

SOLON CIVIL SERVICE COMMISSION
April 8, 2014 – 6:08 P.M.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, Facility Manager Parker, and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Huml moved to approve the minutes of March 18, 2014 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

The Work Session minutes of March 18, 2014 were not available for approval. This item was tabled.

The Work Session minutes of April 1, 2014 were not available for approval. This item was tabled.

Mr. Huml moved to approve the payroll of March 21, 2014 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

Mr. Huml moved to approve the payroll of April 4, 2014 as presented by the Payroll Department. Mr. Doberstyn seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

CORRESPONDENCE

E-mail dated April 7, 2014 from Doug Holub scheduling agility testing on April 24, 2014 for the 60 individuals who applied for the Service Department Laborer position. Mr. Doberstyn will attend to briefly welcome the candidates.

Memos dated March 17 and March 31, 2014 from Chief Viland to Sgt. McGee regarding hearing postponements. No action was taken by the Commission.

Memo dated March 21, 2014 from Lt. Tonelli to Ptl. Cunningham regarding departmental charges. No action was taken by the Commission.

Memo dated March 21, 2014 from Chief Viland to Ptl. Cunningham regarding a pre-disciplinary hearing to the Departmental Charges. No action was taken by the Commission.

Memo dated March 28, 2014 from the Chief Viland to Ptl. Cunningham regarding his findings to the Departmental Charges. No action was taken by the Commission.

FIRE DEPARTMENT

The current eligibility list for entry level firefighter was presented by Secretary Perry for approval. The exam was administered on Tuesday, March 4, 2014 by Personnel Selection Services. 100 applications were accepted. 95 applicants took the examination. 84 passed the examination. Mr. Huml moved to approve the list for a period of 2 years. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

RECREATION DEPARTMENT

Facilities Manager Parker noted the position of Maintenance Supervisor/Coordinator was posted in late January and 16 applications were received. Matt Haddon has been working with the City on a part time basis and after interviewing several candidates, he stood out as their top selection. Facilities Manager Parker introduced Matt Haddon to the Commission. Mr. Huml explained the process and the non-competitive examination was administered.

Mr. Doberstyn moved to approve the hiring of Matt Haddon to the position of Maintenance Supervisor/Coordinator at the Community Center based upon Matt Haddon’s interview and the recommendation of Facilities Manager Parker. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

EMPLOYEE INFORMATIONAL FLOW CHART

During the review for this item it was discovered by HR Generalist Stolarsky that the position of GIS Coordinator was to be unclassified according to Chapter 254 of the Ordinances. This was passed by Council April 7, 2003. In January of 2003, however, the Commission moved to classify the position and a non-competitive examination was administered to the selected candidate. Following discussion, the disposition of this item was tabled until it can be determined there are no other positions similarly situated and a letter is to be sent to Law Director Lobe to determine whether the Ordinance supersedes any action taken by the Commission.

REVIEW OF THE RULES AND REGULATIONS

During one of the work sessions the question was raised as to whether the Commission was required to continue certifying the City payroll check runs. Section 9.41 of the Ohio Revised Code mandates this. This item is to be provided to the vendor performing the update of the Rules and Regulations for a final determination.

CLOSING

There being no further business to conduct, Mr. Huml moved to adjourn at 6:59 p.m. Mr. Doberstyn seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

