/2022
Contract Analyst	CJFS	3/28/2022
Superintendent, Facilities	PW	3/29/2022
Senior Administrative Assistant	DSAS	3/29/2022
Certified Medical Insurance Supervisor	DSAS	3/29/2022
Engineer 4	PW	3/29/2022
Support Specialist 2	CJFS	3/29/2022
Information Processor	CJFS	3/30/2022
Dockworker	SHER	3/30/2022
Employment & Family Services Specialist	CJFS	3/30/2022
Customer Service Aide	CJFS	3/30/2022
Administrator, Social Program 2	WFD	3/31/2022

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

- i. HHS Director's Office request to use the DCFS eligibility list for Manager, Business Services

PRC Testing Manager George Vaughan addressed the Commission regarding the HHS Director's Office Request. Discussion ensued.

Chairman Colaluca made a motion to approve the HHS Director's Office request to use the DCFS eligibility list for Manager, Business Services; Commissioner Boseman seconded the motion. All were in favor, no objections.

- ii. DCFS request to use the CJFS Eligibility List for Fiscal Specialist 2

PRC Testing Manager George Vaughan addressed the Commission regarding the DCFS Request. Discussion ensued.

Chairman Colaluca made a motion to approve the DCFS request to use the CJFS eligibility list for Fiscal Specialist 2; Commissioner Boseman seconded the motion. All were in favor, no objections.

d) Class Plan Recommendations

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

e) 2021 Appointments Report

PRC Staff Attorney Cynthia Sands addressed the Commission regarding the 2021 Appointments Report. Discussion ensued.

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

**7) ADJOURNMENT**

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

**Meeting Attendees**

Chairman Tom Colaluca  
Commissioner Allen Boseman  
Commissioner Debbie Southerington  
Rebecca Kopcienski  
Shannon De Sciscio  
Mario Pollard  
Jessica Serio  
Cynthia Sands  
George Vaughan  
Albert Bouchahine  
Nora Poore  
Amy Marquit Renwald  
Sheba Marshall  
Stephen Witt