

**SOLON CIVIL SERVICE COMMISSION**  
**May 13, 2014 – 6:05 P.M.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, Construction Project Administrator Driscoll, Service Department Administrative Manager Holub and Secretary Perry

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Huml moved to approve the minutes of April 23, 2014 as presented by Secretary Perry. Mr. Doberstyn 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.

The Work Session minutes of May 6, 2014 were not available for approval. This item was tabled.

Mr. Huml moved to approve the payroll of April 17, 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 May 2, 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 full-time retro payroll of May 9, 2014 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

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

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

There were no payroll change/rate sheets available for approval.

**CORRESPONDENCE**

Letter dated April 14, 2014 from Law Director Lobe to the Commission regarding Employment Policy. No action was taken by the Commission.

**CONSTRUCTION DEPARTMENT**

Construction Project Administrator Driscoll was in attendance to request a non-competitive examination for the position of Construction Inspector 1. He presented a memo to the Commission along with an attached resume. An internal posting was made and Andrea Neal was the selected candidate. Mr. Driscoll introduced Andrea Neal to the Commission. Mr. Huml explained the process and the non-competitive examination was administered.

Following the examination Mr. Huml moved to approve the hiring of Andrea Neal for the position of Construction Inspector 1. Mrs. Caplan seconded the motion.

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

**SERVICE DEPARTMENT**

Administrative Manager Holub presented to the Commission the Service Department Laborer Eligibility List to the Commission for approval. The agility test was administered to nine candidates on April 24, 2014; eight of the candidates passed all 6 parts of the test. He asked that the list be approved for a period of one year.

Mr. Huml moved to approve the Service Department Laborer Eligibility List for a period of one year from this date. Mr. Doberstyn seconded the motion.

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

**REVIEW OF THE RULES AND REGULATIONS**

At the May 6 work session there was discussion about scheduling a work session for July 15. Mrs. Caplan noted she would not be able to attend that date. The Commission then agreed to reschedule for July 16 at 4:00 p.m. This new date will be confirmed with the vendor.

**EMPLOYEE INFORMATIONAL FLOW CHART**

A memo was sent to Law Director Lobe concerning the position of GIS Operator. This item remains pending his response.

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 6:45 p.m. Mr. Doberstyn seconded the motion.

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

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