

**SOLON CIVIL SERVICE COMMISSION**  
**June 9, 2015 – 5:00 p.m.**

**PRESENT:** Commission Members Caplan, Doberstyn, Huml, and Secretary Perry

**APPROVAL OF MINUTES**

Mr. Huml moved to approve the minutes of February 10, February 24, April 14, April 21, April 28 and May 28, 2015. Mrs. Caplan seconded the motion.

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

The minutes of May 12, 2015 were not yet available for approval.

**APPROVAL OF PAYROLL**

Mr. Doberstyn moved to approve the Payroll of May 15 and May 29, 2015 as provided 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**

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

**CORRESPONDENCE**

Water Reclamation Department Employee Warning dated May 18, 2015 to Brian Haydu regarding Work Performance.

Memo dated May 22, 2015 From Lt. Felton to Ashley Welch regarding Departmental Charges

Memo dated May 22, 2015 from Chief Viland to Dispatcher Ashley Welch regarding Pre-Disciplinary Hearing.

Classified Order dated May 25, 2015 to FTO Keith Kulak promoting him to the position of Sergeant.

Classified Order dated May 25, 2015 to PT CO Ebony Coleman placing her on temporary full time status until further notice.

Memo dated May 28, 2015 from Chief Viland to Dispatcher Ashley Welch regarding Departmental Charges.

Memo dated May 28, 2015 from Chief Viland to Sgt. Bunjevac regarding Departmental Charges.

Memo dated June 8, 2015 from Chief Viland to Sgt. Bunjevac regarding Departmental Charges.

**RECORDS RETENTION POLICY**

Mrs. Caplan moved to approve the Records Retention Policy provided by the Contract Compliance Officer with the following changes:

**CS-006** The Audio Recordings of Meeting shall be kept on file for a period of 1 year after minutes are officially accepted.

**CS-015** The Eligibility and Certified Lists shall be kept on file for a period of 1 year after its expiration.

Mr. Huml seconded the motion.

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

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 5:26 p.m. Mr. Doberstyn seconded the motion.

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

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