



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, MAY 18, 2021**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**\*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed for public meetings at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link:**  
<https://www.youtube.com/CuyahogaCounty>

**\*\*Public comment for this meeting may be submitted in writing via email to the Assistant Deputy Clerk of Council at [arjohnson@cuyahogacounty.us](mailto:arjohnson@cuyahogacounty.us) no later than 9:00 a.m. on Tuesday, May 18, 2021**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MAY 4, 2021 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) O2021-0005: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to recognize Juneteenth as a paid County holiday, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.
- 6. MISCELLANEOUS BUSINESS**

## 7. ADJOURNMENT



## **MINUTES**

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, MAY 4, 2021  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM**

### **1. CALL TO ORDER**

**Chairwoman Brown called the meeting to order at 10:00 a.m.**

### **2. ROLL CALL**

**Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher, Miller, Sweeney and Conwell were in attendance and a quorum was determined. Councilmembers Jones and Tuma were also in attendance.**

### **3. PUBLIC COMMENT**

**There were no public comments given.**

### **4. APPROVAL OF MINUTES FROM THE APRIL 20, 2021 MEETING**

**A motion was made by Ms. Conwell, seconded by Mr. Miller, and approved by unanimous vote to approve the minutes from the April 20, 2021 meeting.**

### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2021-0105: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

**Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission; Mr. Jesse Drucker, Director of Human Resources; and Ms. Sarah Nemastil, Assistant Law Director, addressed the Committee regarding Resolution No. R2021-0105. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Bouchahine, Mr. Drucker and Ms. Nemastil pertaining to the item, which they answered accordingly.**

**Ms. Brown introduced a proposed substitute to Resolution No. R2021-0105. Discussion ensued.**

**A motion was made by Ms. Brown, seconded by Mr. Sweeney, and approved by unanimous vote to accept the proposed substitute.**

**On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0105 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- b) R2021-0112: A Resolution confirming the County Executive's re-appointment of John M. Hairston, Jr., to serve on The MetroHealth System Board of Trustees for the term 3/1/2021 – 2/28/2027; and declaring the necessity that this Resolution become immediately effective.

**Ms. Michele Pomerantz, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2021-0112. Discussion ensued.**

**Committee members and Councilmembers asked questions of Ms. Pomerantz pertaining to the item, which she answered accordingly.**

**Mr. John M. Hairston, Jr. addressed the Committee regarding his nomination to serve on The MetroHealth System Board of Trustees. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Hairston pertaining to his experience, expertise, and qualifications, which he answered accordingly.**

**Mr. Joe Frolik, Senior Vice President of Communications, Government and Community Relations with MetroHealth, addressed the Committee regarding Resolution No. R2021-0112. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Frolik pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Brown with a second by Mr. Sweeney, Resolution No. R2021-0112 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.**

**Mr. Miller, Mr. Sweeney, Ms. Conwell, Mr. Jones, Mr. Gallagher and Ms. Brown requested to have their names added as co-sponsors to Resolution No. R2021-0112.**

- c) O2021-0005: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to recognize Juneteenth as a paid County holiday, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.

**Mr. Drucker addressed the Committee regarding Ordinance No. O2021-0005. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Drucker pertaining to the item, which he answered accordingly.**

**There was no further legislative action taken on Ordinance No. O2021-0005.**

- d) O2021-0007: An Ordinance enacting Section 202.21 of the County Code, establishing a Department of Equity and Inclusion to enhance equity both within County government and throughout the community of Cuyahoga County; amending Chapter 509 of the County Code to specify certain duties of the Department; and declaring the necessity that this Ordinance become immediately effective.

**Mr. Michael Chambers, Fiscal Officer; and Mr. Drucker, addressed the Committee regarding Ordinance No. O2021-0007. Discussion ensued.**

**Committee members and Councilmembers asked questions of Messrs. Chambers and Drucker pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Brown with a second by Ms. Conwell, Ordinance No. O2021-0007 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.**

**Ms. Brown, Mr. Sweeney, Ms. Conwell, and Mr. Jones requested to have their names added as co-sponsors to Ordinance No. O2021-0007.**

- e) O2021-0008: An Ordinance amending Chapters 507 and Sections 110.3, 205.01, 206.09 207.03, 501.06, 501.10, 501.12, 501.21, 501.22, 502.07, 502.08, 502.09, 502.10, 502.12, 503.02, 503.03, 503.05, 503.06, 503.07, 503.08, 505.05, 510.02, 510.04, 510.06, 510.07, and 510.08 of the County Code to reflect the dissolution of the Office of Procurement and Diversity and its replacement by the Department of Purchasing and the Department of Equity and Inclusion; and declaring the necessity that this Ordinance become immediately effective.

**Mr. Chambers and Mr. Gregory Huth, Law Director, addressed the Committee regarding Ordinance No. O2021-0008. Discussion ensued.**

**Committee members and Councilmembers asked questions of Messrs. Chambers and Huth pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Brown with a second by Mr. Miller, Ordinance No. O2021-0008 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- f) O2021-0009: An Ordinance amending Section 303.03 of the Cuyahoga County Code to update the rules for the maintenance of the eligibility lists for potential employees; and declaring the necessity that this; and declaring the necessity that this Ordinance become immediately effective.

**Ms. Rebecca Kopcienski; Director of the Personnel Review Commission, addressed the Committee regarding Ordinance No. O2021-0009. Discussion ensued.**

**Committee members and Councilmembers asked questions of Ms. Kopcienski pertaining to the item, which she answered accordingly.**

**On a motion by Ms. Brown with a second by Mr. Sweeney, Ordinance No. O2021-0009 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

## 6. MISCELLANEOUS BUSINESS

**Ms. Brown advised that a special election is being held today and urged everyone to vote.**

## 7. ADJOURNMENT

**With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:11 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2021-0005

Sponsored by: <b>County Executive Budish/Department of Human Resources</b>	<b>An Ordinance</b> providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) to recognize Juneteenth as a paid County holiday, to be applicable to all County employees; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, President Lincoln issued the Emancipation Proclamation declaring all enslaved people in the Confederate States to “be then, thenceforward, and forever free” on January 1, 1863; and

WHEREAS, federal troops arrived in Galveston, Texas on June 19, 1865 (nka, Juneteenth), two-and-a-half years after signing of the Emancipation Proclamation, to ensure that all enslaved people were freed; and

WHEREAS, the County Executive/Department of Human Resources has recommended to amend the Human Resources Personnel Policies and Procedures Manual to include Juneteenth as a County paid holiday; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council’s authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County’s Personnel Policies and Procedure Manual, which is amended herein and may be amended in the future by Council; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

**SECTION 1. Adoption of Revised Human Resources Personnel Policies and Procedures Manual:** Council hereby adopts the amended section of the County’s Human Resources Personnel Policies and Procedures Manual (“Employee Handbook”) as set forth in Exhibit A attached hereto, effective for all County employees, and shall remain in full force and effect and shall be followed by County employees under the authority of the County Council and the County Executive. Upon adoption of this





## Exhibit A

### **11.02 Paid Holidays**

The County provides full-time and part-time benefits-eligible employees with paid time off on the following, recognized holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Employees who are in an unpaid status on the regular workday immediately preceding or following the holiday are not eligible for holiday pay.

Eligible employees who work on a County-recognized holiday and are in a paid status on the regular work day immediately preceding and following a holiday are entitled to holiday pay for their regularly scheduled work hours. If the employee's work schedule is other than Monday through Friday, and the holiday falls on the employee's day off, the employee is entitled to a floating day off, to be used within ninety (90) calendar days and with prior approval.

An employee in a non-exempt position who is required to work on a County holiday shall be entitled to regular pay in addition to holiday premium pay at one and one-half (1.5) times for each hour worked. Exempt employees who are required to work on a County holiday will receive regular pay in addition to holiday premium pay at their regular rates for each hour worked, or exchange time. Normally, the County will credit the employee with exchange time. A department director may request, based on compelling or extraordinary operational needs, that the Director of Human Resources approve holiday premium pay for an employee or group of employees in lieu of exchange time, subject to the conditions in Section 9.07 of this handbook.

Part-time benefits-eligible employees are entitled to holiday pay for their scheduled hours if the recognized holiday falls on their regularly scheduled workday.

Part-time benefit non-eligible employees and temporary employees are not entitled to holiday pay or premium holiday pay even if they work on a recognized holiday.