

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0021

Sponsored by: Councilmembers Connally, Greenspan, Brady and Gallagher

A Motion amending the Rules of the Cuyahoga County Council to establish the duties and authority of the Chief of Staff, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cuyahoga County Charter in Article 3, Section 9, Subsection 1 authorizes the County Council “to appoint and provide for the compensation and duties of the Clerk of Council and such other assistants for the Council as a whole as the Council determines to be necessary for the efficient performance of its duties; and

WHEREAS, the Cuyahoga County Charter provides in Article 3, Section 10, Subsection 2 that the Cuyahoga County Council shall adopt its own rules; and

WHEREAS, Council has determined that it is necessary for the efficient performance of its duties that its staff be managed by a Chief of Staff, with designated duties and authority; and

WHEREAS, Council desires to retain initial hiring and setting of compensation authority for its staff, but desires to delegate some of its personnel authority to the Chief of Staff; and

WHEREAS, Council approved permanent rules on April 26, 2011 in Motion No. M2011-0007, as has subsequently amended the rules by Motion; and

WHEREAS, Council deems it necessary to amend the permanent Rules of Council in order to provide for the efficient management of Council staff and the timely operations of the Council;

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

SECTION 1. The Rules of Cuyahoga County Council, are hereby amended in part to read as follows (additions are bolded and underlined; deletions are stricken out):

Rule 3A: ~~Clerk of Council~~ **Chief of Staff**

The Council shall appoint and set the compensation for a Chief of Staff, who shall have the following duties:

- (1) Advise and assist Council on a broad range of initiatives, including organizational strategy, priorities, and efficiency and effectiveness of Council as well as all operations, providing leadership and strategy for staff and Council.**
- (2) Manage all Council operations, including policy, budget, constituent and other council services, communications and Clerk of Council**
- (3) Serve as primary liaison between administration and Council as well as external entities and coordinate all internal and external communication, at times acting as spokesperson for Council**
- (4) Supervise all Council staff, including the Clerk of Council, with authority to set duties and compensation after initial hire, and to evaluate and discipline staff, up to and including termination. The Chief of Staff shall notify Council of any changes in compensation and any decision to terminate a staff member. Council may override any decision by the Chief of Staff to change the compensation or terminate a staff member by Motion introduced within the next two Council meetings following the notification from the Chief of Staff.**
- (5) Any other duties as assigned by the Council President**

The President of Council is authorized to evaluate and may discipline the Chief of Staff, up to but not including termination. Council may terminate the services of the Chief of Staff upon Motion.

Rule 3B: ~~Other Council Personnel~~ **Clerk of Council**

The Council shall appoint and set the **initial** salary and compensation for a Clerk of Council, who shall have the following duties:

- (1) Attend meetings of Council, determine quorums, record the proceedings and the votes of each Member, and keep the minutes of the proceedings;
- (2) Provide notices as required by the Charter, general law, and these Council Rules;
- (3) Accept, record, and compile proposed legislation for inclusion in the agenda of Council;
- (4) Deliver all adopted legislation to the Executive;
- (5) Deliver proposed legislation to the Committee Chairs;
- (6) Accept and provide to the President requests to address Council;
- (7) Publish all legislation as required by these Council Rules;
- (8) Publish the Record of Council;

(9) Conduct the election of the President of Council;

(10) Attend Council Committee meetings in person or by designee, determine quorums, record the proceedings and the votes of each member, keep the minutes of the proceedings, and accept and provide the Chairperson requests to address the Committee;

(11) Any other duties that the Council **or the Chief of Staff** determines are necessary for the performance of ~~its~~ **Council's** duties.

Rule 3C: Other Council Personnel

(1) The Council shall, by appropriate legislation, determine the **initial** job titles, ~~classifications~~, compensation and duties of full or part-time staff as are needed to properly perform the duties of Council as set forth in the Charter; and in so doing, Council shall reference the classification and salary administration system as established by ordinance and administered by the Human Resources Commission. **All Council personnel, including the Chief of Staff and Clerk of Council, shall be eligible to participate in cost of living increases and merit pay programs approved for non-bargaining employees of the County.**

(2) The Council **Chief of Staff** shall, ~~by appropriate legislation,~~ **be authorized to make recommendations to the appropriate contracting authority concerning** ~~determine~~ the compensation and duties of other personnel, such as contractors or professional experts or other consultants on a retainer or contract basis, as are needed to properly perform the duties of Council as set forth in the Charter.

SECTION 2. Effective Date. Provided that this Motion receives the affirmative vote of at least eight (8) of the members of Council, it shall take effect immediately upon adoption by Council. It is hereby determined to be necessary that this Motion become immediately effective in order that the County Council continue to have operating rules in place without interruption, and so that the usual and daily operations of county government may continue to function.

SECTION 3. It is found and determined that all formal actions of the Council and Council committees relating to the adoption of this motion occurred in open meetings and that all deliberations of this Council and any of its committees that resulted in such formal action took place in meetings open to the public, in compliance with all legal requirements, including those of Section 121.22 of the Ohio Revised Code.

On a motion by Mr. Schron, seconded by Mr. Gallagher, the foregoing Motion was duly approved.

Yeas: Jones, Rogers, Greenspan, Brady, Germana, Gallagher, Schron and
Connally

Nays: Simon, Miller and Conwell

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 28, 2013

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Committee Report/Second Reading: June 25, 2013

Journal CC011

July 9, 2013