

SOLON CIVIL SERVICE COMMISSION
May 3, 2011 – 6:44 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Administrative Manager Holub and Secretary Perry

APPROVAL OF MINUTES

Mr. Patton moved to approve the minutes of April 19, 2011 with two corrections. Mr. Doberstyn seconded the motion.

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

APPROVAL OF PAYROLL

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date April 21, 2011 as submitted by the Payroll Department. 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

E-mail from Scott Altshuler dated April 29, 2011 to Secretary Perry regarding the significance of using the evaluations in promotional exams and questioning why his current evaluation was permitted to be used when he had not been given the opportunity to review it. Mr. Altshuler requested a written response from the Commission.

Mr. Patton moved that a written response should be sent to Mr. Altshuler. Mr. Doberstyn seconded the motion.

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

E-mail from Dave Latarski dated April 29, 2011 to Secretary Perry requesting the 2005 Fire Department Lieutenant's Promotional Examination results. The information was supplied to him by Secretary Perry.

SERVICE DEPARTMENT

A memo dated May 3, 2011 from Administrative Manager Holub was distributed to the Commission regarding the new Civil Service Eligibility List for Laborer. Mr. Holub explained they received 170 applications for the two available positions. 52 applicants took the agility test on April 13 and April 14. Of those 52 applicants, 32 passed the agility test. Of those 32 applicants, 26 passed the background checks conducted by the Human Resource Department. Mr. Holub asked for the list to be certified for one year and for the first five names to be provided to them to begin the interview process.

After further discussion, Mr. Doberstyn moved to certify the list for a period of one year. The list will be certified for a second year if it continues to satisfy the Service Department's anticipated needs. In addition, the Secretary is to provide the Service Department with the top five names to begin the interview process. Mr. Patton seconded the motion.

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

ENGINEERING DEPARTMENT

Director Cornhoff asked to table the classification of the Assistant Engineering Director until the next meeting.

The next meeting is scheduled for May 24, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:09 p.m. Mr. Patton seconded the motion.

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