

**SOLON CIVIL SERVICE COMMISSION**  
**May 12, 2015 – 5:09 p.m.**

**PRESENT:** Commission Members Caplan, Doberstyn, Huml, HR Director Stolarsky and Secretary Farley

**APPROVAL OF MINUTES**

Mr. Huml moved to table the approval of the minutes of February 10, February 24, April 14, April 21 and April 28, 2015. Mr. Doberstyn seconded the motion.

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

**CORRESPONDENCE**

Memos dated April 29, 2015 to Dispatcher Arnold Rinis from both Lt. Tonelli and Chief Viland regarding Departmental Charges.

Memo dated May 1, 2015 from Chief Viland to Ptl. Gantt regarding Departmental Charges.

Memo dated May 7, 2015 from Chief Viland to Sgt. Bunjevac regarding Departmental Charges.

Memo dated May 8, 2015 from Chief Viland to Ptl. Gantt regarding Departmental Charges.

**POLICE DEPARTMENT**

Memo dated May 8, 2015 from Chief Viland to the Civil Service Commission requesting permission to hold an examination for original appointment to the position of patrolman. Mr. Huml moved to approve the expiration of the current list and to begin the testing process through the Tri-C law enforcement testing program. Mrs. Caplan seconded the motion.

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

**SERVICE DEPARTMENT**

Administrative Manager Holub provided the Commission with the final ranking of the Service Department Eligibility List. He requested approval from the Commission of the list and permission to begin interviewing candidates. Mr. Huml moved to approve the current list for a period of one year from today's date and to begin the process of interviewing candidates for the position of Service Worker I. Mr. Doberstyn seconded the motion.

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

**RECORDS RETENTION POLICY**

Contract Compliance Officer Christina Papa provided the Commission with the Records Retention Policy concerning Civil Service Documents. Mrs. Caplan questioned section **CS-006** The Audio Recordings of Meeting. The Commission suggested they be kept on file for a period of 1 year after the minutes are officially accepted. Mrs. Caplan questioned section **CS-015** The Eligibility and Certified Lists. The Commission requested that the lists be kept on file for a period of 1 year after its expiration. Secretary Farley will submit the suggested changes to the Contract Compliance Officer.

**HR DEPARTMENT**

At the request of HR Director Stolarsky, Mr. Huml moved to enter into an Executive Session at 5:35 p.m. for the purposes of considering compensation of a public employee, pending litigation and imminent litigation. Mrs. Caplan seconded the motion.

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

The executive session ended at 5:46 p.m. and the meeting reconvened at 5:47 p.m.

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 5:48 p.m. Mr. Doberstyn seconded the motion.

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

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