



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 17, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 3, 2017 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) O2017-0005: An Ordinance amending Section 303.05 of the Cuyahoga County Code to establish the process for promotional appointments.
- 6. MISCELLANEOUS BUSINESS**
- 7. OTHER PUBLIC COMMENT**
- 8. ADJOURNMENT**

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, OCTOBER 3, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:04 a.m.

2. ROLL CALL

Ms. Brown asked Deputy Clerk Carter to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined.

Ms. Brown requested a moment of silence for the victims of the Las Vegas shooting.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 19, 2017 MEETING

A motion was made by Mr. Gallagher, seconded by Mr. Miller and approved by unanimous vote to approve the minutes of the September 19, 2017 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2017-0178: A Resolution authorizing an amendment to Contract No. CE1400326-01 with United Healthcare Services, Inc. for group healthcare benefits including medical benefit management services for

County employees and their eligible dependents and for Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2015 - 12/31/2017 for additional funds in the amount not-to-exceed \$12,200,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Holly Woods, Director of Benefits & Compensation for the Department of Human Resources, addressed the Committee regarding Resolution No. R2017-0178. Discussion ensued.

Committee members asked questions of Ms. Woods pertaining to the item, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2017-0178 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

Ms. Conwell announced that she is hosting a four-part stop the violence series at the Domestic Violence & Child Advocacy Center on Thursday, October 5th, 12th, 19th and 26th from 5:30-7:30 p.m.

7. OTHER PUBLIC COMMENT

There were no public comments given.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 10:26 a.m., without objection.

County Council of Cuyahoga County, Ohio

Ordinance No. O2017-0005

Sponsored by: Councilmembers Brown and Miller	An Ordinance amending Section 303.05 of the Cuyahoga County Code to establish the process for promotional appointments.
--	--

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and

WHEREAS, the County's current Civil Service System is codified in Chapter 124 of the Ohio Revised Code, Chapter 123:1 of the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code (Chapter 124), the Ohio Administrative Code (Chapter 123:1), the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, Section 301.23 of the Ohio Revised Code authorizes a charter-created county civil service commission to create a new system for employment with the county on the basis of merit and fitness, as ascertained by competitive examination; and

WHEREAS, Section 303.02 of the Cuyahoga County Code defines "promotion" as "the appointment of an employee to a different position assigned a higher pay range than the employee's previous position."

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Council hereby amends Section 303.05 of the Cuyahoga County Code as follows (additions are underlined and bolded; deletions are stricken):

Section 303.05 Appointments

A. Original Appointments

A person who has been selected by an Appointing Authority from an eligibility list that is established by the Personnel Review Commission to fill a vacancy in the classified service is said to have received an original appointment. Those persons receiving original appointments do not become permanent employees until they have satisfied the applicable probationary period.

B. Temporary Appointments

Temporary appointments shall not exceed one hundred eighty (180) days in duration and shall be filled in the following manner:

1. Eligibility List

If an applicable eligibility list is available, the temporary appointment shall be offered to the candidates on the eligibility list, provided that the acceptance or declination of appointment to such position shall not affect the right of an eligible person to certification for appointment to a permanent position. At the expiration of the temporary appointment, which in no case shall exceed one hundred eighty (180) days, the services of the temporary employee shall be terminated and the candidate shall be restored to the eligibility list in rank order.

2. No Applicable Eligibility List

In the absence of an applicable eligibility list, the Appointing Authority may appoint a qualified person for a temporary period of service, not to exceed one hundred eighty (180) days in duration, when the need of service is urgent and necessary to prevent the loss of public property, serious inconvenience to the public, or damaging delay to the public service. In the event of a subsequent appointment to a permanent position, the temporary appointment shall not be counted as part of a probationary period. Successive temporary appointments to the same position are prohibited. Temporary appointments made necessary by reason of sickness, disability, or other approved leave of absence shall not continue beyond such period of sickness, disability, or other absence.

C. **Promotional Selection**

Vacancies may be filled by promotion, as practicable. An appointing authority may either request an eligibility list from the PRC or make a promotion on the

basis of merit and conduct and capacity in office via a posting internal to Cuyahoga County.

1. For the purposes of Section 303.05(C):

(a) “Merit” shall be determined by utilizing a structured interview or assessment tool developed by the Human Resources Department and approved by the Personnel Review Commission pursuant to paragraph (C)(2) of this Section.

(b) “Conduct and capacity in office” shall be determined by taking into consideration employee personnel records including, but not limited to, performance evaluations and active disciplinary record.

2. Before making a promotional appointment to a classified position, the Department of Human Resources shall develop and submit a structured interview or assessment tool to the Director of the Personnel Review Commission or his or her designee. The PRC Director or designee shall, within five business days, approve or disapprove the structured interview or assessment tool submitted by the Department of Human Resources. The Human Resources Department may request the PRC to develop a structured interview or assessment tool in lieu of seeking approval.

(a) If the PRC Director or designee approves of the structured interview or assessment tool, the PRC Director or designee shall notify the Director of Human Resources. The Department of Human Resources may use the approved tool for subsequent promotional appointments within the same classification; provided the minimum requirements for the classification have not changed.

(b) If the PRC Director or designee disapproves of the structured interview or assessment tool, the PRC Director or designee shall provide written objections and modifications, where appropriate. The Department and Human Resources and the Personnel Review Commission shall collaborate to develop a mutually agreeable solution.

(c) If the PRC Director or designee fails to respond within five business days, unless an extension of time is agreed to by both parties, the structured interview or assessment tool shall be deemed approved for the purposes of filling the immediate vacancy.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2017

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__