

MEETING MINUTES

Cuyahoga County Personnel Review Commission
Wednesday, January 6, 2016
2429 Superior Viaduct, 3rd Floor
Cleveland, Ohio 44113
5:00 p.m.

1) CALL TO ORDER

Chairman Colaluca called the meeting to order at 5:00 p.m.

2) ATTENDANCE

Chairman Thomas Colaluca, Commission Robert Wolff, Commissioner Debbie Southerington, PRC Administrator Rebecca Kopcienski, PRC Staff Attorney Sara DeCaro, PRC Coordinator Cheryl DiMattia, Assistant Prosecutor Nora Graham, Assistant Law Director Amy Marquit Renwald, Assistant Law Director Todd Ellsworth, PRC Manager Classification & Compensation Albert Bouchahine, PRC Manager Employment Testing George Vaughan, PRC Administrative Assistant Brett McBride, Veronica DeVese, Jack Hall

3) APPROVAL OF MINUTES

Chairman Colaluca made a motion to approve the minutes from December 16, 2016; Commissioner Southerington seconded the motion. All were in favor; no objections.

4) PUBLIC COMMENT

5) UNFINISHED BUSINESS

- a) Appeals – Felecia Givhan – Report & Recommendation
Chairman Colaluca announced the item would be moved so it could be considered in deliberations with new appeals.

6) NEW BUSINESS

- a) Appeals
 - i. Felecia Givhan – Report and Recommendation
No public comment.
 - ii. Veronica DeVese – Report and Recommendation
Ms. DeVese and the County’s legal representative, Mr. Todd Ellsworth addressed the Commissioners.
 - iii. Thomas Suto – Report and Recommendation
Assistant Law Director Renwald addressed the Commissioners and restated the County’s motion that the disciplinary appeal be dismissed because Mr. Suto did not appear at the hearing.

iv. Cynthia Hill

Assistant Law Director Renwald addressed the Commissioners and restated the County's motion to dismiss the appeal because the appellant is a bargaining unit employee.

v. Carol Bilski

Assistant Law Director Renwald recommended the appeal be dismissed since Ms. Bilski settled.

vi. Yalanda Davidson

Assistant Law Director Renwald advised the Commissioners that the County filed objections to the R&R and it was remanded to the Hearing Officer.

Chairman Colaluca closed the meeting for deliberations at 5:20 p.m. Chairman Colaluca opened the meeting at 5:45 p.m. The Commissioners took the following actions:

- i. Felecia Givhan – Chairman Colaluca made a motion to disaffirm the Hearing Officer's Report and Recommendation; Commissioner Wolff seconded the motion. All were in favor; no objections.
- ii. Veronica DeVese – Chairman Colaluca made a motion to affirm the Hearing Officer's Report and Recommendation; Commissioner Wolff seconded the motion. All were in favor; no objections.
- iii. Thomas Suto – Chairman Colaluca made a motion to affirm the Hearing Officer's Report and Recommendation; Commissioner Wolff seconded the motion. All were in favor; no objections.
- iv. Cynthia Hill – Chairman Colaluca made a motion to affirm the Hearing Officer's Report and Recommendation; Commissioner Wolff seconded the motion. All were in favor; no objections.
- v. Cynthia Bilski – Chairman Colaluca made a motion to affirm the Hearing Officer's Report and Recommendation for a settlement; Commissioner Wolff seconded the motion. All were in favor; no objections.
- vi. Yalanda Davidson – The Commissioners will take this appeal under advisement and consider it at their next regular meeting.

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

Engineer 1 - Public Works - 12/16/15

Senior Social Services Supervisor - Division of Children & Family Services - 12/17/15

Information Systems Analyst - Information Technology - 12/21/15

Program Officer 2 - Division of Children & Family Services - 12/22/15

Examiner - Treasury - 12/22/15

Support Specialist Supervisor - Cuyahoga Job & Family Services - 12/22/15

Social Services Supervisor - Division of Children & Family Services - 12/24/15

Social Program Administrator 4 - Division of Children & Family Services - 12/28/15

Senior Social Services Supervisor - Division of Senior & Adult Services - 01/04/16

Chairman Colaluca made a motion for the establishment of the following Eligibility Lists as of the date posted to the PRC website: Engineer 1 - Public Works; Senior Social Services Supervisor - Division of Children & Family Services; Information Systems Analyst - Information Technology; Program Officer 2 - Division of Children & Family Services; Examiner – Treasury; Support Specialist Supervisor - Cuyahoga Job & Family Services; Social Services Supervisor - Division of Children & Family Services; Social Program Administrator 4 - Division of Children & Family Services; Senior Social Services Supervisor - Division of Senior & Adult Services; Commissioner seconded the motion. All were in favor; no objections.

- b) Request to use a Pre-Existing Eligibility List established for another Appointing Authority
 - i. CJFS requests to use DCFS eligibility list for Clerical Specialist

Chairman Colaluca made a motion to accept the use of the Pre-Existing Eligibility List established for another Appointing Authority; Commissioner Southerington seconded the motion; all were in favor; no objections.

- c) Report on Testing Statistics

PRC Administrator Kopcienski presented the Commissioners with analytics representing three key metrics reflecting the PRC's first year of civil services testing. Discussion ensued. Chairman Colaluca directed Ms. Kopcienski to create an executive summary of statistics reflecting the PRC's accomplishments during 2015.

- d) Class Plan Revision Requests

PRC Manager of Classification & Compensation Bouchahine presented the Commissioners with a revised classification for the A/V and Multi-Media position. The classification will be posted to the website for 20 days. Discussion ensued.

7) PUBLIC COMMENT

Veronica DeVese addressed the Commissioners a second time. Jack Hall addressed the Commissioners and requested a public records request of the transcripts of the meeting.

8) OTHER BUSINESS

PRC Administrator Kopcienski informed the Commissioners of the following:

- She will be meeting with the County's designated Chief Talent Officer, Douglas Dykes, this week. Chairman Colaluca directed her to invite Mr. Dykes to an upcoming meeting so that they could meet him.
- Interviews for the new part-time Hearing Officer will begin this week.
- Manager of Employment Testing Vaughan has taken a leadership role in the regional organization GLEAN (Great Lakes Employment Assessment Network, a branch of the International Personnel Assessment Council) and the PRC will be hosting GLEAN's regional meeting in April.

9) ADJOURNMENT

Chairman Colaluca made a motion to adjourn the meeting at 6:07 p.m.; Commissioner Wolff seconded the motion. All were in favor; no objections.

The next Personnel Review Commission Meeting is scheduled for Wednesday, January 20, 2016 at 5:00 p.m. at the PRC office located at 2429 Superior Viaduct, 3rd Floor.