

SOLON CIVIL SERVICE COMMISSION
June 17, 2014 – 6:07 P.M.

PRESENT: Commission Members Doberstyn and Huml, Human Resources Benefits Coordinator Vest, Service Department Administrative Manager Holub and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Doberstyn moved to approve the minutes of June 3, 2014 as presented by Secretary Perry. Mr. Huml seconded the motion.

Roll Call:	Aye:	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.

REVIEW OF PAYROLL CHANGE/RATE SHEETS

There weren't any sheets available for signature. No action was taken by the Commission.

CORRESPONDENCE

Memo dated June 12, 2014 to Sgt. Cabot from Chief Viland regarding Departmental Charges

MONTHLY REPORT OF DEPARTMENTAL INCOME/EXPENDITURES

The report for the month ending May 31, 2014 was presented for review. No action was taken by the Commission.

REVIEW OF THE RULES AND REGULATIONS

There wasn't any new information for this item. It remains pending.

EMPLOYEE INFORMATIONAL FLOW CHART

There wasn't any new information for this item. It remains pending.

SERVICE DEPARTMENT

Director Bandiera submitted a memo to the Commission requesting a non-competitive examination for the positions of Mechanic (2) and Preventative Maintenance Technician/Light Mechanic.

Manager Holub introduced Kurt Kendzierski who attended for a non-competitive examination for a promotion to Mechanic. Mr. Huml explained the process and the examination was administered.

As a result of his examination and at the recommendation of Director Bandiera, Manager Holub and Ms. Vest, Mr. Doberstyn moved to approve the promotion of Kurt Kendzierski from Preventative Maintenance Technician/Light Mechanic to Mechanic. Mr. Huml seconded the motion.

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

Manager Holub introduced Andrew Dereza who attended for a non-competitive examination for the position of Mechanic. Mr. Huml explained the process and the examination was administered.

As a result of his examination and at the recommendation of Director Bandiera, Manager Holub and Ms. Vest, Mr. Doberstyn moved to approve the appointment of Andrew Dereza to the position of Mechanic. Mr. Huml seconded the motion.

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

Manager Holub introduced Mike Klimczak who attended for a non-competitive examination for the position of Preventative Maintenance Technician/Light Mechanic. Mr. Huml explained the process and the examination was administered.

As a result of his examination and at the recommendation of Director Bandiera, Manager Holub and Ms. Vest, Mr. Doberstyn moved to approve the appointment of Mike Klimczak to the position of Preventative Maintenance Technician/Light Mechanic. Mr. Huml seconded the motion.

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

Mr. Doberstyn asked the secretary to submit a memo to the Department Heads requesting that any documentation to be reviewed for the meeting be submitted at the time the agenda is distributed to the Commission; generally the Friday before the meeting.

CLOSING

There being no further business to conduct, Mr. Huml moved to adjourn at 7:11 p.m. Mr. Doberstyn seconded the motion.

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