



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**  
**THURSDAY, JUNE 23, 2011**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM JUNE 2, 2011**
- 4. PUBLIC COMMENT RELATED TO THE AGENDA**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) M2011-0038: A Motion confirming the County Executive's appointment of Wade Steen to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees, and declaring the necessity that this Motion become immediately effective.  
  
Sponsor: Council President Connally
  - b) R2011-0200: A Resolution adopting an operating budget for the Human Resource Commission, and declaring the necessity that this Resolution become immediately effective.  
  
Sponsors: County Executive FitzGerald and Human Resource Commission
  - c) O2011-0028: An Ordinance amending Ordinance No.02011-0015 to expire on or before 12/31/2011 providing for the approval and adoption of Human Resources Policies & Procedures for Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.  
  
Sponsor: County Executive Fitzgerald/Department of Human Resources

**6. MISCELLANEOUS BUSINESS**

- a) Fact-finding Report
- b) Executive Session

**7. OTHER PUBLIC COMMENT**

**8. ADJOURNMENT**

# Cuyahoga County Council



## Committee Minutes

### Joint Meeting

of

### Human Resources, Appointments, & Equity

Yvonne Conwell, Chair

Julian Rogers, Vice chair

### and Health, Human Services & Aging

Dan Brady, Chair

Yvonne Conwell, Vice Chair

---

Thursday, June 2, 2011

10:00 AM

Council Chambers

---

I. Call to Order at 10:00 am

II. Roll Call: HRAE: Members Present: Yvonne Conwell, Michael Gallagher, Julian Rogers

HHSA : Members Present - Dan Brady, Yvonne Conwell, Michael Gallagher

III. Public comment (none)

IV. Approval of HRAE Minutes of May 26, 2011 – Upon motion by Mr. Rogers, seconded by Mr. Gallagher, the HRAE minutes of May 26 were unanimously approved as submitted.

V. Agenda Items: Matters referred to Committee

- a) M2011-0032: A Motion confirming the County Executive's appointment of Vanessa L. Whiting, Esq. to serve on The MetroHealth System Board of Trustees.

Sponsor: Council President Connally

Ms. Whiting VW expressed her gratitude for Council's consideration of her appointment. She described MetroHealth as a critical county institution. The provision of health care regardless of ability to pay is important to our community, particularly given the increase in poverty. Ms. Whiting described her educational background, her legal career, and her volunteer and other business activities. She believes her background in community and economic development, finance and public law as well as her community service activities give her a good background for Metro's board. She believes Metro must maintain its core mission of quality care for the indigent while acknowledging the obligation to enhance revenue streams.

Ms. Whiting responded to several questions about the role of a trustee, noting that she had not prejudged anything about Metro and that she understood her responsibility to ask questions. She responded to questions about the role of a trustee, and the obligation to ask hard questions when necessary. Ms. Whiting acknowledged Metro's history and the unique role of public hospitals.

**Upon motion duly made and seconded, M2011-0032 was unanimously passed by the joint committee . It was noted that the motion itself includes immediately effective language and that the clerk would change the caption to reflect that fact.**

VI. Miscellaneous business – HR Director Elise Hara introduced Joyce Edwards, new Deputy Director for Labor and Employment and explained Ms. Edwards role. Ms. Edwards briefly addressed the committee.

VII. Adjournment at 10:40 a.m.

**COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO**

**MOTION NO. M2011-0038**

**SPONSORED BY: COUNCIL PRESIDENT CONNALLY**

**A Motion confirming the County Executive's appointment of Wade Steen to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982 under the authority granted in ORC 1724; and,

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development Cuyahoga County. The CCCIC serves as Cuyahoga County's review agent for industrial revenue bond financing; and,

WHEREAS, Article III of the CCCIC's Code of Regulations provides that the County shall appoint five members to the Board of Trustees for one year terms; and,

WHEREAS, County Executive has nominated Wade Steen to serve on the CCCIC Board of Trustees; and,

WHEREAS, it is necessary that this Motion 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 agency.

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

**SECTION 1.** The Council of Cuyahoga County, Ohio, hereby confirms the appointment of Wade Steen to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for a term of one year.

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date

\_\_\_\_\_  
Clerk of Council      Date

First Reading/Referred to Committee: June 14, 2011  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC \_\_\_\_\_  
\_\_\_\_\_, 2011

# County Council of Cuyahoga County, Ohio

## Resolution No. R2011-0200

Sponsored by: <b>County Executive FitzGerald and Human Resource Commission</b>	A <b>Resolution</b> adopting an operating budget for the Human Resource Commission, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Charter Section 3.09, Powers and Duties of Council, states that all powers of the Council shall be exercised by ordinance and resolution and shall include, but not be limited to... (5) To adopt and amend the County's annual tax budget, operating budget and capital improvements program and to make appropriations for the County; and,

WHEREAS, Article IX of the Charter of Cuyahoga County creates a Human Resource Commission consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations; and,

WHEREAS, Charter Section 9.02(1) states that the Human Resource Commission shall have responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review; and,

WHEREAS, the Human Resource Commission has determined that it will require additional staff to carry out its Charter mandated functions; and,

WHEREAS, Cuyahoga County Council Ordinance No. O2011-0017 requires, within 90 days of the passage of Ordinance No. O2011-0017, the County Council to adopt an operating budget for the Human Resource Commission; and,

WHEREAS, Cuyahoga County Council Ordinance No. O2011-0017 requested the County Executive and Human Resource Commission to present a proposed schedule of estimated revenues and proposed expenditures; and,

WHEREAS, on April 20, 2011, the Human Resource Commission approved submittal of the budget attached as Exhibit A to this Resolution to County Council; and,

WHEREAS, it is necessary that this Resolution become immediately effective due to the fact that civil service appeals for several employees are being held in abeyance until such time that the Human Resource Commission is operative and

in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a county department.

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

**SECTION 1.** Pursuant to Charter Section 3.09(5), Council hereby adopts the budget attached as Exhibit A to this Ordinance as the Human Resource Commission's operating budget for FY2011. In doing so, Council hereby authorizes the Human Resource Commission to hire the additional employees appropriated in its proposed budget.

**SECTION 2.** It is necessary that this Resolution become immediately effective due to the fact that civil service appeals for several employees are being held in abeyance until such time that the Human Resource Commission is operative and in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a county department.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date



First Reading/Referred to Committee: June 14, 2011

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

Journal CC \_\_\_\_\_  
\_\_\_\_\_, 2011

**HC019018 Human Resources Commission - Voted Budget**

Personal Services	\$266,000.00	*All salary payments
Fringe Benefits	\$81,097.00	*PERS, Medicare, Benefits
Commodities	\$15,000.00	*Messenger services, office products
Contracts & Professional Services	\$25,000.00	*Hearing Officer payments, other professional services
Controlled Services	\$50,000.00	*Space maintenance and data utilization
Other Operating	\$12,000.00	*Copies, office products, print shop services etc.
<b>TOTAL</b>	<b>\$449,097.00</b>	*This appropriation was approved 12/10 for the 2011 Budget

**Budget Changed to Reflect Needs:**

Personal Services	\$167,845.00	\$16,900.00 for HRC Stipends for 26 meetings, \$94,993 for HRC Administrator, \$55,952 for Executive Secretary
Fringe Benefits	\$52,083.11	*PERS & Medicare, Benefits for HRC Admin and Exec Sec
Commodities	\$15,000.00	*Messenger services, office products
Contracts & Professional Services	\$193,000.00	*\$10,000.00 for Court Reporting Services, \$168,000.00 for Hearing Officers, \$15,000 for ancillary services
Controlled Services	\$50,000.00	*Space maintenance and data utilization
Other Operating	\$12,000.00	*Copies, office products, print shop services etc.
<b>TOTAL</b>	<b>\$489,928.11</b>	(\$40,831.11) *Adjustment required

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2011-0028

Sponsored by: <b>County Executive FitzGerald/ Department of Human Resources</b>	<b>An Ordinance</b> amending Ordinance No. O2011-0015 to expire on or before 12/31/2011 providing for the approval and adoption of Human Resources Polices & Procedures for Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.
---	--

WHEREAS, Cuyahoga County Charter Section 9.01 provides that the County's Human Resources Polices and Systems for County employees 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, on April 5, 2011, County Council adopted the Human Resources Policies and Procedures for Cuyahoga County for a period not-to-exceed June 30, 2011 (Ordinance No. O2011-0015); and,

WHEREAS, the County Executive is requesting additional time to develop a fully integrated and consistent human resources policies and procedures manual for all County employees; 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 department.

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

**SECTION 1.** The Human Resources Policies and Procedures Manual adopted by the County Council on April 5, 2011 shall be applicable to all County offices, employees, and officers under the authority of the County Executive and County Council, and shall remain in force and effect and shall be followed by County offices, employees and officers under the authority of the County Council and the County Executive for a period not-to-exceed December 31, 2011.

**SECTION 2.** Due to the complexities associated with merging certain policies and procedures, the following sections in the Human Resources Policies and Procedures Manual will not apply to certain agencies: *Section 6, Workweek and Hours/Payroll; Section 7.03, Employee Assistance Program; Section 8.04, FMLA Amount of Leave; Section 8.05, FMLA Coordination with Other Leaves of Absences; and Section 9, Employee Leave.* For the policies covered by these sections, employees will continue to adhere to the policies and procedures that they were subject to on December 31, 2010.

**SECTION 3.** Effective Date. Provided this Ordinance receives the affirmative vote of eight of the members of Council, it shall take effect immediately upon the signature of the County Executive. It is hereby determined to be necessary that this Ordinance become immediately effective in order that Cuyahoga County services may continue to be provided in a consistent manner, and so that the usual and daily operations of government may continue to function on and after June 30, 2011. This Ordinance shall expire on December 31, 2011.

**SECTION 4.** 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 adopted.

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: June 14, 2011

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 2011