

SOLON CIVIL SERVICE COMMISSION
April 5, 2011 – 6:32 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Chief Shaw and Secretary Perry

APPROVAL OF MINUTES

Mr. Patton noted the last word on page three of the minutes should read "motion" not "meeting". Mr. Huml moved to approve the minutes of March 17, 2011 with the correction as noted by Mr. Patton. Mr. Doberstyn seconded the motion.

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

APPROVAL OF PAYROLL

Mr. Huml moved to approve the hourly/salary payroll for Pay End Date March 25, 2011. Mr. Patton seconded the motion.

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

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

CORRESPONDENCE

Memo dated March 17, 2011 to Dispatcher Grizancic from Chief Viland regarding a pre-disciplinary hearing related to Departmental Charges.

Memo dated March 29, 2011 to Dispatcher Grizancic from Chief Viland regarding Departmental Charges.

Memo dated March 22, 2011 to Patrolman Petranic from Lt. Alestock regarding Departmental Charges.

Memo dated March 22, 2011 to Patrolman Petranic from Chief Viland regarding Scheduling Status as a result of Departmental Charges.

Memo dated March 24, 2011 to Patrolman Leonard from Lt. Abramowski regarding Departmental Charges.

Memo dated March 24, 2011 to Patrolman Leonard from Chief Viland regarding a Pre-Disciplinary Hearing as a result of the Departmental Charges.

Letter dated March 30, 2011 to Russell Martin from Chief Viland authorizing his part-time hire as a custodian in the Police Department.

Memo dated March 31, 2011 to Patrolman James Cabot from Mayor Drucker promoting him to the rank of Sergeant effective April 8, 2011.

Memo dated March 31, 2011 to Patrolman Leonard from Chief Viland regarding Departmental Charges.

FIRE DEPARTMENT

With regards to the Battalion Chief's Promotional List, Chief Shaw said he has spoken with each of the candidates and they are all in agreement to accept the list without the

evaluations. He is finding that as a common thread amongst the department. He said the Administration is in agreement, as well. For the record, Mr. Doberstyn asked Chief Shaw to obtain the candidates approval in writing.

Mr. Huml moved to approve the current Battalion Chief's Promotional Examination List without the evaluations included until a new list is created in 2012 based on the time it takes to complete all phases of the testing procedures. Mr. Patton seconded the motion.

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

In setting up interviews for the entry level candidates, Chief Shaw noted one of the candidates has a conflict because he accepted a position with another municipality and is in the middle of his two week training period. The training period ends on the date scheduled to interview the other candidates. The candidate asked if he could be scheduled for an interview on an alternate date. Chief Shaw said his concern is not being able to gather the same seven member panel of interviewers as the other candidates due to schedule conflicts. He asked if using a shortened panel for the alternate date would cause a problem. Mr. Huml said it is conceivable that there could be a challenge and recommended for consistency using the guaranteed minimum number team for all interviews. The remaining Commission members and Mr. Cornhoff concurred.

With regards to the current entry level list, Chief Shaw said he has had to remove four names and is working with the remaining six. He said two candidates asked to be removed by their own choosing and two candidates did not respond to the request to take the polygraph and psychological examinations. It is his hope to obtain three qualified firefighters from the remaining six, if not he will have to request additional names. Mr. Huml suggested that certified letters be sent to the two candidates who have been unresponsive documenting that attempts were made to reach them. Chief Shaw asked if he could work from the remaining names or if it was necessary to have ten names at all times. The Commission stated he could work from the names already in his possession.

HUMAN RESOURCE DEPARTMENT

Director Cornhoff said letters were sent to all the Directors asking for their input with regards to the Civil Service Rules and Regulations. To date there has been no response but he suspects it is because of the time of year. Mr. Huml said if Director Cornhoff cannot meet the deadline he has set for himself, it can be extended. Director Cornhoff said he will be sending out a reminder letter and is confident he will obtain some comments. Mr. Huml suggested asking for the information during the Department Head meeting.

The next meeting is scheduled for Tuesday, April 19, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 6:47 p.m. Mr. Doberstyn seconded the motion.

