

SOLON CIVIL SERVICE COMMISSION
July 10, 2014 – 6:05 P.M.

PRESENT: Commission Members Doberstyn and Huml, Human Resources Generalist Stolarsky, Operations/Monitoring Manager Stan Smith and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Huml moved to approve the minutes of June 17, 2014 as presented by Secretary Perry. Mr. Doberstyn seconded the motion.

Roll Call:	Aye:	Doberstyn, Huml
	Abstain:	Caplan
	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

The available sheets were signed by the Commission. No action was taken by the Commission.

APPROVAL OF PAYROLL

Mr. Huml moved to approve the Payroll of June 13, 2014 as presented by the Payroll Department. Mr. Doberstyn seconded the motion.

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

Mr. Huml moved to approve the Payroll of June 27, 2014 as presented by the Payroll Department. Mr. Doberstyn seconded the motion.

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

CORRESPONDENCE

Letter dated June 16, 2014 from Brian Summerlin to Chief Shaw announcing his retirement effective July 20, 2014. No action was taken by the Commission.

Memo dated July 1, 2014 from Lt. Felton to Dispatcher Grizancic regarding formal charges.

Memo dated July 2, 2014 from Chief Viland to Dispatcher Grizancic regarding Departmental Charges.

Memo dated July 10, 2014 from Chief Viland to Dispatcher Grizancic regarding the disposition of Department Charges.

Memo dated June 26, 2014 from Chief Viland to the Civil Service Commission regarding the proposed Civil Service Rules and Regulations Draft. This document will be discussed with the vendor at the next work session.

REVIEW OF THE RULES AND REGULATIONS

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

EMPLOYEE INFORMATIONAL FLOW CHART

Human Resources Generalist Stolarsky presented to the Commission the 2013 Current and

2014 Proposed Grade Scale Placement by Title for Classified Employees, as well as a complete list of Employee Titles and whether they are in a classified or unclassified position.

Mr. Huml said, in general, the Department Head and the Department Head Assistant are unclassified. Anyone below that should be classified. He asked if there were employees below the Assistants that are unclassified. Mrs. Stolarsky said in the Finance Department, the Contract Compliance Officer is below the Assistant Finance Director. She said there are 58 unclassified positions. All the Managers are unclassified, as well.

Mr. Huml asked that this remain on the agenda. He asked that Mrs. Stolarsky bring to the next meeting, the ordinances affecting the following non-classified positions: Docket Clerk, Assistant to Clerk of Council, Animal Warden, Assistant Supervisor of Recreation Programming, Water Reclamation Secretary, Assistant Golf Pro, Administrative Coordinator (currently a vacant position) and Grounds Supervisor of the Golf Course. Mrs. Stolarsky said these are non-exempt in terms of salary and are unclassified.

Mrs. Stolarsky said she began with a list that was given to her by the Finance Director. She did not make any changes. If someone said they were unclassified and she could not locate the ordinance, she left it as is. She said there are only four or five positions she felt were questionable. Mr. Doberstyn asked which department had the most unclassified positions. Mrs. Stolarsky replied the Service Department because of all the Managers.

WATER RECLAMATION

Director Solanics submitted a memo to the Commission requesting a non-competitive examination for the Operator's Position. Operations/Monitoring Manager Stan Smith introduced James Sprosty. He said he was a former employee who left under the threat of potential layoffs during labor negotiations. Mr. Huml explained the process and the non-competitive examination was administered.

As a result of his examination and at the recommendation of Director Solanics and Operations/Monitoring Manager Smith, Mrs. Caplan moved to approve the appointment of James Sprosty to the position of Operator. Mr. Doberstyn seconded the motion.

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

Mr. Huml asked to be excused from the meeting at 6:38 p.m.

CLOSING

There being no further business to conduct, Mrs. Caplan moved to adjourn at 6:40 p.m. Mr. Doberstyn seconded the motion.

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