

**Solon Civil Service Commission  
December 16, 2014 – 6:06 p.m.**

**PRESENT:** Commission Members Huml, Caplan and Doberstyn, Human Resources Director Stolarsky, Director of Water Reclamation Solanics, Service Department Administrative Manager Doug Holub, and Secretary Farley

**APPROVAL OF MINUTES AND PAYROLL**

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

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

Mr. Huml moved to approve the City Payrolls of November 26, 2014 and December 12, 2014. Mr. Doberstyn seconded the motion.

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

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

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

**CORRESPONDENCE**

Memo dated November 26, 2014 to Officer McElroy from Chief Viland regarding Departmental Charges.

Memo dated December 10, 2014 to Officer Perkins from Lt. Tonelli regarding Departmental Charges.

Memo dated December 10, 2014 to Officer Perkins from Chief Viland scheduling the Pre-Disciplinary Hearing relating to Departmental Charges.

Memo dated December 16, 2014 to the Civil Service Commission from Chief Shaw requesting a promotional examination be given prior to March 1, 2015.

Mr. Huml moved to approve the request for a promotional examination. Mr. Doberstyn seconded the motion.

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

**SERVICE DEPARTMENT**

Administrative Manager Holub was present to give an update on the eligibility list. Mr. Holub will schedule an agility test after the Holidays. Mr. Holub noted that test may take place on a Saturday to ensure a positive turnout for the test.

**Water Reclamation Department**

Director Solanics submitted a memo to the Commission requesting a non-competitive examination for the position of Electrical Instrumentation Technician. He introduced Michael Pascal. 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, Mr. Huml moved to approve the appointment of Michael Pascal to the position of Electrical Instrumentation Technician. Mrs. Caplan seconded the motion.

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

**HUMAN RESOURCES**

Director Stolarsky updated the Commission on the draft of the new Civil Service Rules and Regulations. Mr. Huml requested that the Commission members received a hard copy of the draft of the new rules for the Commission to review. Discussion was had about the process of approving the new rules and regulations and changes that will be made to the new rules and regulations. Director Stolarsky asked the Commission if there were any questions on the Classification Plan that was presented to them at the December 16<sup>th</sup> meeting. She will add dates to the list for seniority purposes and to make the chart consistent with the rules. Mr. Huml noted that Director Stolarsky answered all the Commissions' questions at the last meeting. Mrs. Caplan noted that this is different then if somebody is exempt or non-exempt. Director Stolarsky noted that these are positions that Civil Service has determined are classified and protected with Civil Service protection and has nothing to do with exemption status.

Mr. Huml moved to approve the Classification Plan as satisfying the requirements the Commission originally looked for and asked that any subsequent actions be tied to the list. Mrs. Caplan seconded the motion.

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

Director Stolarsky presented a memo to the Commission abolishing the positions of Deputy Tax Auditor, Assistant Tax Auditor, and Tax Clerk.

Mr. Huml moved to approve the abolishment of the positions of the Deputy Tax Auditor, Assistant Tax Auditor, and Tax Clerk supported by the Classification Plan. Mr. Doberstyn 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 7:37 p.m. Mr. Doberstyn seconded the motion.

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

---

---

---